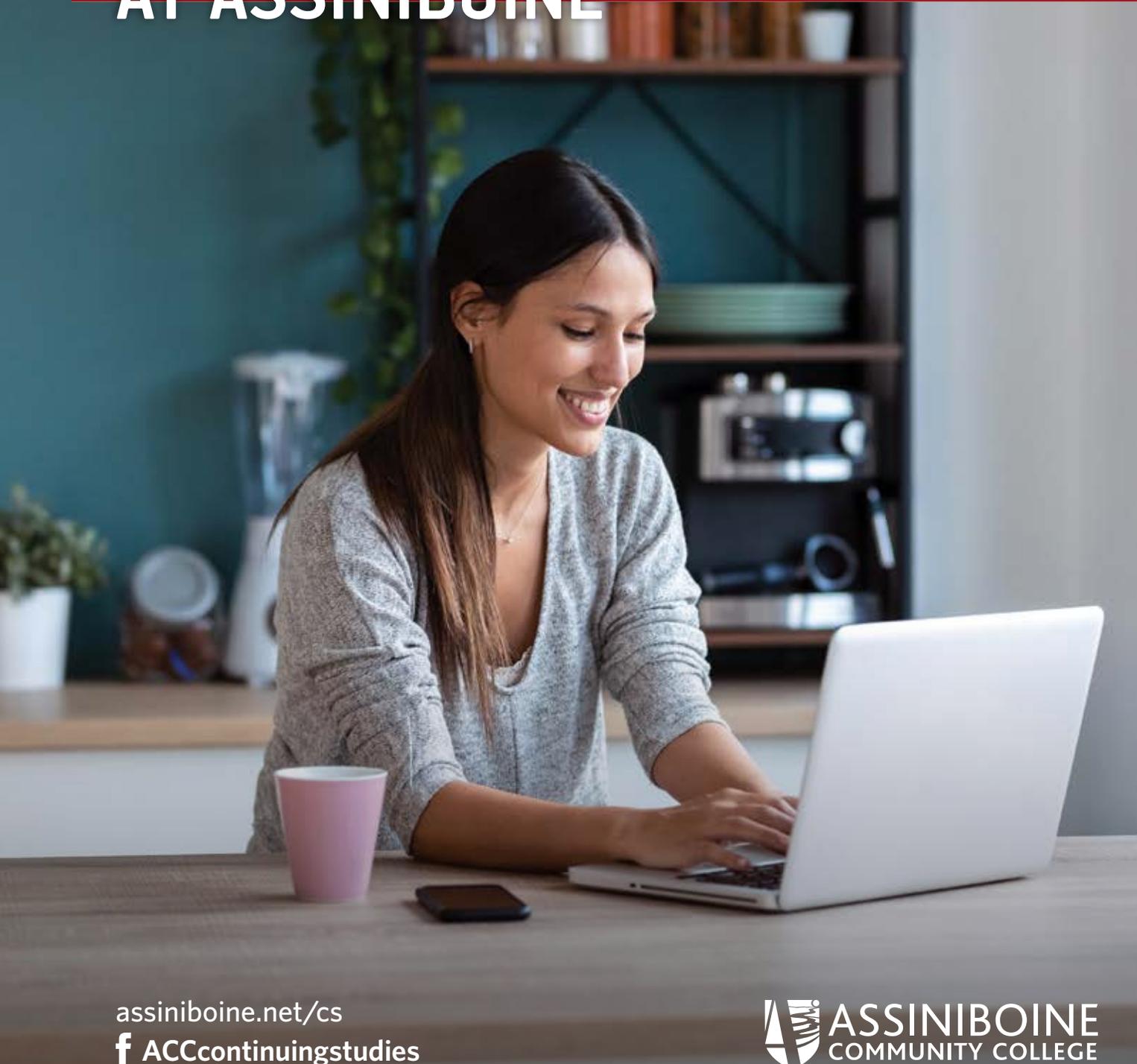


WINTER 2021

# CONTINUING STUDIES AT ASSINIBOINE



[assiniboine.net/cs](https://assiniboine.net/cs)

 [ACCcontinuingstudies](#)

 **ASSINIBOINE**  
COMMUNITY COLLEGE

# TABLE OF CONTENTS

<b>3</b>	<b>Registration</b>	<b>24</b>	<b>Working with People in Health</b>	<b>37</b>	<b>Woodworking</b>
<b>5</b>	<b>Working with People</b>	<b>24</b>	<b>Nursing Foot Care</b>	<b>38</b>	<b>Courses</b>
<b>5</b>	<b>Administrative Assistant</b>	<b>25</b>	<b>Courses</b>	<b>39</b>	<b>Working with Plants &amp; Animals</b>
<b>6</b>	<b>American Sign Language</b>	<b>26</b>	<b>Working with Numbers</b>	<b>39</b>	<b>Cannabis Industry Specialization</b>
<b>7</b>	<b>Bartending</b>	<b>26</b>	<b>Bookkeeping</b>	<b>40</b>	<b>Master Gardener</b>
<b>8</b>	<b>Business Essentials</b>	<b>27</b>	<b>Courses</b>	<b>41</b>	<b>Prairie Horticulture</b>
<b>9</b>	<b>Customer Service</b>	<b>30</b>	<b>Working with Technology</b>	<b>42</b>	<b>Courses</b>
<b>10</b>	<b>Effective Leadership</b>	<b>30</b>	<b>Microsoft Office</b>	<b>44</b>	<b>Personal Enrichment</b>
<b>11</b>	<b>Intro to Project Management</b>	<b>30</b>	<b>Microsoft Office</b>	<b>44</b>	<b>Courses</b>
<b>12</b>	<b>Management Essentials</b>	<b>31</b>	<b>Photography</b>	<b>45</b>	<b>Mature Student High School</b>
<b>13</b>	<b>Master of Meetings</b>	<b>32</b>	<b>Courses</b>	<b>46</b>	<b>Our Campuses</b>
<b>14</b>	<b>Registered Personal Trainer</b>	<b>35</b>	<b>Working with your Hands</b>	<b>47</b>	<b>Program &amp; Course Index</b>
<b>15</b>	<b>Retail Management</b>	<b>35</b>	<b>Heavy Equipment Operator</b>		
<b>16</b>	<b>TESOL Teacher Training</b>	<b>36</b>	<b>Network Cable Installation</b>		
<b>17</b>	<b>Workplace Communications</b>				
<b>18</b>	<b>Courses</b>				

