

FALL 2021

# PROGRAM & COURSE GUIDE FOR CONTINUING STUDIES

NEW

HOME  
INSPECTION  
ONLINE PROGRAM

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



ACCcontinuingstudies



continuing-studies-at-assiniboine



**ASSINIBOINE**  
COMMUNITY COLLEGE  
CENTRE OF CONTINUING STUDIES

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## NEW PROGRAM IDEAS!

Think they're good?  
Let us know!

Assiniboine works closely with community members and organizations, in a variety of industries, to identify training and development needs.

Each guide, this section will highlight the college's newest ideas for continuous learning.

Like what you see? Interested in learning more? Visit [assiniboine.net/newideas](https://assiniboine.net/newideas) to get additional details and to stay informed as programs become available.



### OUR NEWEST IDEAS:

- Tire Maintenance & Repair
- Cyber Security
- Ag 101
- Commodity Marketing
- Film Production



# EVERY Child MATTERS



Assiniboine Community College stands in solidarity with First Nation, Métis and Inuit peoples. We express our deepest sympathy to the survivors, families and communities affected by the stark truths of colonization. The recent news about gravesites, more of which will be identified as we move forward, is one such truth. As we collectively lead with empathy and unity, we are here to support Indigenous partners, students, and staff.

The truths coming to light through the acknowledgement of residential schoolyard graves call us to action and compel us to examine our institution's role in reconciliation. As educators, we recognize the complex and critical role we play in walking with leaders and communities, creating pathways to meaningful employment, and educating our staff and students about the ongoing impacts of cultural genocide. As former Senator and Truth & Reconciliation Commissioner Murray Sinclair notes, "education got us into this mess... but education is the key to reconciliation."

We are grateful for the long-lasting, meaningful partnerships we share with First Nation communities, Indigenous people, and organizations in Manitoba and throughout Canada. We are with you, united with hope that we will get through these times together. We look forward to an era of reconciliation, reciprocity, and truth sharing.

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*Kris Desjarlais, Director, Indigenous Affairs*  
*Mark Frison, President*  
*Michael Cameron, Dean, Community Development*



# 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 or our academic partners, ed2go and UGotClass.

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, date withdrawn and delivery method. Refer to [assiniboine.net/policies](https://assiniboine.net/policies) for more information.

## SPONSORING AGENCY FORMS

Complete the "Sponsorship" section on page 2 of 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.




# NEED RESOURCES?



Finding your books and  
materials just got easier!

Have you registered for a course and are wondering what the book symbol, located next to the course title in the guide, is indicating?

 means your course textbooks and materials can be easily ordered through the Assiniboine bookstore!

## ONLINE

- 1 Go to **assiniboineshop.ca**
- 2 Click on "Textbooks"
- 3 Select the term from the dropdown menu
- 4 Select the department (this is the first four letters of the course number: for example, ECED)
- 5 Select the course (this is the four digits of the course number: for example, 0004, 0002, or 0031)
- 6 Select the section (this information is listed on your registration statement)

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## IN-PERSON

Victoria Avenue East campus | Room 400  
1430 Victoria Ave. East | Brandon, MB  
Monday to Friday | 8 a.m. to 4 p.m.  
204.725.8700 ext. 6788

# 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.

### CAREER OPPORTUNITIES

Graduates may find work as virtual assistants, office managers, data entry clerks, general office clerks, or administrative assistants.

### 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 have the option to take multiple self-paced online courses at one time, paying a monthly program access of \$550, until practicum is complete. Estimated cost for books and supplies is approximately \$2,300.

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

### COURSES

#### Credits

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	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! **Click here** to apply online.

### FOR MORE INFORMATION

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

## MONTHLY INTAKE

# 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.

This program prepares you to be accountable. Keeping track of the books for companies is important and essential to an organization's survival. The courses train you to be confident and competent within a computerized accounting environment and equip you with the knowledge and skills necessary to set-up and maintain a complete set of financial records for small and medium enterprises.

### CAREER OPPORTUNITIES

Get ready to take on employment as a bookkeeper, payroll administrator, assistant controller, accounts receivable/payable supervisor and many other positions. The bookkeeping industry is continuously growing.

### 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.

### COMPLETION REQUIREMENTS

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

### CONNECTIONS

Apply coursework towards memberships and certifications through Canadian bookkeeping associations.

### PROGRAM FEES

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

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

### COURSES

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

### LOCATIONS

- Online

### NEXT STEP

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

MONTHLY INTAKE



# 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).

# 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.

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).

*Note not all of the program courses are offered this term.*

### FOR MORE INFORMATION

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



# 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.

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

	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

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

*Note not all of the program courses are offered this term.*

### FOR MORE INFORMATION

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



NEW

WORKING IN BUSINESS

# SUPPLY MANAGEMENT TRAINING

## CERTIFICATE OF ACHIEVEMENT

Learn how to handle the entire production flow— from a to z — of a product or service. The process begins with the initial materials (raw goods, ideas, etc) and moves all the way to the end when the final product is delivered to the customer.

In our region, more and more businesses recognize the need for trained staff in this area. This program shapes, strengthens and guides future careers in the industry and is particularly beneficial for anyone who influences an organization's procurement decisions, such as: junior buyers, purchasing assistants, production planners, warehouse clerks, material handlers, logistics administrators, inventory coordinators, associates, analysts and specialists.

### CAREER OPPORTUNITIES

This program equips early- to mid-level practitioners with the necessary skills to support supply chain functions and the related business skills to help advance their careers. It is also beneficial for those with supervisory/management responsibility who seek basic knowledge of their direct reports' supply management functional areas.

### ADMISSIONS

There are no admission requirements for this program.

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

### COMPLETION REQUIREMENTS

To receive a Supply Management Training certificate of achievement, students must successfully complete 19 credits.

### PROGRAM FEES

Tuition, fees and Student Association fees total approximately \$7,950.

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

### COURSES

BUSN-0198	Intro to Procurement	3
BUSN-0197	Intro to Logistics	3
BUSN-0200	Intro to Operations Management	3
BUSN-0201	Intro to Transportation	3
COMM-0407	Comm and Relational Skills	1
BUSN-0202	Negotiations Skills	2
BUSN-0196	Competitive Bids/ Contract Management	1
ACCT-0057	Intro to Accounting & Finance	1
MKTG-0070	Intro to Marketing	1
BUSN-0199	Intro to Business Planning	1

### LOCATION

- Online

### NEXT STEP

Apply now! Visit [assiniboine.net/applynow](https://assiniboine.net/applynow).

### FOR MORE INFORMATION

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

# COURSES

## Achieving Success with Difficult People



ED2GO

\$139 USD (plus GST)

6 weeks

Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15

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.

\* Option to start anytime with self-paced format. **Click here** for details.

## Building Teams that Work



ED2GO

\$139 USD (plus GST)

6 weeks

Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15

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.

\* Option to start anytime with self-paced format. **Click here** for details.



## Business and Marketing Writing



ED2GO

\$139 USD (plus GST)

6 weeks

Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15

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.

\* Option to start anytime with self-paced format. **Click here** for details.

## Business Capstone



BUSN-0167

Prerequisite: COMM-0386 Research and Report Writing

6 credits

\$562.38

4 months to complete

Start: Sep 1

Location: Online

This course, taken in the final term of study, requires students to integrate professional, technical and employability skills gained throughout the program in order to work as teams to produce a unique business project or solve a complicated case study related to their specialization.



Part of a Credential



New



Online



Enrol Instantly Online



Textbook/Supplies Required



Register by the 20th of the prior month



**Business Law**

LAWG-0093

**6 credits****\$562.38****4 months to complete****Start: Dec 1****Location: Online**

Knowledge of laws affecting your commercial activity can help you avoid unnecessary legal and, consequently, financial liabilities. Fundamental legal principles, as well as specific commercial transactions, are discussed in this course.

**Business Writing**

UGOTCLASS

**\$265 (plus GST)****4 weeks****Start: Sep 7****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.

**Canadian Business & Society**

BUSN-0166

**6 credits****\$562.38****4 months to complete****Start: Sep 1 or Jan 1****Location: Online**

Students explore the complex business environment and the relationships organizations have with civil society, the natural environment and each other. Through this examination, students learn that ethical decision-making is critical to the successful

management of any organization. Topics include changing economic, political, social and cultural forces and their influences on business and society; the continuum of socially responsible management and ethical business practices; and the challenges and opportunities that influence where an organization fits on the continuum. Special attention is given to Indigenous history and developments.

**Collaborative Management**

UGOTCLASS

**\$329 (plus GST)****4 weeks****Start: Oct 4****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.

**Communications**

COMM-0006

**6 credits****\$562.38****4 months to complete****Start: Dec 1****Location: Online**

This course develops students' basic communication skills and provides them with strategies needed to communicate effectively: orally and through written media. Course topics include the process of communication, communicating across cultures, characteristics of effective messages, and composing effective written messages.

**Compensation**

HRMG-0118



Prerequisites: MATH-0107 Math for Business, COMM-0006 Communications

**6 credits****\$562.38****4 months to complete****Start: Oct 1****Location: Online**

This course familiarizes students with the elements of a compensation program ranging from theoretical foundations to practical wage and salary administration. Activities are introduced to build skills in developing an organization's compensation philosophy and goals, reviewing incentive programs, choosing an appropriate job evaluation system, and developing an organization's salary structure. Students review legislation related to payroll records, mandatory deductions, government remittances and records. Analytical problems will assist in building skills.

