

Finance Advanced Diploma

One year (8 months) post-graduate advanced diploma

Please read and think about the following information below carefully to decide whether this program is a good fit for you. This information may change and is simply intended to offer you a helpful perspective on what you will experience in this program.

Orientation: Typically, during the last week of August (**Required** for all students).

Program Dates: Two 4-month terms: September through December and January through April.

Scheduled Breaks: Last week of December and first week of January (two weeks); first week of March (one week). Check your registration for exact dates.

Post-Graduation

Work Permit length: Up to 8 months.

Schedule: Monday to Friday as early as 8:00 a.m. and as late as 6:00 p.m.

Campus Locations: 1430 Victoria Avenue East, Brandon, Manitoba. See campus information [here](#).

What You'll Study (Course offerings are subject to change and may vary by intake):

Required courses are:

- Canadian investment funds
- Corporate finance
- Financial planning
- Life License Qualification
- Personal Finance
- Professional Selling
- Taxation

Elective courses are (choose three):

- Advanced Software
- Business Law
- Canadian Business and Society
- Consumer Behaviour
- Indigenous History
- Indigenous Human/Fiscal Issues
- Statistics 1
- Statistics 2

These higher-level courses will enhance your critical thinking, research and analytical skills. You will focus on effective, accurate communication and service to clients.

See course descriptions on the [Finance program](#) page under 'Courses and Costs'.

How You'll "Learn by Doing"

Students will participate in a variety of activities such as the following:

- pair and group discussions,
- projects in the form of case studies or simulations,
- software program use to generate data and reports,
- inquiry based learning, and
- other "real world" learning tasks.

Industry exams are written as part of your program, a key step toward acquiring the license to sell mutual funds.

Interact with and learn from community business leaders and instructors with strong industry connections. Hone your skill set through collaborative group work and networking with potential employers.

What You'll Need to Do to Graduate

- Attend all classes and activities. Arrive on time every day. Participate fully and ask questions. Do **not** plan vacation/a trip home outside of regularly scheduled college breaks.
- Ask instructors or advisors for help when you need it, and ask for help early!
- Purchase all required books and supplies.
- You will need good computer skills before you begin the program, as some of the learning resources will require use of computer software and online platforms. If you have doubts, try quizzes here: www.digitalliteracyassessment.org If you have difficulty with these quizzes, this program may not be a good choice for you.
- This is a "Bring Your Own Device" program. See information about this [here](#). Please note that Mac computing devices, Chromebooks, tablets, iPads are not compatible for this program.
- Work co-operatively in teams and behave respectfully towards all students, staff and partners. **English is the language of communication and instruction at ACC.**
- **No cell phones** during class activity.
- Practice all skills until you can demonstrate "mastery". Complete all homework, review class notes, turn notes into study questions, plan your study schedule, and meet with a partner or group to practice tasks.
- To graduate, you must pass all courses **and** have a grade point average (GPA) of C (60%). Passing many courses with only a D (50%) can make your GPA too low to graduate. Re-testing is generally not an option. If you fail a course, it may not be available again until the following year.
- All English skills (reading, writing, listening, speaking) are important. Evaluation will include tests, group projects, presentations, public events and research papers.
- Complete all evaluations.
- **Do your own work.** Cheating, not referencing sources of your ideas, or using other people's work could result in failing grades/suspension. See Policy A25 from this Academic Policies [link](#).

How Assiniboine College Can Help You

- Trained instructors will share their knowledge and experience from the industry, and will give you frequent and specific feedback on your progress.
- Learning Commons staff available to assist with study skills, like test-taking and writing papers.
- Student advising staff can offer support for personal issues.

Job Options for Graduates

Graduates can find opportunities in the financial services or insurance industries as personal banking officers, lending officers, investment analysts, stockbrokers and customer service representatives. Possible jobs on Manitoba In-Demand Occupations list include: [1114 Other financial officers](#); [1212 Supervisors, finance and insurance office workers](#); [6235 Financial sales representatives](#); [0121 Insurance, real estate and financial brokerage managers](#); [0122 Banking, credit and other investment managers](#)

Other Important Information

You may receive qualifications through the Investment Funds Institute of Canada.

Related licensing fees for BUSN-0172 Life License Qualification, BUSN-0170 Financial Planning and BUSN-0160 Canadian Investment Funds are included in the "[Estimated textbooks, tools and supplies](#)", but are paid directly to IFSE Institute and/or Canadian Securities Institute. A credit card will be required.