## 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:



204-725-8701 or 800.862.6307 ext. 4032



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



Select courses are available for instant enrollment through MYACC and our academic partners. Visit [assiniboine.net/register](https://assiniboine.net/register) for more information.

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

- 1. Prepare documents:** Visit [assiniboine.net/register](https://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 acceptable, students receive an acceptance letter.
- 3. Register for courses:** By phone at 204-725-8701 or 800.862.6307 ext. 4032 or in-person at the Victoria Avenue East campus in Brandon.

## 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, vary based on course length and delivery method. Refer to [assiniboine.net/policies](https://assiniboine.net/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](https://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](https://assiniboine.net/elp) for more information.

Registration for spring classes begins on March 8, 2021. Seats are limited, so register early!

Are you

# A NEWCOMER TO CANADA, A PERMANENT RESIDENT OR A REFUGEE?

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

We offer tuition-free English classes for Canadian Language Benchmarks (CLB) 5 - 8. These classes may be offered in a blended style (50% online/50% in class). There are several options available to fit your schedule:

#### Beginning January 11, 2021

- » Weekday morning classes, 9 to 11:30 a.m.
- » Weekday afternoon classes, 1 to 3:30 p.m.
- » Weekday evening classes, 6 to 9 p.m.

#### Beginning January 16, 2021

- » Saturday morning classes, 9 a.m. to 12 p.m.
- » Saturday afternoon classes, 1 to 4 p.m.

#### Beginning April 6, 2021

- » Weekday morning classes, 9 to 11:30 a.m.
- » Weekday afternoon classes, 1 to 3:30 p.m.

#### Beginning April 10, 2021

- » Saturday morning classes, 9 a.m. to 12 p.m.
- » Saturday afternoon classes, 1 to 4 p.m.

#### To be eligible, all you need is to:

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

To register for classes that start in January, phone 204-725-8744 or email [esl@assiniboine.net](mailto:esl@assiniboine.net) before January 6, 2020.

Please note the college is closed December 19, 2020 to January 4, 2021. Any emails or calls received during that time will be replied to after we reopen in January.

Funded by:



Immigration, Refugees  
and Citizenship Canada

Financé: Par:

Immigration, Réfugiés  
et Citoyenneté Canada

[assiniboine.net/esl](http://assiniboine.net/esl)



# 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 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](http://assiniboine.net/elp) for more information.

### COMPLETION REQUIREMENT

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

### PROGRAM FEES

Students take multiple courses at once and pay for program access by the month (\$550) until they are done their practicum.

*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

Apply now! Visit [assiniboine.net/register](http://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/adminassistant](http://assiniboine.net/adminassistant).

# 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](https://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/asl](https://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](http://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](http://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/bartending](http://assiniboine.net/bartending).

★  
**NEW**

**WORKING WITH PEOPLE**

# BUSINESS ESSENTIALS

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Understand the essentials of business and gain confidence in leadership, financial planning, and human resource functions. Acquire practical business experience with in-depth knowledge of the business environment, including ethics, organizational structures, performance measures, budgeting and more.

### COURSES

	Hours
Individual Excellence	24*
Introduction to Business Analysis	24*
Mastery of Business Fundamentals	24*
Understanding the Human Resources Function	24*

*\*Time to complete may vary by student.*

### WHO SHOULD REGISTER?

- Individuals transitioning into an entry-level business role.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).



# CUSTOMER SERVICE

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Anticipating and meeting customers' needs is key to customer service. Learn about yourself, your team and customers to develop successful relationships.

### COURSES

	Hours
Managing Customer Fundamentals	24*
Achieving Success with Difficult People	24*
Interpersonal Communication	24*

*\*Time to complete may vary by student.*

### WHO SHOULD REGISTER?

- Retail, hospitality, financial, and insurance industries and administrative personnel.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

★  
NEW

WORKING WITH PEOPLE



# EFFECTIVE LEADERSHIP

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

The key to effective leaderships is having good communication and problem solving skills to keep your team on track.

### COURSES

Leadership

Hours

24\*

Keys to Effective Communication

24\*

Building Teams that Work

24\*

Skills for Making Great Decisions

24\*

*\*Time to complete may vary by student.*

### WHO SHOULD REGISTER?

- Individuals who are new to a managerial or supervisory role.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

# INTRO TO PROJECT MANAGEMENT

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Understand the essentials of project management as you learn to plan, implement, and control and close all types of projects. Discover and master essential quantitative and qualitative project management applications.