**Corporate Finance**

BUSN-0165

**6 credits****\$562.38****4 months to complete****Start: Sep 1 or Jan 1****Location: Online**

Students explore finance issues and the tools used by financial managers in decision-making. Topics include the corporate financial environment and its impact on decisions, time value of money, investing and risk management, distribution of earnings, capital budgeting techniques and short-, medium- and long-term financing decisions.

**Effective Copywriting**

UGOTCLASS

**\$265 (plus GST)****4 weeks****Start: Oct 4****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.

**Effective Selling**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Economics 1**

ECON-0006

**6 credits****\$562.38****4 months to complete****Start: Nov 1****Location: Online**

This introductory course in economics acquaints students with some of the basic principles of economics, including economic activity, the theory of prices and output under various degrees of competition, and application of these theories. Income distribution and resource allocation are also included.

\* **Click here** for CPA transferable information.

**Economics 2**

ECON-0006

Prerequisite: ECON-0006 Economics 1

**6 credits****\$562.38****4 months to complete****Start: Dec 1****Location: Online**

This course examines national income and product, money and banking, public finance, international trade and exchange rates, and growth.

\* **Click here** for CPA transferable information.

**Financial Accounting 1**

ACCT-0053 (Bookkeeping)/ACCT-0003

**6 credits****\$624.18****4 months to complete****Start: Oct 1****Location: Online**

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to the accounting cycle and current assets.

\* **Click here** for CPA transferable information.

**Financial Accounting 2**

ACCT-0054 (Bookkeeping)/ACCT-0004

Prerequisite: Financial Accounting 1

**6 credits****\$624.18****4 months to complete****Start: Nov 1\*\* or Dec 1****Location: Online**

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

\* **Click here** for CPA transferable information.

\*\* For ACCT-0004 only.

**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.



Part of a Credential



New



Online



Enrol Instantly Online



Textbook/Supplies Required



Register by the 20th of the prior month

**Financial Accounting 3**

ACCT-0005

Prerequisites: ACCT-0004 Financial Accounting 2; MATH-0001 Financial Math OR MATH-0107 Math for Business

**6 credits****\$624.18****4 months to complete****Start: Sep 1 or Dec 1****Location: Online**

This intermediate course in accounting provides coverage of financial accounting topics such as the accounting cycle, financial statement presentations, asset and revenue recognition, inventory concepts, as well as inventory and capital asset principles.

\* **Click here** for CPA transferable information.

**Financial Accounting 4**

ACCT-0007

Prerequisite: ACCT-0005 Financial Accounting 3

**6 credits****\$624.18****4 months to complete****Start: Oct 1****Location: Online**

This intermediate course in accounting provides comprehensive coverage of financial accounting topics on the liabilities and equity side of the financial statements, such as current and contingent liabilities, long-term debt, leasing, corporate shares, complex financial instruments, retained earnings, earning per share and income taxes.

\* **Click here** for CPA transferable information.

**Fundamentals of Supervision and Management**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****Location: Online**

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

\* Option to start anytime with self-paced format. **Click here** for details.

**Fundamentals of Supervision and Management II**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**High Performance Organization**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**High Speed Project Management**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.



## Human Resource Management

HRMG-0036



**6 credits**  
**\$562.38**  
**4 months to complete**  
**Start: Dec 1**  
**Location: Online**

This participative course provides an overview of the field of human resource management from the perspective of both the employer and the employee. Students will learn the skills and strategies needed to compete effectively in the job market as well as gain an understanding of the roles and responsibilities of the human resource function within an organization.

## Intermediate Mgmt Accounting

ACCT-0052



**6 credits**  
**\$624.18**  
**4 months to complete**  
**Start: Nov 1**  
**Location: Online**

This course applies accounting information to internal decision-making. Students explore the managerial and ethical issues relation to the determination and analysis of relevant costs and their behaviour. Topics covered include cost allocation, cost management, product costing, strategy and control, transfer pricing, joint and by-product costing, and spoilage.

\* **Click here** for CPA transferable information.

## Intermediate QuickBooks 2019

ED2GO



**\$139 USD (plus GST)**  
**6 weeks**  
**Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15**  
**Location: Online**

This hands-on course allows for mastery of more advanced skills such as setting up a chart of accounts, creating and printing invoices and statements, tracking inventory, creating estimates, and generating reports.

\* Option to start anytime with self-paced format. **Click here** for details.

## Intermediate QuickBooks Online

ED2GO



**\$139 USD (plus GST)**  
**6 weeks**  
**Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15**  
**Location: Online**

Learn to manage the financial aspects of your small business quickly and efficiently using QuickBooks Online. With this online version, you get all the advantages of computing in the cloud, which means that your accounting files will be available to you virtually anytime, anywhere. Learn how to manage inventory, projects, classes, and locations to better track and report on your business operations.

\* Option to start anytime with self-paced format. **Click here** for details.

## International Business

MKTG-0032



Prerequisite: MKTG-0044 Marketing Principles

**6 credits**  
**\$562.38**  
**4 months to complete**  
**Start: Aug 1 or Dec 1**  
**Location: Online**

This course provides the skills required to evaluate, plan and develop international business opportunities, analyze various government programs, understand the importance of culture and customs, economic development, political environment, legal issues, currency considerations, pricing strategies etc., as they relate to the development of an international marketing plan.

## Interpersonal Communication

ED2GO



**\$99 USD (plus GST)**  
**6 weeks**  
**Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15**  
**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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Introduction to Business Analysis**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Introduction to Procurement**

BUSN-0198

**\$795****14 weeks****Start: Sep 6****Mondays 6 - 9 p.m.\*****Location: Online**

From recognizing a need to issuing a purchase order, participants learn the essentials of determining quantity, specifications and price that are the cornerstones of procurement. This course covers a variety of procurement scenarios; repetitive purchases of production materials, procuring on-time low-cost items, large capital goods acquisition and securing commodities under long-term supply contracts. The opportunities and challenges of international procurement versus domestic procurement are discussed. Participants gain broad understanding of the role of procurement and the various ways it can be organized.

\* Scheduled online classes are offered every second week, with guided self-study on other weeks.

**Introduction to QuickBooks 2019**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****Location: Online**

This course provides hands-on experience in QuickBooks 2019 as you set up a chart of accounts; reconcile your bank accounts; create and print invoices, receipts, and statements; track payables, inventory, and receivables; create estimates; and generate reports.

\* Option to start anytime with self-paced format. **Click here** for details.

**Introductory Mgmt Accounting**

ACCT-0055 (Bookkeeping)/ACCT-0052

Prerequisite: Financial Accounting 2

**6 credits****\$624.18****4 months to complete****Start: Nov 1****Location: Online**

An introduction to the use of accounting information for internal management purposes focusing on planning and control, budgeting, standard costs and overhead analysis, relevant costs, management control and evaluation, and financial statement analysis.

\* **Click here** for CPA transferable information.

**Labour Relations**

HRMG-0039

Prerequisite: HRMG-0036 Human Resource Management

**6 credits****\$562.38****4 months to complete****Start: Nov 1****Location: Online**

This course develops the knowledge and skills for human resource students to work in a unionized environment. Topics include the development of labour relations in Canada, the current environment for labour relations, the Manitoba Labour Relations Act, the Canada Labour Code, union organization and certification, and unfair labour practices. In addition, this course covers collective agreement negotiation and administration, distinguishing between conciliation, mediation, and arbitration in collective bargaining, interpreting and writing contract language, dealing with an impasse, and discussing the legislation as it applies to a strike, lockout and work stoppage.

**Leadership**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Management Boot Camp**

UGOTCLASS

**\$395 (plus GST)****4 weeks****Start: Sep 7****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**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Managing Generations in the Workplace**

UGOTCLASS

**\$239 (plus GST)****4 weeks****Start: Nov 1****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

**6 credits****\$562.38****4 months to complete****Start: Nov 1 or Jan 1****Location: Online**

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 Principles**

MKTG-0044

**6 credits****\$562.38****4 months to complete****Start: Sep 1 or Jan 1****Location: Online**

This course provides students with an understanding of the basic marketing skills that are required by employers for success in today's competitive marketplace. Students gain a basic understanding of the role of marketing in society and business, types of markets, the marketing environment, the elements of the marketing mix and the development of marketing strategies and plans.

**Mastery of Business Fundamentals**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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!

\* Option to start anytime with self-paced format. **Click here** for details.

**Math for Business**

MATH-0107

**6 credits****\$562.38****4 months to complete****Start: Nov 1****Location: Online**

This course reviews basics mathematics and introduces fundamental concepts used in financial analyses to develop skills for solving practical problems encountered in business. It provides a base for all specializations.



**Move the Meeting**

BUSN-0181

**\$239****5 weeks/15 hours****Start: Sep 29****Wednesdays 6 – 9 p.m.****Location: Victoria Ave East campus**

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

**Organizations and Management**

BUSN-0168

**6 credits****\$562.38****4 months to complete****Start: Dec 1****Location: Online**

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

**Payroll Administration**

HRMG-0117

**3 credits****\$429****4 months to complete****Start: Sep 1****Location: Online**

This course addresses employment classifications, legislation related to payroll, maintenance of payroll, maintenance of payroll records, payroll deductions, tax implications of benefits, allowances and expenses, government remittances, and termination records.