### COURSES

	Hours
Project Management Fundamentals	24*
Project Management Fundamentals II	24*
Project Management Applications	24*
High-Speed Project Management	24*

\*Time to complete may vary by student.

### WHO SHOULD REGISTER?

- Individuals in or entering a project management role and looking to develop their skills.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

★  
NEW

WORKING WITH PEOPLE

# MANAGEMENT ESSENTIALS

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Learn the language of business management and become an effective manager by scheduling, delegating responsibility, motivating employees, developing interpersonal skills, solving problems and resolving conflicts.

### COURSES

	Hours
Fundamentals of Supervision and Management	24*
Fundamentals of Supervision and Management II	24*
Keys to Effective Communication	24*

\*Time to complete may vary by student.

### WHO SHOULD REGISTER?

- Individuals who are looking to advance into a supervisory or management position.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

# 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

Tuition and fees total approximately \$675 for a document of achievement.

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

### 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

Register now! Visit [assiniboine.net/register](https://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/masterofmeetings](https://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](mailto: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

Tuition and fees total approximately \$1,230 for a document of achievement.

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

### COURSES

COURSES		Hours
SPRT-0122	Exercise Theory	20
SPRT-0120	Resistance Training	20
SPRT-0123	Registered Personal Trainer	20

### LOCATION

- Victoria Avenue East campus

### NEXT STEP

Register now! Visit [assiniboine.net/register](https://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/personaltrainer](https://assiniboine.net/personaltrainer).

# 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 120 academic hours.

### PROGRAM FEES

Tuition and fees total approximately \$1,425 for a document of achievement.

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

### COURSES

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](http://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/retailmanagement](http://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

Tuition and fees total approximately \$2,000 for a document of achievement.

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

### 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](https://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/tesol](https://assiniboine.net/tesol).



# WORKPLACE COMMUNICATION

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Written and verbal skills are essential for being able to communicate effectively in the workplace. Communication goes beyond just speaking, hearing, or having a good vocabulary. Learn about practical strategies for improving not only communication at work, but at and in social situations.

### COURSES

	Hours
Writing Essentials	24*
Interpersonal Communication	24*
Keys to Effective Communication	24*

\*Time to complete may vary by student.

### WHO SHOULD REGISTER?

- Individuals looking to refine written and verbal communication skills.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

# COURSES

## Achieving Success with Difficult People



**\$139 USD (plus GST)**

**6 weeks**

**Start\*: Dec 9, Jan 13, Feb 10, Mar 10**

**Location: Online**

This course gives you the skills to effectively meet your needs while protecting the dignity and rights of others to form more cooperative relationships. Learn how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests.

\* Start anytime with the self-paced delivery format.

## American Sign Language ASL103



COMM-0049

*Prerequisite: COMM-0047 American Sign Language ASL102*

**\$429**

**9 weeks/40 hours | Mar 8**

**No class on Apr 5**

**Mondays/Wednesdays 6 - 9 p.m.**

**Location: Victoria Avenue East campus**

Students at this level are able to increase their fluency and critically self-evaluate their conversation with additional practice in confirming and clarifying conversation strategies. They also practice descriptive and locative classifiers along with the correct specialization and eye gaze. Students use the same textbook as American Sign Language ASL102.

## Applied Marketing Research

MKTG-0035

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

**\$359.46**

**17 weeks/80 hours | Jan 7**

**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



**\$139 USD (plus GST)**

**6 weeks**

**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**

**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.

\* Start anytime with the self-paced delivery format.

## Business and Marketing Writing



**\$139 USD (plus GST)**

**6 weeks**

**Start\*: Dec 9, Jan 13, Feb 10, Mar 10**

**Location: Online**

Expand your writing skills and learn to create copy that achieves business and marketing goals. This course helps you use the power of writing to present a solid, cohesive message to your target audience and improve your chances of getting hired or promoted.

\* Start anytime with the self-paced delivery format.

## Business Writing



**\$265 (plus GST)**

**4 weeks | Feb 1**

**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.

**Why do 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.

## Collaborative Management



\$329 (plus GST)

4 weeks | Mar 1

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



\$329 (plus GST)

4 weeks | Feb 1

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.

## Effective Copywriting



\$265 (plus GST)

4 weeks | Mar 1

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 the common writing mistakes.

"This course [Fundamentals of Supervision and Management] is truly a great help to my job and it really opened my perception towards my role. I liked it because it really tackled everything that I do every day and it even included how do I approach everything at work."  
- Remel Gepaya

## Effective Selling



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Exercise Theory

SPRT-0122



\$409

20 hours | Mar 5

Friday 6 - 10 p.m.

Saturday/Sunday 9 a.m. - 5 p.m.

Location: Victoria Avenue East campus

Learn the basic theory behind fitness classes including leadership, health and fitness, anatomy, physiology, applied movement mechanics, principles of training, exercise analysis, risk management, body composition, program planning, workout design and basic nutrition. This course gives you the knowledge to proceed to the practical modules.

## Fundamentals of Supervision and Management



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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 your conflicts so you can accomplish your job more effectively.

\* Start anytime with the self-paced delivery format.

## Fundamentals of Supervision and Management II



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

**Grant Writing 101**

COMM-0355



**\$69 (Plus GST)**  
**2.5 Hours | Feb 10**  
**Wednesday 6:30 - 9 p.m.**  
**Location: Online**

Learn how to build a strong application by understanding the components of a proposal process. A few topics covered will include the difference between outcomes and objectives, how to format a budget, and interpreting eligibility requirements of grants.

**High Performance Organization**



**\$139 USD (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

This course provides strategies, tactics, and knowledge to help you build a foundation for your

organization to become a High Performance Organization (HPO) for increased profits, better success, and a more desirable workplace.

\* Start anytime with the self-paced delivery format.

**High Speed Project Management**



**\$139 USD (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

Retool your project management skillset to keep up with new technology projects. This course provides a breakthrough model for dealing with the realities of managing projects through the challenges of truncated timelines, short-staffed project teams, skimpy budgets, and crippling risks.

\* Start anytime with the self-paced delivery format

**Interpersonal Communication**



**\$139 USD (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**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.

\* Start anytime with the self-paced delivery format.

**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](http://assiniboine.net/ed2go) to view the full course catalogue.



## Keys to Effective Communication



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Leadership



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Management Boot Camp



\$395 (plus GST)

4 weeks | Feb 1

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 Customer Service



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Managing Generations in the Workplace



\$239 (plus GST)

4 weeks | Apr 5

Location: Online

Gain 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

Prerequisite: MKTG-0044 Marketing Principles;

COMM-0006 Communications

\$359.46

17 weeks/80 hours | Jan 7

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

\$359.46

17 weeks/80 hours | Jan 6

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.

**Ed2go short online courses at Assiniboine have seen a 308% increase in enrollments in 2020.**

**Mastery of Business Fundamentals****\$139 (plus GST)****6 weeks****Starts\*: Dec 9, Jan 13, Feb 10, Mar 10****Location: Online**

Understand the significance of strategic planning and discover how external and internal environmental factors affect an organization. Learn about organizational structures, performance measurements, financial investment models, budgeting, ethics, workplace politics, and more!

\* Start anytime with the self-paced delivery format.

**Move the Meeting**

BUSN-0181

**\$239****5 weeks/15 hours | Feb 24****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.

**Practice Proposal Writing**

COMM-0405

**\$69 (plus GST)****2.5 hours | Mar 10****Wednesday 6:30 - 9 p.m.****Location: Online**

Understand what it takes to write an impactful grant proposal. Learn, with guidance from an industry professional, how to articulate ideas and key points into a developed proposal, using practice writing exercises.

**Presentation Skills**

COMM-0390

**\$95****2 weeks/6 hours | Apr 7****Wednesdays 6 - 9 p.m.****Location: Victoria Avenue East campus**

Learn the basic components of a well written 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.

**Professional Sales Skills****\$139 USD (plus GST)****6 weeks****Starts\*: Dec 9, Jan 13, Feb 10, Mar 10****Location: Online**

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

\* Start anytime with the self-paced delivery format.

**Project Management Fundamentals****\$139 USD (plus GST)****6 weeks****Starts\*: Dec 9, Jan 13, Feb 10, Mar 10****Location: Online**

Master the essentials of project management with an experienced Project Management Professional as your guide. This course provides the concepts needed to plan, implement, control, and close any type of project.

\* Start anytime with the self-paced delivery format

**Project Management Fundamentals II****\$139 USD (plus GST)****6 weeks****Starts\*: Dec 9, Jan 13, Feb 10, Mar 10****Location: Online**

Learn the essential skills needed to survive and thrive, including understanding project outcomes, setting project boundaries, getting to know project stakeholders, creating a schedule, and managing a project's execution from start to finish.

\* Start anytime with the self-paced delivery format.

### Registered Personal Trainer

SPRT-0123



**\$409**  
**20 hours | Apr 16**  
**Friday 6 - 10 p.m.**  
**Saturday/Sunday 9 a.m. - 5 p.m.**  
**Location: Victoria Avenue East campus**

The objective of the MFC Registered Personal Trainer becoming certified as a Registered Personal Trainer is to recognize the qualifications of these leaders so that they may work effectively in an individual setting (one-on-one) within their scope of practice in the province of Manitoba. A Registered Personal Trainer provides motivation and education to an individual by administering a safe program of basic exercise in order to promote physical activity.

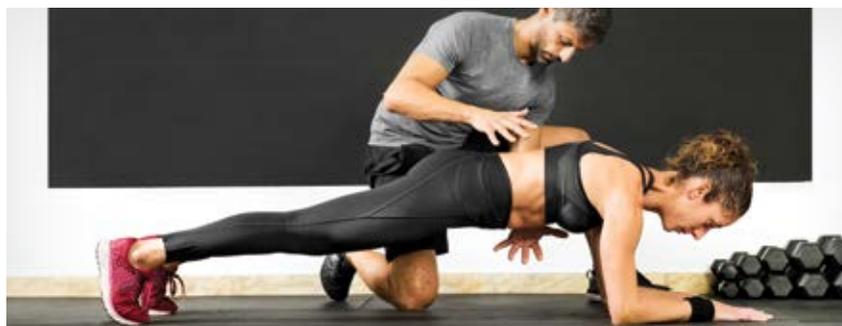
### Resistance Training

SPRT-0120



**\$409**  
**20 hours | Mar 19**  
**Friday 6 - 10 p.m.**  
**Saturday/Sunday 9 a.m. - 5 p.m.**  
**Location: Victoria Avenue East campus**

This comprehensive course teaches you to design and instruct resistance training programs for a beginner through intermediate level. This covers group settings such as weight room supervision or resistance training classes. Such programs are characterized by a strong educational component and/or actually guiding a group through their workout.