## PROJECT MANAGEMENT PODCAST SERIES

Learn on-the-go with the new podcast series that applies concepts from each lesson to a real world example.

The podcast is included when you enrol in Project Management Fundamentals 1 or 2.

**Enroll now!**



**Personal Management**

PEDV-0322

**6 credits****\$624.18****4 months to complete****Start: Dec 1****Location: Online**

This course is a skills-based course, designed to improve personal and professional competencies in the areas of self-assessment, supportive communication, conflict management, decision-making, stress management, influencing others, goal setting and teamwork.

**Presentation Skills**

COMM-0390

**\$95****2 weeks/6 hours****Start: Nov 17****Wednesdays 6 – 9 p.m.****Location: Victoria Ave East campus**

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

**Professional Sales Skills**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****Location: Online**

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

\* Option to start anytime with self-paced format. **Click here** for details.

**Project Management Fundamentals**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Project Management Fundamentals II**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**QuickBooks 1**

COMP-0159

**\$249****5 weeks/20 hours****Start: Sep 20****Mondays 6 – 10 p.m.****Location: Victoria Ave East campus**

Learn how to set up a company file, enter opening balances, cash accounting, set up for accounts payable and accounts receivable.

**Research and Report Writing**

COMM-0386

Prerequisite: COMM-0006 Communications

**6 credits****\$562.38****4 months to complete****Start: Sep 1 or Jan 1****Location: Online**

This course provides students with research skills for gathering, interpreting, and applying both primary and secondary research materials. Topics include surveys, statistics, academic documentation, project design, proposals and reports.

**Retail Management**

BUSN-0185

**\$429****13 weeks/40 hours****Start: Sep 21****Tuesdays 6 – 9 p.m.****Location: Victoria Ave East campus**

The emphasis in this course is on the application of marketing/retail strategies and concepts to the retail environment. This course addresses the various types of retailers and retailing strategies, such as retail logistics, store location strategies, E-commerce, vendor relations, store

layout, visual merchandising, product development, strategic planning and customer relationship management.

### Skills for Making Great Decisions

ED2GO

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

**6 weeks**

**Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15**

**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.

\* Option to start anytime with self-paced format. **Click here** for details.

### Social Media for Business

COMP-0627

**\$229**

**6 weeks/12 hours**

**Start: Oct 6**

**Wednesdays 6 – 8 p.m.**

**Location: Online**

In this course, students learn how to assess the marketing needs of their small business, develop a social media plan including content calendars, and create eye-catching social media content. Students evaluate different social media platforms, their uses, and best practices for each. Learners make aesthetically consistent social media content using apps and gain skills in writing for social media.

### Software Applications

COMP-0603 (Bookkeeping)/COMP-0597

**6 credits**

**\$624.18**

**4 months to complete**

**Start: Nov 1**

**Location: Online**

In this introductory course, students develop the fundamental computer skills necessary in business. Students learn how to manage their files on a network and utilize techniques to improve data security. Students use text processing software to create, format and share a variety of documents including memos, letters, one-page publications, reference lists and long documents. Students also prepare spreadsheets that incorporate various formulas and functions, formatting techniques, “whatif” options to enhance data analysis and data integrity features. Lastly, students prepare effective electronic presentations using presentation software.

### Starting a Small Business

BUSN-0180

**\$429 (plus GST)**

**13 weeks/40 hours**

**Start: Sep 21**

**Tuesdays 6 – 9 p.m.**

**Location: Victoria Ave East campus**

If you are interested in starting or expanding a small business in Manitoba, this course is for you. Learn everything from registering your business, elements of a business plan, and resources available to you including financing and marketing strategies for your small business to bring the customers to you. With an overview of managing finances including, bookkeeping, financial

statements, taxation, GST and PST and accounting, students work through the creation of a business plan and present it to the rest of the class.

### Statistics 1

MATH-0002

Prerequisite: MATH-0107 Math for Business

**6 credits**

**\$562.38**

**4 months to complete**

**Start: Sep 1 or Jan 1**

**Location: Online**

This course acquaints students with the concepts of statistical methods and theory as applied to economic and business data. It examines frequency distribution, probability, probability distribution, sampling, estimation and hypothesis testing.

\* **Click here** for CPA transferable information.

### Statistics 2

MATH-0003

Prerequisite: MATH-0002 Statistics 1

**6 credits**

**\$562.38**

**4 months to complete**

**Start: Oct 1**

**Location: Online**

This course is a continuation of the concepts introduced in Statistics 1 and includes advanced topics such as hypothesis testing, regression, correlation, time series, statistical decision theory and linear programming.

\* **Click here** for CPA transferable information.



**Taxation 1**

BUSN-0179(Bookkeeping)/BUSN-0171

Prerequisite: Financial Accounting 2

**6 credits****\$562.38****4 months to complete****Start: Sep 1 or Jan 1****Location: Online**

This course covers the fundamental principles and concepts of Canadian federal income tax legislation as it applies to individuals. The course emphasizes the understanding of the conceptual structure of the Income Tax Act and equips students with skills in the application of its rules to practical cases including the use of tax return software.

\* **Click here** for CPA transferable information.

**Taxation 2**

BUSN-0178

Prerequisite: ABUSN-0171 Taxation 1

**6 credits****\$562.38****4 months to complete****Start: Nov 1****Location: Online**

This course covers the fundamental principles and concepts of Canadian federal income tax legislation as it applies to corporations, trusts, and partnerships; international taxation for individuals and corporations; tax planning for individuals in relation to corporations; GST/HST and payroll tax. The course emphasizes the understanding of the conceptual structure of the Income Tax Act and equips students with skills in the application of its rules to practical cases including the use of tax return software

\* **Click here** for CPA transferable information.

**Training and Development**

HRMG-0034

Prerequisite: HRMG-0036 Human Resource Management

**6 credits****\$562.38****4 months to complete****Start: Oct 1 or Jan 1****Location: Online**

This course develops students' ability to design and implement a training program. There is a strong emphasis on identifying training needs, developing objectives, designing training programs and measuring results.

**Understanding Marketing**

MKTG-0069

**\$229****6 weeks/12 hours****Start: Aug 11****Wednesdays 6 - 8 p.m.****Location: Online**

In this course, students learn the basics of marketing and communications to implement in their business. Students study the various forms of advertising and sales promotions relating them to campaigns and overall marketing plans. Learners develop a marketing and communications plan, a creative and media brief and a communications investment plan.

**Understanding the Human Resources Function**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

**Writing Essentials**

ED2GO

**\$139 USD (plus GST)****6 weeks****Start: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

# 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

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/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. Have the required skills and knowledge to confidently enter the world of bartending and receive a Smart Choices certification, mandatory for serving alcohol in licensed Manitoba establishments.

### COMPLETION REQUIREMENTS

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

### PROGRAM FEES

Tuition and fees total approximately \$600 for a document of achievement

### COURSES

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

### FOR MORE INFORMATION

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



# 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

Managing Customer Fundamentals  
Achieving Success with Difficult People  
Interpersonal Communication

#### Hours

24\*  
24\*  
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).



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 leadership is having good communication and problem solving skills to keep your team on track.

## COURSES

Leadership	24*
Keys to Effective Communication	24*
Building Teams that Work	24*
Skills for Making Great Decisions	24*

### Hours

*\*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, control and close all types of projects. Discover and master essential quantitative and qualitative project management applications.

### COURSES

Project Management Fundamentals  
Project Management Fundamentals II  
Project Management Applications  
High-Speed Project Management

#### Hours

24\*  
24\*  
24\*  
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).



# REGISTERED PERSONAL TRAINER

## DOCUMENT OF ACHIEVEMENT

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

Learn 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 provides a compact but comprehensive overview of fitness theory and resistance training.

### CONNECTIONS

Offered in partnership with the Manitoba Fitness Council.

### 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

		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).

# 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

## Curriculum Planning 1

ECED-0053



**3 credits**  
**\$325**  
**3 months to complete**  
**Start\*: Nov 1**  
**Location: Online**

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

\* **Click here** to view Child Care Assistant information.

## Exercise Theory

SPRT-0122



**\$409**  
**Start: Nov 5**  
**Friday 6 – 10 p.m.**  
**Saturday/Sunday 9 a.m. – 5 p.m.**  
**Location: Victoria Ave 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.

## Health Nutrition & Safety 1

ECED-0055



**3 credits**  
**\$325**  
**3 months to complete**  
**Start\*: Dec 1**  
**Location: Online**

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

\* **Click here** to view Child Care Assistant information.

## 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](https://assiniboine.net/ed2go) to view the full course catalogue.



### Overview of Early Childhood

ECED-0054



**3 credits**

**\$325**

**3 months to complete**

**Start: Sep 1 or Jan 1**

**Location: Online**

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.

\* **Click here** to view Child Care Assistant information.

### Registered Personal Trainer



SPRT-0123

Prerequisite: SPRT-0118 Exercise Theory, SPRT-0129 Resistance Training

**\$409**

**Start: Nov 26**

**Friday 6 – 10 p.m.**

**Saturday/Sunday 9 a.m. – 5 p.m.**

**Location: Victoria Ave 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

Prerequisite: SPRT-0118 Exercise Theory

**\$409**

**Start: Nov 19**

**Friday 6 – 10 p.m.**

**Saturday/Sunday 9 a.m. – 5 p.m.**

**Location: Victoria Ave 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.

### Writing News and Press Releases



UGOTCLASS

**\$265 (plus GST)**

**4 weeks**

**Start: Nov 1**

**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.



Register today for  
**free ESL courses!**

# LEARN ENGLISH TODAY FOR A BETTER FUTURE TOMORROW

## Classes Begin in September

Assiniboine Community College offers FREE English language classes for integration and employment, Canadian Benchmark Levels 5-8. These classes may be offered in a blended style (partially online/in person).