### Skills for Making Great Decisions



**\$149 (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

Learn how to make excellent everyday decisions from an experienced counselor and life coach. This course helps you discover how to effectively deal with a crisis, how to use your emotions as decision-making tools, and how to work with others to make the most of every opportunity.  
 \* Start anytime with the self-paced delivery format.

### Understanding the Human Resources Function



**\$149 (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

Learn the essential role of human resources in successful organizations. This course helps you understand this very vital link in the organizational chain, so that managers and business owners can feel prepared to handle basic human resource functions.  
 \* Start anytime with the self-paced delivery format.

### Writing Essentials



**\$149 (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

Master the essentials of writing so you can excel at business communications, engage online audiences, and take your creative literary talents to a new level. This course provides you with the writing tools you need for success.  
 \* Start anytime with the self-paced delivery format.

### Writing News and Press Releases



**\$265 (plus GST)**  
**4 weeks | Apr 5**  
**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.

# 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](http://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](http://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/footcare](http://assiniboine.net/footcare).

# COURSES

## Anatomy & Physiology 1

SCIE-0005



**\$799**  
**18 weeks/80 hours | Jan 1**  
**Location: Online**

**18 weeks/80 hours | Mar 1**  
**Location: Online**

**18 weeks/80 hours | May 1**  
**Location: Online**

**16 weeks/80 hours | Jan 11**  
**Mondays/Wednesdays 6 - 9 p.m.**  
**Location: Victoria Avenue East campus**

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**  
**16 weeks/80 hours | Jan 12**  
**Tuesdays/Thursdays 6 - 9 p.m.**  
**Location: Victoria Avenue East campus**

**18 weeks/80 hours**  
**Start Date: Mar 1**  
**Location: Online**

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 | 1st of every month**  
**Location: Online**

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 | Jan 1**  
**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, protein, fats, carbohydrates, vitamins and minerals. Learners engage in course theory to consider important concepts related to medical conditions and to evaluate nutrition throughout the lifespan and in the prevention of diseases.

## Sociology

PSSY-0079



**\$429**  
**18 weeks/40 hours | Jan 1**  
**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.

**For more information on courses on this page, contact the School of Nursing:**

204.725.8700 ext. 6881

1.800.862.6307 (toll free) ext. 6881

nursing@assiniboine.net

# 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](http://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

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](http://assiniboine.net/cs-signup)

**NEXT INTAKE: SEPTEMBER 2021**

# COURSES

## Accounting and Finance for Non Financial Managers



\$265 (plus GST)

4 weeks | Feb 1

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.

## Accounting Software

COMP-0602

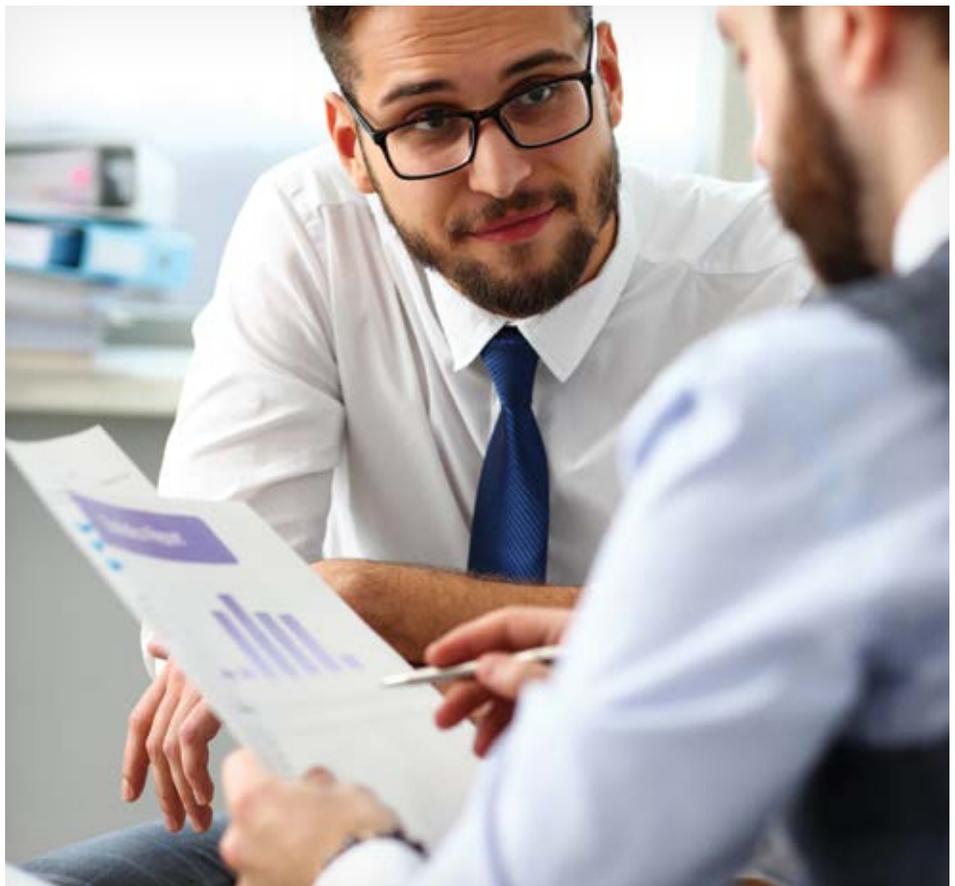


\$649

26 weeks/80 hours | Jan 11

Location: Online

Students complete computerized accounting cycles for a variety of organizations using SAGE 50 and QuickBooks. Students are exposed to the following components: general journal/ledger, accounts payable/receivable, payroll, inventory and order entry. Functionality related to system set-up, sales taxes, banking, periodic processing and financial reporting is also explored. Students apply computerized accounting techniques to each step of the accounting cycle.