### **Fall term runs September to December**

Daytime, evening and weekend options available.

To register, Assiniboine requires students:

- » To have completed CLB level 4 or higher in listening, speaking, reading and writing
- » To present a valid Permanent Resident card

Registration open now. Phone 204-725-8744 or email [esl@assiniboine.net](mailto:esl@assiniboine.net).

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

Immigration, Réfugiés  
et Citoyenneté Canada

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



# 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:

- 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.

### COMPLETION REQUIREMENTS

To receive a Nursing Foot Care document of achievement, students must successfully complete 12 credits. Once received, student can send to CLPNM with a transcript to become a licensed Foot Care Nurse in Manitoba.

### 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! **Click here** to apply online.

### FOR MORE INFORMATION

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

# COURSES

## Anatomy & Physiology 1



SCIE-0005

**\$799****14 weeks to complete****Start: Sep 1, Nov 1, or Jan 1****Location: Online****14 weeks****Start: Sep 13****Monday/Wednesday 6 - 9 p.m.****Location: Online**

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 &amp; Physiology 1

**\$799****14 weeks****Start: Sep 1, Nov 1, or Jan 1****Mondays/Wednesdays 6 - 9 p.m.****Location: Online****14 weeks****Start: Sep 14****Tuesdays/Thursdays 6 - 9 p.m.****Location: Online**

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

## Diabetic Feet Theory



HLTH-0230

Prerequisite: HLTH-0229 High Risk Feet - Clinical

**1.5 credits****\$289****14 weeks to complete****Start: Oct 1 or Dec 1****Location: Online**

This course will provide an advanced understanding of how this systemic disease affects the entire body. Of all the systemic diseases, diabetes causes more non-traumatic amputations than any other. Peripheral Vascular Disease, neuropathy, increased risk of infection, ulcers and Charcot Foot can have a devastating effect on the person with diabetes. Although all persons with diabetes are at risk for foot ulcers, this course will take a close look at some key factors that increase the likelihood of diabetic foot ulcers including diabetic foot screening and risk level evaluation.

## Emergency First Aid



HLTH-0030

**\$159****Start: Oct 28****Thursday 8:30 a.m. - 4:30 p.m.****Location: Parkland campus**

Basic First Aid and CPR techniques are taught in an interactive environment for individuals and employees who want an overview of First Aid and CPR in the

workplace or home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergencies for adults, CPR and other topics such as choking, airway and breathing emergencies, and prevention of disease transmission. This course meets the minimum regulations for Workplace Health and Safety for Basic First Aid. Participants who meet the required standard receive a nationally recognized certification that is valid for three years.

## Foot Assessment and Intervention



HLTH-0219

Prerequisite: HLTH-0218 Nursing Foot Care Introduction

**3 credits****\$469****14 weeks to complete****Start: Sep 1, Nov 1, or Jan 1****Location: Online**

This course introduces students to the assessment techniques as well as the nursing interventions commonly used in foot care. This course will build on knowledge acquired in course one.

For questions regarding courses in this section, excluding Emergency First Aid, please email [nursing@assiniboine.net](mailto:nursing@assiniboine.net).

**High Risk Feet - Theory**

HLTH-0228

Prerequisite: HLTH-0219 Foot Assessment &amp; Intervention

**1.5 credits****\$289****14 weeks to complete****Start: Oct 1 or Dec 1****Location: Online**

This course will provide an advanced understanding of intrinsic conditions which place an individual at risk for developing foot complications. Students will develop an understanding of the principles of padding/off loading to prevent pressure and/or relieve pain. Indications and contraindications of nail packing will be discussed as well as applying the technique. This course will build on the information learned in NFC: Assessment and Intervention. Recognizing existing and potential problems beyond one's nursing scope of practice will be revisited.

**Math for Nurses**

MATH-0014

**\$199 (plus GST)****14 weeks to complete****Start: Aug 16, Sep 1, Sep 13, Oct 1, Oct 18, Nov 1, Nov 15, Dec 1, Dec 13, or Jan 1****Location: Online**

This 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. This course does not include lectures, but instructor support by email, phone or online is available. Currently this course is offered by online delivery only, which allows students to work at their own pace and write the online exam as soon as they are confident in their math knowledge. All modules and the exam must be successfully completed on or before the listed course end date.

**Nursing Foot Care Introduction**

HLTH-0218

**1.5 credits****\$339****14 weeks to complete****Start: Oct 1 or Dec 1****Location: Online**

Nursing Foot Care Introduction provides an overview of the general principles of foot care. This course focuses on anatomy and physiology of the lower limb, common foot care pathologies, as well as documentation practices.

**Nutrition**

HLTH-0236

**\$429****19 weeks to complete****Start: Sep 1 or 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****19 weeks to complete****Start: Sep 1 or 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.



# 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 suits 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](http://ed2go.com/assiniboine).

### FOR MORE INFORMATION

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

### 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

Courses fees vary. Fees for courses running in the current term can be found 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

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

Note not all of the program courses are offered this term.

### FOR MORE INFORMATION

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

# SOCIAL MEDIA MARKETING

## DOCUMENT OF ACHIEVEMENT

Want to understand the latest techniques for advertising on social media platforms? Want to be able to bring your business in front of target audiences at both the local level and beyond? Jump into the world of posts, GIFs and memes with our Social Media Marketing program.

Social media platforms are some of today's largest marketing channels. Explore both the front end and back end of popular sites such as TikTok, Instagram, Facebook and Twitter in this online program. Within the framework of a marketing and communications lens, learn to create engaging content, set up paid campaigns and analyze your account analytics.

### CAREER OPPORTUNITIES

Social media marketing is its own pillar in any organization's marketing plan. This program is a great fit for those new to marketing or those with a marketing background looking to augment existing skills and stay current with the evolving digital marketing world. It provides a complementary skillset to office administrators or those in human resources.

### COMPLETION REQUIREMENTS

To receive a Social Media Marketing document of achievement, students must successfully complete 36 academic hours.

### PROGRAM FEES

Tuition and fees total approximately \$690 for a document of achievement.

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

### COURSES

	Hours
COMP-0626 Data Analytics for Social Media	12
COMP-0627 Social Media for Business	12
MKTG-0069 Understanding Marketing	12

### LOCATION

- Online

### NEXT STEP

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

*Note not all of the program courses are offered this term.*

### FOR MORE INFORMATION

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

# COURSES

## Advanced Microsoft Excel 2016

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

## Excel Basics Workshop

COMP-0124

**\$99 (plus GST)****2 weeks/6 hours****Start: Oct 28****Thursdays 6 – 9 p.m.****Location: Parkland campus**

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

## Intermediate Microsoft Excel 2016

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

## Introduction to Microsoft Excel 2016

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

## Introduction to Microsoft PowerPoint 2016

ED2GO

**\$139 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.



## Photography & Design

CRAF-0255



\$89

6 hours

Start: Aug 18

Wednesday/Thursday 12 – 3 p.m.

Location: Victoria Avenue East campus

Discover what you can do when combining photography and graphic design to create custom work for yourself using Photoshop. This includes save the dates, birth announcements, thank you cards, invitations and more! Maximize your creativity by learning hands-on how to create these projects and leave with a finished design.

\* Please bring a USB stick with pictures on it to the first class.

## Podcasting

UGOTCLASS



\$329 (Plus GST)

4 weeks

Start: Sep 7

Location: Online

Businesses are turning to podcasting to grow their brand and connect with customers. Learn how to take your business or hobby and turn it into a podcast. This step-by-step class takes you from start to finish and covers the required elements needed to get your show online.

## PowerPoint Workshop

COMP-0077



\$99 (plus GST)

2 weeks/6 hours

Start: Nov 23

Tuesdays 6 – 9 p.m.

Location: Parkland campus

This workshop introduces students to the basic commands, functions, and capabilities of PowerPoint. It is designed for computer users who are new to presentations.

# MyACC

## 24 hours a day, 7 days a week

- » View grades
- » Print unofficial transcript
- » Print receipts
- » See financial history
- » Order and pay for a transcript
- » Self-service
- » Password reset
- » See your class schedule
- » Print your T2202 and T4A tax forms (if course is eligible)

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

If you're new to Assiniboine, choose "MyACC for Continuing Studies" to view courses, pay, and create a login at checkout.

If you've previously taken an Assiniboine course, use your MyACC username and password to login (student access does not expire) and then click "MyACC for Continuing Studies".



Part of a Credential



New



Online



Enrol Instantly Online



Textbook/Supplies Required



Register by the 20th of the prior month

## WORKING WITH TECHNOLOGY

**Video Marketing**

UGOTCLASS

**\$329 (plus GST)****4 weeks****Start: Sep 7****Location: Online**

Find out how to shoot simple, effective videos without costly fancy equipment or savvy technical skills. Discover the secrets to creating content that commands attention. Learn how to dominate Google and YouTube with your video and to strategically use YouTube to market your business 24/7.

**Word Basics Workshop**

COMP-0162

**\$99 (plus GST)****Start: Oct 5****2 weeks/6 hours****Tuesday 6 - 9 p.m.****Location: Parkland campus**

Learn the basics of using Word. You will be introduced to the basic commands, functions, and capabilities of Word. This is designed for computer users who are new to word processing. Basic computer keyboarding required.

**YouTube for Business**

UGOTCLASS

**\$329 (plus GST)****4 weeks****Start: Oct 4****Location: Online**

Discover the power of video for your organization, and how to use video as a marketing tool to reach and serve more people. Find out what types of video work best on YouTube, how other business organizations are using YouTube, how to create your own YouTube channel, and the techniques of adding captions, annotations and other extra features.

# 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.





# DIETARY AIDE

## DOCUMENT OF ACHIEVEMENT

Do you enjoy working with people and have an appreciation for food? Dietary Aides hold an important role in today's healthcare food system. This program provides you with the skills needed to provide safe and nutritious foods for clients in healthcare facilities. Learn about special diets, safety, sanitation and general food service operations.

### CAREER OPPORTUNITIES

Publicly operated hospitals and long-term care homes are primary employers, although Dietary Aides are employed in private healthcare facilities as well.

### ADMISSIONS

- Completed Statement of Interest document
- Current certification in WHMIS
- Current Food Handlers Certificate

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 Dietary Aide document of achievement, students must successfully complete 80 academic hours.

### PROGRAM FEES

Tuition and fees total approximately \$175 for a document of achievement.

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

### COURSES

HLTH-0298 Dietary Aide

**Hours**

80

### LOCATION

- Online

### NEXT STEP

Apply now! **Click here** to apply online.

### FOR MORE INFORMATION

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



# HEAVY EQUIPMENT OPERATOR

## CERTIFICATE OF ACHIEVEMENT

The six-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](https://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
Work Practicum*	120

*\*Practicum course number is based on machinery specialization*

### 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! **Click here** to apply online.

### FOR MORE INFORMATION

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

**NEXT INTAKE: MARCH 28, 2022**



WORKING WITH YOUR HANDS

★  
NEW

# HOME INSPECTION

## DOCUMENT OF ACHIEVEMENT

Inspect the construction of buildings and their overall existing condition. Provide impartial information so homebuyers can make informed decisions when making one of life's largest purchases.

Approved across Canada, this program provides you with the technical expertise and skills to conduct visual exams of residential building areas. Learn to prepare written reports on the physical and operational condition of residential units. At your own pace, take ten courses that cover topics such as the systems and components of a house, communication skills and knowledge of professional practice, creating reports, and marketing your business to real estate agents.

### CAREER OPPORTUNITIES

With the housing market continually growing, demand for housing inspectors has increased significantly. Graduates have a variety of options, including running an independent business, owning a franchise or being part of a larger inspection company. Licensing is currently not required in Manitoba, but is required in other provinces.

### CONNECTIONS

In partnership with Carson Dunlop & Associates, Ltd.

### ADMISSIONS

There are no admission requirements for this program.

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 Home Inspection certificate of achievement, students must successfully complete 24.5 credits.

### PROGRAM FEES

Tuition, fees, and Students' Association fees total \$4,950 for the program (\$495 for each course).

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

### COURSES

	Credits
WRKP-0075 Roofing	3
WRKP-0076 Structure	3
WRKP-0069 Electrical	2
WRKP-0071 Heating I	3
WRKP-0072 Heating II	2.5
WRKP-0068 Air Conditioning & Heat Pumps	1
WRKP-0074 Plumbing	3
WRKP-0070 Exterior	2.5
WRKP-0073 Insulation & Interiors	3
COMM-0406 Communication/Professionalism	1.5

### LOCATION

- Online

### NEXT STEP

Apply now! **Click here** to apply online.

### FOR MORE INFORMATION

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

MONTHLY INTAKE

# 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

PTuition, fees and student association fees total approximately \$1,500.

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

### 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 craftsman. Students work through multiple levels in order to increase their skillset.

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

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

### CAREER OPPORTUNITIES

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

### COMPLETION REQUIREMENTS

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

### PROGRAM FEES

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

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

### COURSES

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

*\*Required Course*

### LOCATION

- North Hill campus

### NEXT STEP

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/woodworking](https://assiniboine.net/woodworking).



# COURSES

## Air Conditioning & Heat Pumps



WRKP-0068

**1 credit****\$495****2 months to complete****Start: Sep 1, Oct 1, Nov 1, or Dec 1****Location: Online**

In the Air Conditioning & Heat Pumps Course, complex mechanical systems are broken down into simple components. Starting with basic principles of operation and building on an understanding, considerable detail is provided on how these systems fail. Upon completion, students can inspect air conditioning and heat pump systems as a professional home inspector. Within each section are several Study Sessions to guide you through the material.

## Communication/ Professionalism



COMM-0406

**1.5 credits****\$495****2 months to complete****Start: Sep 1, Oct 1, Nov 1, or Dec 1****Location: Online**

Home Inspectors are required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. It is important that home inspectors communicate clearly and effectively to ensure that clients understand the inspection results and the report. In this Course, students develop their oral and written communication skills, and learn the reporting requirements and proper conduct for a professional home inspector.



## Electrical



WRKP-0069

**2 credits****\$495****2 months to complete****Start: Sep 1, Oct 1, Nov 1, or Dec 1****Location: Online**

This Electrical Course Start with a description of house electricity and develops an understanding of the basics. The Course moves on to address getting electricity into the house and distributing it safely to its end-use points including switches, lights and receptacles. The Course is designed to provide people who do not have an electrical background with the skills necessary to perform the electrical part of a professional home inspection.

## Exterior



WRKP-0070

**2.5 credits****\$495****4 months to complete****Start: Sep 1, Oct 1, Nov 1, or Dec 1****Location: Online**

The Exterior Course covers retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, as well as exterior doors and windows. Students learn to describe the exterior wall covering and inspect all aspects of the exteriors named above.

## FoodSafe Online



COOK-0302

**\$59****8 weeks to complete****Start\*: Sep 1, Oct 1, Nov 1, Dec 1****Location: Online**

This course satisfies legislated food handler training requirements across Canada and is ideal for staff in restaurants, day cares, camps, long-term care homes, special events, etc. Students must obtain a mark of 70% to receive their certification. A microphone and webcam is required for the examination.

\* If course start falls on a weekend or holiday, course access will be emailed on the next business day.

**Click here to view FoodSafe Online FAQs**



## Heating I

WRKP-0071



**3 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

The Heating I Course provides an introduction to residential heating systems, starting with a description of various fuels. The Course then focuses on the different types of furnaces and boilers. Students get detailed instructions on operational tests, common failure modes and life expectancies of various systems are covered.

## Heating II

WRKP-0072



**2.5 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

The Heating II Course continues with a focus on chimneys, wood heating, fireplaces, steam heating, electric heating systems and space heaters. Each topic starts with a description of how the system works. Heating Course II concentrates on inspection strategies, test procedures and problem identification.

## Insulation & Interiors

WRKP-0073



**3 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

In the Insulation & Interiors course, students learn to inspect thermal insulation, vapour barrier and ventilation systems. You also learn how to inspect interior elements of homes such as walls, ceilings, floors, basements, doors, windows, interior stairs/railings, countertops and cabinets, and garage doors/door operators.

## Plumbing

WRKP-0074



**3 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

The Plumbing course is broken into four parts — supply piping, water heaters, waste piping, and plumbing fixtures. The physics of water is covered at the beginning in a simple, common-sense way. You will also learn how systems work and common failure modes. Again, the illustrations add significantly to the learning experience.

## Roofing

WRKP-0075



**3 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

The Roofing course covers both sloped and flat roof coverings. Detailed descriptions and illustrations help to explain problems, causes and implications for common roofing materials. It also goes into detail on how to inspect roofs and what to watch for.

## Structure

WRKP-0076



**3 credits**

**\$495**

**4 months to complete**

**Start: Sep 1, Oct 1, Nov 1, or Dec 1**

**Location: Online**

In the Structure course, all of the structural elements of a building from the footings and foundations to the floor, wall and roof assemblies are addressed in detail. Elements of good construction are illustrated, along with common failure modes and how to identify them. The Study Sessions help you make your way through the material.



Part of a Credential



New



Online



Enrol Instantly Online



Textbook/Supplies Required



Register by the 20th of the prior month

## Traditional Ecological Knowledge Certificate

Offered online in a virtual classroom, Traditional Ecological Knowledge (TEK) provides you with an understanding of how to collect Indigenous knowledge and demonstrate that knowledge through maps and reporting.

**Visit our website for upcoming dates!**



## Environmental Monitoring Online Certificate

Complete the professional certificate needed to work as an environmental monitor. As an environmental monitor, your role is to serve the environment ensuring industrial activities comply with current government standards.

**Start our self-paced online course today!**





# COMMUNITY SPOTLIGHT

## Sixteen learners graduate from inaugural Child Development Worker program in Ebb and Flow

**S**ixteen students from Ebb and Flow First Nation have graduated from a Child Development Worker program developed to respond to a growing need in the community. The college developed the program, which was rolled out in fall 2019, with outcomes focusing on providing for children's special needs and supporting their families.

"It's very important to have programs focusing on child development—especially young children," said Chief Wayne Desjarlais of Ebb and Flow First Nation. "We have a lot of community members who work in various organizations which support young children and it will be really important to see their skills developed."