## Advanced Data Analysis



\$265 (plus GST)

4 weeks | Apr 5

Location: Online

This course allows you to perform inquiries that will be useful to your business or organization and have the skill 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

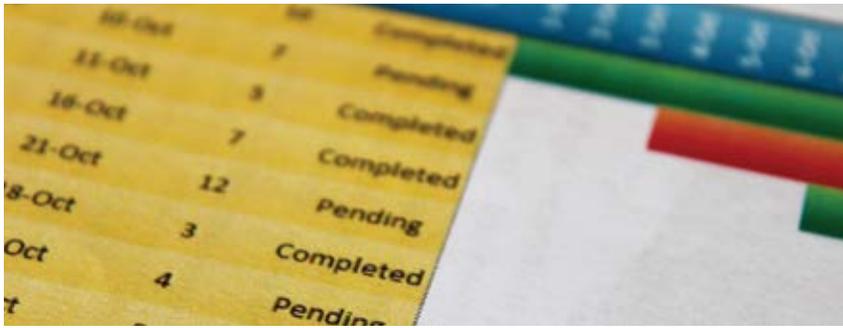


\$265 (plus GST)

4 weeks | Mar 1

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 Analysis and Planning for Non Financial Managers



**\$265 (plus GST)**  
**4 weeks | Apr 5**  
**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-0114



**\$429**  
**18 weeks/40 hours | Jan 11**  
**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 pre-programmed financial calculators.

### Intermediate Data Analysis



**\$265 (plus GST)**  
**4 weeks | Mar 1**  
**Location: Online**

Many business decisions involve comparing groups for differences. This course introduces statistics behind group differences and relationships. Learn how to work with ratings, graphs and user-friendly reports of statistical results.

### Introduction to Business Analysis



**\$149 (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**Location: Online**

Give yourself an employment advantage by developing analytical skills that are consistently in high demand. This course will teach you powerful quantitative methods that will have you making better, more informed, and more effective business decisions.

\* Start anytime with the self-paced delivery format.

### Introduction to Project Management



**\$265 (plus GST)**  
**4 weeks | Feb 1**  
**Location: Online**

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

### Project Management Knowledge Areas



**\$265 (plus GST)**  
**4 weeks | Apr 5**  
**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



**\$265 (plus GST)**  
**4 weeks | Mar 1**  
**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.



# 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/cca](https://assiniboine.net/cca)

## 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. 6882  
1.800.862.6307 (toll free) ext. 6882  
[hhs@assiniboine.net](mailto:hhs@assiniboine.net)

### TO REGISTER:

204.725.8701  
1.800.862.6307 (toll free) ext. 4032  
[registration@assiniboine.net](mailto: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/cca](https://assiniboine.net/cca)

# MICROSOFT OFFICE

## SKILL SUITE

These short flexible online courses, in collaboration with our academic partner, Ed2go, are designed to augment existing skills. Through consultation with industry, key skills were identified and grouped into course suites.

Learn core software features of Microsoft Office. For each software package (i.e. Word, Excel, etc.) choose the level of learning that best suites your competences.

### COURSES

	Hours
Introduction to Microsoft Excel	24*
Intermediate Microsoft Excel	24*
Advanced Microsoft Excel	24*
Introduction to Microsoft Word	24*
Intermediate Microsoft Word	24*
Introduction to Outlook	24*
Introduction to Microsoft PowerPoint	24*

*Note: There are various versions of each Microsoft course (i.e. 2010, 2016, Office 365/2019)*

*\*Time to complete may vary by student.*

### WHO SHOULD REGISTER?

- Individuals who are in an administrative professional role looking to refresh and develop computer software skills.

### ONLINE DELIVERY FORMAT

- Instructor-led courses are formatted for learners to study and interact with an online cohort over a six-week schedule. Courses start monthly with twice-weekly lesson plans.
- Self-paced courses are for the independent learner and provide access to all lessons immediately with up to three months to complete. Enrollment is open and can start at anytime.

### NEXT STEP

Register now! Visit [ed2go.com/assiniboine](https://ed2go.com/assiniboine).

### FOR MORE INFORMATION

Visit [assiniboine.net/skillsuites](https://assiniboine.net/skillsuites).

# 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](http://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

Sign-up and stay informed! Courses for this program are not offered for this term. Visit [assiniboine.net/cs-signup](http://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/photography](http://assiniboine.net/photography).

# COURSES

## Adobe Illustrator Essentials



**\$305 (plus GST)**  
**4 weeks | Feb 1**  
**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 Photoshop Essentials



**\$305 (plus GST)**  
**4 weeks | Mar 1**  
**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



**\$139 USD (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**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.

\* Start anytime with the self-paced delivery format.

## Advanced Web Design



**\$329 (plus GST)**  
**4 weeks | Apr 5**  
**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.

## CSS Fundamentals



**\$329 (plus GST)**  
**4 weeks | Apr 5**  
**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.

## HTML Fundamentals



**\$329 (plus GST)**  
**4 weeks | Mar 1**  
**Location: Online**

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

## Intermediate Microsoft Excel 2016



**\$139 USD (plus GST)**  
**6 weeks**  
**Starts\*: Dec 9, Jan 13, Feb 10, Mar 10**  
**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.