"The program is going to help the community as a whole. We're always trying to provide opportunities for our youth to increase their skills without leaving the community."

The community need for skilled child development workers arose from the provision of Jordan's Principle programming. Jordan's Principle is centred around a child-first and needs-based equitable approach for Indigenous children in Canada to access the products, services and supports they need when they need them.

"It's so important, due to the new Jordan's Principle funding in First Nations, to have a program which provides training for professionals

to learn the skills needed to work with children who require additional support," said Lillian Houle, Health Director at the Ebb and Flow First Nation Health Authority. "There has been a need for skilled professionals in this area and this program fills that gap."

The program consisted of a combination of Education Assistant, Early Childhood Education and Comprehensive Health Care Aide courses to provide learners with a comprehensive lens into child development. Students were not required to travel or relocate as the program was delivered entirely within the community of Ebb and Flow.

"It is so beneficial for the courses to be in students' local community," said Cathy Cyr, instructor for the Ebb and Flow program. "For them, they know each other, are comfortable learning and supporting each other, and with families and commitments, they don't have to spend hours away driving to class."

An added bonus, Cyr says, was a learning experience for her.

"I was fortunate to feel the culture of their community and learn about the services and programs they offer."

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Do you have a community-based training and development need?  
Reach out to Assiniboine's Community Development team to start the conversation!

Email: [contracttraining@assiniboine.net](mailto:contracttraining@assiniboine.net)



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

Select courses are available for instant enrollment through MyACC. **Click here** and select "My ACC for Continuing Studies" to enrol.





WORKING WITH  
PLANTS & ANIMALS

# INTEGRATED PEST MANAGEMENT

## CERTIFICATION

Integrated Pest Management (IPM) provides green space managers with the knowledge to achieve an acceptable level of pest control in a cost-effective and aesthetically pleasing way while minimizing the use of pesticides.

Members of the landscape and golf course industries in Manitoba initiated the IPM certification program, which is meant to formally recognize industry qualifications and promote ongoing IPM education.

Manitoba Agriculture and Resource Development requires at least one individual per landscape or golf course company to be certified in IPM. A current Pesticide Applicator licence is required.

### CONNECTIONS

The program was jointly developed by the Manitoba Golf Superintendents Association (MGSA), Landscape Manitoba, Assiniboine Community College, and Manitoba Agriculture and Resource Development and Manitoba Conservation and Climate Change.

### COMPLETION REQUIREMENTS

To receive a IPM certification, students must receive a passing grade on exam and assignment.

### COURSES

AGRC-0222 IPM Golf Course/Landscape

### LOCATION

- Online

### NEXT STEP

Register now! **Click here** for more information.

### FOR MORE INFORMATION

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



WORKING WITH  
PLANTS & ANIMALS

# PESTICIDE

## CERTIFICATION

If you apply pesticide professionally in Manitoba, you must be certified and licensed through Manitoba Agriculture and Resource Development. Assiniboine offers the certification for the pesticide core and all license categories.

The first step to obtaining your license is certification with Assiniboine. Once you have successfully achieved your certification you apply to Manitoba Agriculture and Resource Development who will issue your license. You must apply for your license annually. Re-certification is required through Assiniboine every five years.

### CAREER OPPORTUNITIES

This program is designed to provide training for people who require Manitoba Pesticide Applicator and/or Dealer Certification.

### CONNECTIONS

Manitoba Agriculture and Resource Development, in co-operation with Assiniboine, has authorized this training program designed to prepare prospective candidates for licensing in Manitoba. **Click here** for more information on licensing.

### COMPLETION REQUIREMENTS

Students who successfully complete the required Pesticide Core course plus one other Pesticide course/category may apply for licensing to Manitoba Agriculture and Resource Development.

### COURSES

PEST-0101	Pesticide Core*
PEST-0102	Pesticide Aerial
PEST-0030	Pesticide Agriculture Ground
PEST-0046	Pesticide Dealer
PEST-0004	Pesticide Forestry
PEST-0032	Pesticide Fumigation/Stored Ag
PEST-0033	Pesticide Greenhouse
PEST-0006	Pesticide Industrial
PEST-0140	Pesticide Landscape/Golf Course
PEST-0013	Pesticide Livestock Products
PEST-0010	Pesticide Mosquito Control
PEST-0011	Pesticide Rural Municipal
PEST-0008	Pesticide Seed Treatment
PEST-0031	Pesticide Structural

*\*Required*

### LOCATION

- Online

### NEXT STEPS

Register now! **Click here** for more information.

### NEXT STEPS

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



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

### COMPLETION REQUIREMENTS

To receive a Prairie Horticulture certificate, students must successfully complete 36 credits.

### PROGRAM FEES

Program fees can be found on the college website at [assiniboine.net/prairiehort](https://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

- Online

### NEXT STEPS

Apply now! **Click here** to apply online.

### FOR MORE INFORMATION

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

# COURSES

## Applied Botany

AGRC-0017



6 credits

\$686.40

10 weeks

Start: Sep 13

Location: Online

Basic plant anatomy at the cellular level and whole organ level is covered as well as the processes of photosynthesis and respiration. Thorough coverage is given to plant classification and naming, with botanical grammar being stressed. Plant hormones, pollination, fruit set and ripening are discussed. Basic propagation is addressed and comprehensive coverage is given to climatic factors of importance to prairie horticulture. The course concludes with a discussion of diseases of significance to prairie horticulture.

## Arboriculture

AGRC-0029



3 credits

\$499

10 weeks

Start: Sep 13

Location: Online

This course outlines basic terminology used in arboriculture, the principles of installation, care and maintenance of trees and shrubs in the landscape. It also provides "how to" information in these areas. Finally, the effect of the environment on growth and development of woody plants is addressed.



## Cannabis - Adult Use Market

BUSN-0187

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



\$452

14 hours

Start: Oct 2 or Nov 6

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

Location: Online

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

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

## Cannabis Law and Ethics

LAWG-0094

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



\$452

14 hours

Start: Sep 25 or Nov 13

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

Location: Online

The legislative landscape for cannabis production and use in Canada is continuing to evolve. Upon completing this course, students will be able to locate and interpret current legislation relating to the medical and adult-use markets. Students will



apply this knowledge to concepts of production, promotion, packaging, and the sale of cannabis within the framework of maintaining full compliance, as well as to personal use and potential implications. In addition to regulatory concerns, students will also discuss and debate important ethical considerations relating to the legalization of cannabis, including use by minors, medicinal claims, pardoning past criminal records and more.

## Cannabis Tracking Systems



BUSN-0192

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals

**\$100**

**2 weeks to complete**

**Start: Aug 9, Sep 13, Oct 11, Nov 8, or Dec 6**

**Location: Online**

Seed-to-sale tracking is essential in the cannabis industry. In this micro-course, students will learn how tracking systems fulfil a variety of regulated tasks, including order processing, inventory, warehouse and purchasing management, accounting, and tracking for regulatory compliance and taxation requirements. Tracking systems also play a central role in ensuring product traceability in the event of a product recall. The key functions of the Cannabis Tracking and Licensing System (CTLS) are explored, as are the use of Laboratory Information Management Systems (LIMS) and potential new technologies to improve cannabis tracking.

## Finance and Resource Management



BUSN-0191

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals

**\$100**

**2 weeks to complete**

**Start: Aug 9, Sep 13, Oct 11, Nov 8, or Dec 6**

**Location: Online**

The cannabis sector and its businesses are rapidly evolving on a day-by-day basis. In this micro-course, learners will develop an understanding of key concepts in finance and resource management as they apply to the cannabis industry in Canada. Learners will explore capitalization, valuation, resource and risk management. Students will gain additional insights into employment in the cannabis industry by looking at the value of transferrable skills from related sectors such as pharmaceuticals, and the food and health products industry, as well as more generalized skills in areas including project management, sales, marketing, etc.

## Floral Design



AGRC-0069

**3 credits**

**\$520**

**10 weeks**

**Start: Sep 13**

**Location: Online**

The course covers the theory and practice of floral design. Topics covered include floral crop origins and distribution, basic botany, nomenclature and terminology, care and handling of fresh cut flowers/ foliage. The course provides basic understanding of the tools, supplies

and mechanics used in floral design. Floral design styles, elements and principles are discussed.

## Greenhouse Crop Production



AGRC-0024

**6 credits**

**\$659**

**10 weeks**

**Start: Sep 13**

**Location: Online**

This course covers cultural and management aspects of greenhouse crop production. Topics include an overview of the prairie greenhouse industry, production economics, and chemical and biological pest control. The production of bedding plants, potted and flowering plants, as well as greenhouse vegetables, is addressed.

## Horticulture Business Mgmt.



BUSN-0124

**3 credits**

**\$499**

**10 weeks**

**Start: Sep 13**

**Location: Online**

This course is an introduction to management for those interested in operating a small business within the horticulture industry.



### Horticulture Marketing

MKTG-0049



**3 credits**  
**\$499**  
**10 weeks**  
**Start: Sep 13**  
**Location: Online**

This course is an introduction to marketing basics for those interested in marketing within the horticulture industry.

### Human Resource Management

HRMB-0018



**3 credits**  
**\$499**  
**10 weeks**  
**Start: Sep 13**  
**Location: Online**

This course strengthens students' abilities as owners, managers and supervisors of an agricultural workplace to effectively deal with increasing workforce management expectations.