\* Start anytime with the self-paced delivery format.

## Intermediate Web Design



**\$329 (plus GST)**  
**4 weeks | Mar 1**  
**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.

## Introduction to Coding



**\$265 (plus GST)**  
**4 weeks | Feb 1**  
**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.

## 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.

**Introduction to Microsoft Excel 2016**



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.



**Introduction to Microsoft Powerpoint 2016**



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

Location: Online

Take your presentations from “so-so” to sensational with PowerPoint. This course helps you discover how to use Microsoft PowerPoint 2016 to create professional-quality slide presentations that grab attention from start to finish and make your message memorable.

\* Start anytime with the self-paced delivery format.

**Introduction to Web Design**



\$329 (plus GST)

4 weeks | Feb 1

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. Discover ways to enhance web pages with the use of page layout techniques, text formatting, graphics, and images.

**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](mailto:continuingstudies@assiniboine.net) or 204.725.8725.



# 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](http://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

Apply now! Visit [assiniboine.net/register](http://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/heo](http://assiniboine.net/heo).

**NEXT INTAKE: MARCH 2021**

# 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](https://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](https://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/networkcable](https://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 craftsperson. 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

Sign-up and stay informed! Courses for this program are not offered for this term. Visit [assiniboine.net/cs-signup](http://assiniboine.net/cs-signup).

### FOR MORE INFORMATION

Visit [assiniboine.net/woodworking](http://assiniboine.net/woodworking).

# COURSES

## FoodSafe 1

COOK-0014

Must have: Webcam for examination



4 weeks | Mar 14

Location: Online

\$59

4 weeks | Jan 17

Location: Online

4 weeks | Feb 14

Location: Online

4 weeks | Apr 11

Location: Online

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



# 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.

# 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](http://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](mailto: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](http://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.

### 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

Register now! Visit [assiniboine.net/register](https://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/mastergardener](https://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](http://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](http://assiniboine.net/prairiehort).

### COURSES

		Credits
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

### LOCATION

- Distance

### NEXT STEPS

Apply now! Visit [assiniboine.net/register](http://assiniboine.net/register).

### FOR MORE INFORMATION

Visit [assiniboine.net/prairiehort](http://assiniboine.net/prairiehort).

# COURSES

## Botanical Latin

AGRC-0165



\$99

3 hours | Jan 16

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

Location: Winnipeg campus

Botanical Latin is the language developed for the naming and description of plants. This entertaining 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

\$452

14 hours | Jan 30

Saturday/Sunday 9:30 a.m. - 4:30 p.m.

Location: Online

14 hours | Feb 27

Saturday/Sunday 9:30 a.m. - 4:30 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

\$452

14 hours | Jan 23

Saturday/Sunday 9:30 a.m. - 4:30 p.m.

Location: Online

14 hours | Mar 27

Saturday/Sunday 9:30 a.m. - 4:30 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. - 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.

## Communications - Master Gardener

COMM-0202



\$139

6 hours | Jan 23

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

Location: Winnipeg campus

6 hours | Feb 20

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

Location: Winnipeg campus

As Master Gardeners, we're often visible in the community sharing our horticultural knowledge with other gardening enthusiasts. This course provides you the tools to hone your verbal and written communication skills.

## Garden Fundamentals

AGRC-0229



**\$219**  
**2 weeks/16 hours | Jan 30**  
**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.

## Importing and Exporting Cannabis

BUSN-0188



*Prerequisite: BUSN-0186 Medical Cannabis Fundamentals*

**\$452**  
**14 hours | Feb 20**  
**Saturday/Sunday 9:30 a.m. - 4:30 p.m.**  
**Location: Online**

**14 hours | Apr 17**  
**Saturday/Sunday 9:30 a.m. - 4:30 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



**\$452**  
**14 hours | Jan 16**  
**Saturday/Sunday 9:30 a.m. - 4:30 p.m.**  
**Location: Online**

**14 hours | Feb 6**  
**Saturday/Sunday 9:30 a.m. - 4:30 p.m.**  
**Location: Online**

**14 hours | Mar 6**  
**Saturday/Sunday 9:30 a.m. - 4:30 p.m.**  
**Location: Online**

**14 hours | Apr 10**  
**Saturday/Sunday 9:30 a.m. - 4:30 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 | Apr 3**  
**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



**\$139**  
**6 hours | Mar 13**  
**Saturday 9 a.m. - 4 p.m.**  
**Location Winnipeg campus**

**6 hours | Apr 10**  
**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

## Basic Fresh Pastas and Sauces

COOK-0304



\$89 (plus GST)

3.5 hours | Mar 11

Thursday 6 - 9:30 p.m.

Location: North Hill campus

Say goodbye to spaghetti and marinara sauce! This workshop introduces various types of fresh pastas and those sauces your favourite restaurants make. Make pasta dough and learn how to roll it, create different shapes, and how to stuff pastas.

## Individual Excellence



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Mastering Public Speaking



\$139 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

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.

\* Start anytime with the self-paced delivery format.

## Summer Grilling and Marinades

COOK-0306



\$99 (plus GST)

3 hours | May 19

Wednesday 6- 9 p.m.

Location: North Hill campus

Learn the secrets to achieving that perfect BBQ technique. This class covers all the tips and tricks you need to select the right cuts to get the perfect degree of tenderness and flavor, as well as marinade tips and recipes. Our Chefs will also demonstrate a few quick and refreshing sides to accompany your grilling adventure, along with some BBQ secrets to ensure your skills make a mark this summer!