### Importing and Exporting Cannabis

BUSN-0188

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



**\$452**  
**14 hours**  
**Start: Aug 14, Oct 16, or Nov 27**  
**Saturday/Sunday 8:30 a.m. – 3:30 p.m.**  
**Location: Online**

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

### Indoor Landscaping

AGRC-0026



**6 credits**  
**\$686.40**  
**10 weeks**  
**Start: Sep 13**  
**Location: Online**

This course covers both the theory and practice of indoor landscaping. Topics include an overview of the indoor landscaping industry, basic design concepts, people-plant

relationships and the function of plants in the indoor environment. Plant culture, maintenance and integrated pest management are discussed. The course concludes with a section on indoor landscaping as a business preparation of cost estimates, budgeting, advertising, etc. Students should be able to create, install and maintain a commercial indoor landscape on completion of this course.

### Integrated Plant Management

AGRC-0019



**6 credits**  
**\$659**  
**10 weeks**  
**Start: Sep 13**  
**Location: Online**

This course outlines the basics of identifying, monitoring, predicting, and managing the environment and pest problems affecting horticulture crop growth. Upon completion of this course, students should be able to diagnose problems, provide solutions, and predict how the manipulation of growing conditions will impact other factors. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

## IPM Golf Course/ Landscape



AGRC-0222

Pre-requisites: PEST-0101 Pesticide Core,  
PEST-0140 Pesticide Landscape and  
Golf Certification

**\$150**

**Exam Dates: Dec 1 and 2 or Dec 15  
and 16**

**Location: Online**

Integrated Pest Management (IPM) provides green space managers with the knowledge to achieve an acceptable level of pest control in a cost effective and aseptically pleasing way while minimizing the use of pesticides. This program is formally recognized by landscape and golf course industries.

## Landscape Construction



AGRC-0032

**3 credits**

**\$499**

**10 weeks/30 hours**

**Start: Sep 13**

**Location: Online**

This course introduces students to the theory and application of landscape construction. Topics include interlocking paving stones, water features, retaining walls, low voltage lighting, wooden decks and fences. Safety procedures are emphasized.

## Landscape Design



AGRC-0030

**6 credits**

**\$659**

**10 weeks**

**Start: Sep 13**

**Location: Online**

This course provides the skills necessary to produce a simple residential landscape design for a client. Course topics include principles of design, identifying client needs, producing a series of preliminary site plans and design programs, using drafting equipment and producing a basic, 2D landscape design.

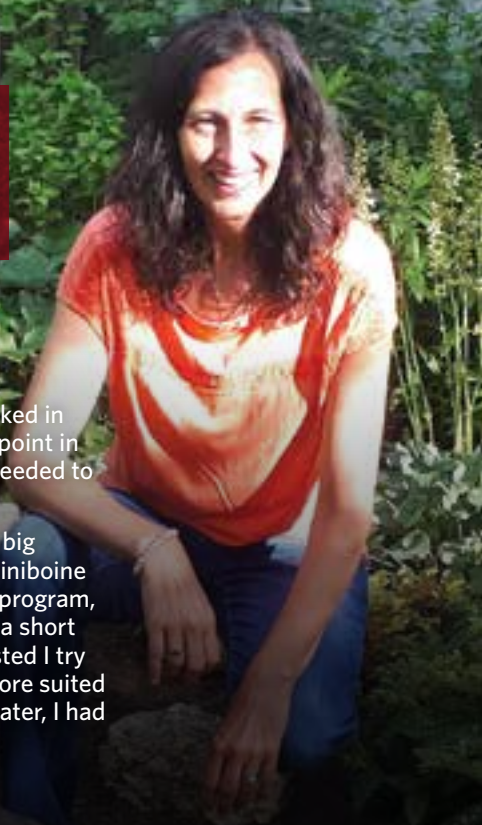
# STUDENT SPOTLIGHT

## Tricia Ciglar Prairie Horticulture Graduate

My name is Tricia Ciglar, and I'm from Winnipeg, MB. I've worked in finance as an accountant for over 25 years. In 2017, I was at a point in my career where sitting at a desk all day was getting tiring; I needed to find something else I could engage in.

One day, I was chatting with a friend about gardening. She's a big gardening hobbyist, and she mentioned her experience at Assiniboine taking a landscaping design course in the Prairie Horticulture program, which piqued my interest. I initially considered registering for a short course in the Master Gardener program, but my friend suggested I try the Prairie Horticulture program as she thought it would be more suited towards my interests. One course led to more, and five years later, I had completed all courses and the entire program.

Read Tricia's full spotlight: [assiniboine.net/spotlights](https://assiniboine.net/spotlights)



Part of a  
Credential



New



Online



Enrol Instantly  
Online



Textbook/  
Supplies Required



Register by the 20th  
of the prior month



**Liquid Manure  
Applicator**

AGRC-0209

**\$400****3 months to complete****Start: Oct 1****Location: Online**

This course prepares students to write the examination required for licensing to apply liquid manure.

**Liquid/Solid  
Manure Applicator**

AGRC-0218

**\$850****3 months to complete****Start: Oct 1****Location: Online**

This course prepares students to write the examination required for licensing to apply liquid and solid manure.

**Manure  
Management  
Planner**

AGRC-0157

**\$850****Start: Oct 1****Location: Online**

This course provides students with the skills required to prepare Manure Management Plans that are required for the application of livestock manure to land as fertilizer. Manure Management Planners that prepare plans required by the provincial government must have successfully completed the Manure Management Planner Course and be members in good standing of Agrologists Manitoba or Certified Crop Advisors.

**Medical Cannabis  
Fundamentals**

BUSN-0186

**\$452****14 hours****Start: Aug 7, Sep 18, Oct 23, Nov 20, or Dec 4****Saturday/Sunday 8:30 a.m. – 3:30 p.m.****Location: Online**

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

# CURRENTLY GERMINATING

## Master Gardener program to see new growth!

Assiniboine will soon bring a new, updated and regional version of the former Master Gardener program.

Stay informed! Visit [assiniboine.net/cs-signup](https://assiniboine.net/cs-signup) and be the first to know about the program release.





## Pesticide Aerial

PEST-0102



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

This national course covers application of pesticides by air to forestlands, rights-of-way, and agricultural lands including orchards.

## Pesticide Agriculture Ground

PEST-0030



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators will learn the unique properties of pesticide products, proper use and handling of pesticides, safety and health precautions for the student and the environment, and emergency responses and procedures. They study the aspects of applying and dispensing agricultural pesticides and the major federal and provincial regulations affecting the application and sale of agricultural pesticides. Students also learn how to determine pesticide application rates and batch calculations, calibrate field and custom sprayers, and respond to pesticide application complaints.



## Pesticide Core

PEST-0101



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators are introduced to the regulations that apply to pesticide sale and use. Safety issues such as proper pesticide handling procedures, reading pesticide labels, responding to pesticide emergencies and impact on the environment are also discussed. Students also learn general pesticide terminology, pest management concepts and basic elements of application technology

## Pesticide Dealer

PEST-0046



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

A pesticide dealer is a person (or business) that sells pesticides to an end-user. Retail pesticide dealers that sell commercial and/or restricted class pesticides in Manitoba are required to have a Pesticide Dealer Licence. If you will be dispensing chemicals only and not applying it, you will need to certify by completing the Dealer exam.

## Pesticide Forestry

PEST-0004



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators will learn how to use pesticides in forest management operations including site preparation, brushing, conifer release, thinning, and insect, rodent and disease control.

## Pesticide Fumigation/ Stored Ag

PEST-0032



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators will learn about the use of fumigant gases for control of insects in stored grains (farm and grain elevators) and stored grain products (flour mills and grain product storage facilities).

## Pesticide Greenhouse

PEST-0033



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators will learn about the use of pesticides (excluding the use of restricted fumigants that are gases at room temperature) in and immediately around greenhouses or interior plant structures.

**Pesticide Industrial**

PEST-0006

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators will learn about the use of pesticides for controlling weeds on industrial areas including roadsides, power lines, pipelines, rights-of-way, railways, well sites, and non-cropland and equipment yards. This category includes herbicide applications to parking lots and roadbeds during road construction.

**Pesticide Landscape/  
Golf Course**

PEST-0140

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators will learn about the use of pesticides in the maintenance of ornamental trees, shrubs, on flowers and turf, on outdoor residential, commercial (e.g. cemeteries) and public land and golf courses. This category includes use in outdoor nurseries for propagation of landscape and garden plants, but does not include fumigation within the greenhouse environment.

**Pesticide Livestock Products**

PEST-0013

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators learn the special properties of agricultural pesticides that are used for the protection of agricultural animals and treatment for insect pests that affect farm animals. Students are also made aware of the difference between pesticides that have a Pest Control Products (PCP) number and those that have a Drug Identification Number (DIN).

**Pesticide Mosquito Control**

PEST-0010

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators will learn about the use of insecticides for control of mosquito larvae or adults.

**Pesticide Rural Municipal**

PEST-0011

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators will learn about the use of pesticides for controlling weeds in industrial areas including roadsides, power lines, pipelines, rights-of-way, railways, well sites, and non-cropland and equipment yards. Generally this certification course would apply to Municipal government employees. Responsibility for administering the Provincial Noxious Weeds Act falls into this category.

**Pesticide Seed Treatment**

PEST-0008

**\$135****Exam Dates:** Dec 1 and 2 or Dec 15 and 16**Location:** Online

Applicators will learn about the use of pesticides for commercial seed treatment.

## Pesticide Structural

PEST-0031



**\$135**

**Exam Dates: Dec 1 and 2 or Dec 15 and 16**

**Location: Online**

Applicators will learn about the use of insecticides, rodenticides, avicides and repellents for the prevention and control of pests inside structures (excluding plant pests in greenhouses or interior landscapes or on exterior surfaces). This category includes rodenticide use on public or private land.

## Processing and Testing

AGRC-0299

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



**\$100**

**2 weeks to complete**

**Start\*: Aug 9, Sep 13, Oct 11, Nov 8, or Dec 6**

**Location: Online**

Cannabis production must take place within a framework of very rigorous processes and strict testing practices. In this micro-course, students will review process flows for growing and processing cannabis—including cultivation, harvesting, processing, extraction and testing. Students will also explore essential elements relating to quality control and quality assurance.

## Production Facility Management

AGRC-0298

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



**\$100**

**2 weeks to complete**

**Start\*: Aug 9, Sep 13, Oct 11, Nov 8, or Dec 6**

**Location: Online**

This micro-course will examine the day-to-day operations of licensed cannabis facilities, including looking at those activities at a departmental level. The challenges associated with production (such as the choice of growth medium, as well as effective and efficient provision of water, power/heat and light) are discussed, as are key elements associated with Good Production Practices (GPP). The micro-course also includes a focus on cleaning and sanitation requirements, as well as the requirements of good documentation—both of which are of paramount importance at times of audits and government inspections.

## Propagation

AGRC-0023



**6 credits**

**\$659**

**10 weeks/60 hours**

**Start: Sep 13**

**Location: Online**

This course provides theoretical and practical information for plant propagation. It includes information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

## Safe Work/Pesticide Application

AGRC-0020



**3 credits**

**\$499**

**10 weeks/30 hours**

**Start: Sep 13**

**Location: Online**

Learn about different aspects of safety in the use of pesticides for the horticulture industry. Topics include: basic chemistry; legislation and regulations; labeling; toxicity; handling practices; environmental protection; pest management; application equipment; emergency response; and public relations. Note: This course will be of particular interest to horticulturalists who apply pesticides, but are not mandated to be certified or licensed.

## Soils for Horticulture

AGRC-0018



**6 credits**

**\$686.40**

**10 weeks/60 hours**

**Start: Sep 13**

**Location: Online**

This course provides an introduction to the fundamental principles of soil science with specific reference to the study of horticulture. The components of soil, their physical and chemical properties, and soil water relationships are the theoretical basis on which soil management and fertility are considered. Synthetic and natural fertilizers and amendments, which improve soil physical properties, are investigated. Potting media for greenhouse production are examined; however, the course emphasis is on natural soils.





### Solid Manure Applicator

AGRC-0210



**\$400**

**3 months to complete**

**Start: Oct 1**

**Location: Online**

This course prepares students to write the examination required for licensing to apply solid manure.

### Structure of the Industry

BUSN-0190

Prerequisite: BUSN-0186 Medical Cannabis Fundamentals



**\$100**

**2 weeks to complete**

**Start\*: Aug 9, Sep 13, Oct 11, Nov 8, or Dec 6**

**Location: Online**

With strict cannabis licensing requirements mandated by the Government of Canada, this micro-course examines the various types of businesses within the Canadian cannabis industry that are permitted under the Cannabis Act (Bill C-45). Students also study the specialized characteristics of this industry from

a structural perspective by exploring the different business types and the manner in which the industry is evolving, including the key roles within cannabis production, testing and retail organizations, along with their primary responsibilities and required security clearances.

### Turfgrass Management

AGRC-0032



**6 credits**

**\$659**

**10 weeks/60 hours**

**Start: Sep 13**

**Location: Online**

This course outlines the production and maintenance of turfgrasses to enable the student to function within the landscaping and turf production industries. Topics include an overview of the turfgrass industry, turfgrass physiology, plant morphology and species identification, native turfgrass, soils, turfgrass establishment, culture, management practices and problems, turfgrass pest control and integrated pest management.

### Vegetable Production

AGRC-0021



**3 credits**

**\$520**

**10 weeks/30 hours**

**Start: Sep 13**

**Location: Online**

This course covers vegetable production on the Canadian prairies in terms of soil, climate, equipment, cultural practices, management and marketing. A wide range of crops is reviewed from cole crops to vines. The course provides students with information necessary to establish a vegetable operation, advise others on vegetable production, or enhance their background for employment in the vegetable industry. Note: It is recommended that students complete AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

### Woody Landscape Plants

AGRC-0027



**3 credits**

**\$520**

**10 weeks/30 hours**

**Start: Sep 13**

**Location: Online**

This course covers the identification, classification, landscape characteristics, adaptations, cultural requirements, value and use of woody ornamental plants. Plants common in the prairie environment are addressed and include deciduous and evergreen trees, shrubs, vines and ground covers.



# COURSES



## Beginning Conversational French

ED2GO

**\$99 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****Location: Online**

Proper pronunciation is important to good communication. This course helps master the best pronunciations and is structured in this logical, systematic method. Throughout the course, simply click on each word to hear it spoken. Every word and sentence is also written out phonetically.

\* Option to start anytime with self-paced format. **Click here** for details.

## Individual Excellence

ED2GO

**\$139 USD (plus GST)****6 weeks****Start: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****Location: Online**

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

## Mastering Public Speaking

ED2GO

**\$129 USD (plus GST)****6 weeks****Start: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

## Write Your Life Story

ED2GO

**\$99 USD (plus GST)****6 weeks****Start\*: Aug 18, Sep 15, Oct 13, Nov 17, or Dec 15****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.

\* Option to start anytime with self-paced format. **Click here** for details.

# ADULT LEARNING & UPGRADING

## MATURE STUDENT HIGH SCHOOL (MSHS)

### 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 Centre for Adult Learning - Brandon, fees charged per one credit course are \$20.50 for materials and fees, plus \$28.82 for Students' Association fees.

At the Centre for Adult Learning - Dauphin, fees charged per one credit course are \$20.50 for materials and fees, plus \$27.02 for Students' Association fees.

### DAY CLASSES

Fall Term: Sept 7 - Dec 17, 2021 (D)

Sept 8 - Dec 23, 2021 (B)

Winter Term: Jan 5 - Apr 29, 2022 (B, D)

### EVENING CLASSES

Fall Term: Sept 7, 2021 - Jan 20, 2022 (B)

Sept 13, 2021 - Jan 15, 2022 (D)

Winter Term: Jan 25 - May 26, 2022 (D)

Jan 25 - June 2, 2022 (B)

B= Centre for Adult Learning - Brandon (Victoria Avenue East campus)

D= Centre for Adult Learning - Dauphin (Parkland campus)

### COURSES

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

		High School Credits	Location
ABOR-D019	Aboriginal Studies 42C*	1	D
MATH-0059	Applied Mathematics 30S	1	B
MATH-0060	Applied Mathematics 40S	1	B
SCIE-0009	Biology 30S	1	B
SCIE-0004	Biology 40S	1	B,D
SCIE-0024	Chemistry 30S	1	B
SCIE-0025	Chemistry 40S	1	B
PSSY-D066	Child Development 42C*	.5	B
PRAC-0162	Community Service 1 41G	1	B,D
PRAC-0163	Community Service 2 41G	.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	B,D
MATH-0077	Essential Math 20S	1	B,D
MATH-0080	Essential Math 30S	1	B,D
MATH-0082	Essential Math 40S	1	B,D
PSSY-D019	Family Dynamics 42C*	.5	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	B(.5),D
HLTH-0226	Physical Education 40F	1	B
SCIE-0011	Physics 30S	1	B
SCIE-0003	Physics 40S	1	B
MATH-0023	Pre-Calculus Math 30S	1	B,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
COMP-D501	Word Processing 32C*	.5	D

\* College level courses/dual credit.

### 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  
Tel: 204.725.8700 | 800.862.6307  
Fax: 204.725.8740

## **NORTH HILL CAMPUS**

1035 1st Street North  
Brandon, MB R7A 2Y1  
Fax: 204.725.8740

## **Manitoba Institute of Culinary Arts**

Tel: 204.725.8741 | 800.862.6307 ext. 6145

## **Lens Evans Centre for Trades and Technology**

Tel: 204.725.8741 | 800.862.6307 ext. 6736

## **PARKLAND CAMPUS**

520 Whitmore Avenue East  
P.O. Box 4000  
Dauphin, MB R7N 2V5  
Tel: 204.622.2222  
Fax: 800.482.2933

## **WINNIPEG CAMPUS**

Unit 87 - 1313 Border Street  
Winnipeg, MB R3H 0X4  
Tel: 204.694.7111  
Fax: 800.482.2933

## **CENTRE FOR ADULT LEARNING**

### **Brandon**

Victoria Avenue Each Campus  
1430 Victoria Avenue East Campus  
Brandon R7A 2A9  
Tel: 204.725.8735 | 866.726.1117  
Fax: 204.725.8740

### **Parkland**

Parkland Campus  
520 Whitmore Avenue East  
P.O. Box 4000  
Dauphin, MB R7N 2V5  
Tel: 204.622.2222  
Fax: 800.482.2933



Assiniboine Community College campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis nation. We also recognize other Treaty Territories where our community-based training takes place. We welcome students who seek knowledge here.

# PROGRAM & COURSE INDEX

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