## Write Your Life Story



\$99 USD (plus GST)

6 weeks

Starts\*: Dec 9, Jan 13, Feb 10, Mar 10

Location: Online

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others. This course teaches you how to bring characters to life, recall vivid memories, engage readers, and manage your creative time so you can share a story only you can tell.

\* Start anytime with the self-paced delivery format.

# 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](http://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). At Assiniboine's Parkland campus in Dauphin,, the charges per one credit course are \$20.50 materials fee and \$23.90 for Student Association fees (\$44.40 total).

### DAY CLASSES

Term 2 Jan 6, 2021 - Apr 30, 2021 (B/D)

### EVENING CLASSES

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](http://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  
[www.assiniboine.net](http://www.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  
[www.assiniboine.net](http://www.assiniboine.net)

## **Parkland Campus**

520 Whitmore Avenue East  
204.622.2222 or  
toll-free 800.862.6307, ext. 6591  
[www.assiniboine.net](http://www.assiniboine.net)

## **Russell Training Centre**

404 Russell Street East  
204.773.5180 or  
toll-free 800.862.6307, ext. 6155  
[www.assiniboine.net](http://www.assiniboine.net)

## **Winnipeg Campus**

1313 Border Street  
204.694.7111 or  
toll-free 800.862.6307, ext. 6002  
[www.assiniboine.net](http://www.assiniboine.net)

## **Adult Collegiate**

725 Rosser Avenue  
Brandon, Manitoba R7A 0K8  
204.725.8735  
[www.assiniboine.net](http://www.assiniboine.net)



Assiniboine  
Community  
College

# PROGRAM & COURSE INDEX

Programs are indicated in bold.

27	Accounting and Finance for Non Financial Managers
27	Accounting Software
18	Achieving Success with Difficult People
5	<b>Administrative Assistant</b>
32	Adobe Illustrator Essentials
32	Adobe Photoshop Essentials
27	Advanced Data Analysis
32	Advanced Microsoft Excel 2016
32	Advanced Web Design
6	<b>American Sign Language</b>
18	American Sign Language ASL103
25	Anatomy & Physiology 1
25	Anatomy & Physiology 2
18	Applied Marketing Research
7	<b>Bartending</b>
44	Basic Fresh Pastas and Sauces
26	<b>Bookkeeping</b>
42	Botanical Latin
18	Building Teams that Work
18	Business and Marketing Writing
8	<b>Business Essentials</b>
18	Business Writing
42	Cannabis - Adult Use Market
39	<b>Cannabis Industry Specialization</b>
42	Cannabis Law and Ethics
27	Cash is King
19	Collaborative Management
42	Common Plant Diseases
42	Communications - Master Gardener
19	Conflict Management
32	CSS Fundamentals
9	<b>Customer Service</b>
19	Effective Copywriting
10	<b>Effective Leadership</b>
19	Effective Selling
19	Exercise Theory
28	Financial Analysis and Planning for Non Financial Managers
28	Financial Math
38	FoodSafe 1
19	Fundamentals of Supervision and Management
19	Fundamentals of Supervision and Management II
43	Garden Fundamentals
20	Grant Writing 101
35	<b>Heavy Equipment Operator</b>
20	High Performance Organization
20	High Speed Product Management
32	HTML Fundamentals
43	Importing and Exporting Cannabis
44	Individual Excellence
28	Intermediate Data Analysis



## MANAGEMENT ESSENTIALS

Page 12

33	Intermediate Microsoft Excel 2016	36	<b>Network Cable Installation</b>
33	Intermediate Web Design	24	<b>Nursing Foot Care</b>
20	Interpersonal Communication	25	Nutrition
11	<b>Intro to Project Management</b>	31	<b>Photography</b>
28	Introduction to Business Analysis	22	Practice Proposal Writing
33	Introduction to Coding	41	<b>Prairie Horticulture</b>
34	Introduction to Microsoft Excel 2016	22	Presentation Skills
34	Introduction to Microsoft Powerpoint 2016	22	Professional Sales Skills
28	Introduction to Project Management	22	Project Management Fundamentals
34	Introduction to Web Design	22	Project Management Fundamentals II
21	Keys to Effective Communication	28	Project Management Knowledge Areas
21	Leadership	28	Project Management Processes
21	Management Boot Camp	14	<b>Registered Personal Trainer</b>
12	<b>Management Essentials</b>	23	Registered Personal Trainer
21	Managing Customer Service	23	Resistance Training
21	Managing Generations in the Workplace	15	<b>Retail Management</b>
21	Marketing Communications	43	Safe Pesticides & Alternatives
21	Marketing Strategy & Analysis	23	Skills for Making Great Decisions
13	<b>Master of Meetings</b>	25	Sociology
40	<b>Master Gardener</b>	44	Summer Grilling and Marinades
44	Mastering Public Speaking	16	<b>TESOL Teacher Training</b>
22	Mastery of Business Fundamentals	43	Tree and Shrub Identification
25	Math for Nurses	23	Understanding the Human Resources Function
45	<b>Mature Student High School</b>	37	<b>Woodworking</b>
43	Medical Cannabis Fundamentals	17	<b>Workplace Communication</b>
30	<b>Microsoft Office</b>	44	Write Your Life Story
22	Move the Meeting	23	Writing Essentials
		23	Writing News and Press Releases