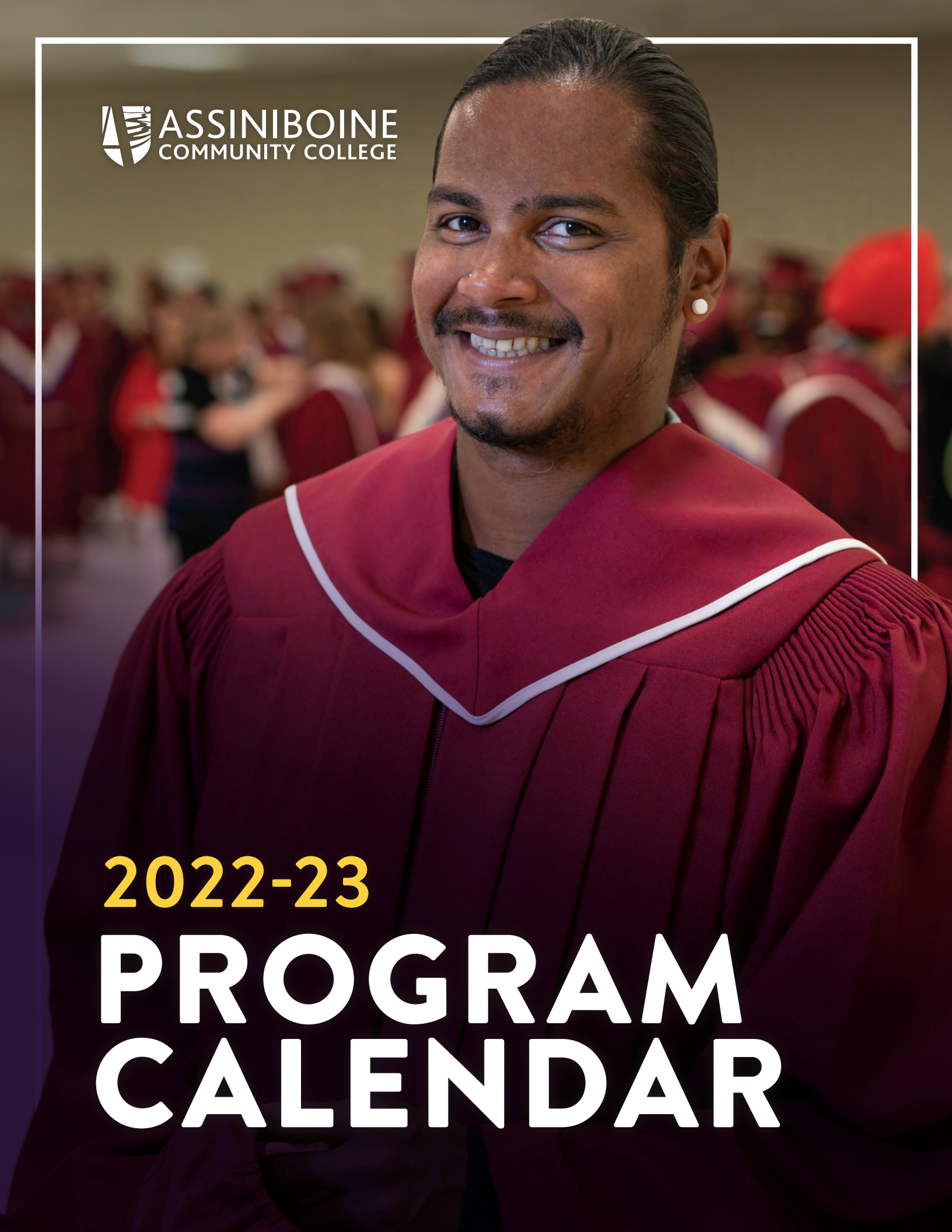
ASSINIBOINE
COMMUNITY COLLEGE
2022-23
PROGRAM
CALENDAR

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ABOUT ASSINIBOINE

Assiniboine Community College first opened its doors more than 60 years ago in February 1961 as the Brandon Vocational Training Centre. Shops and classrooms were located in several buildings throughout the city. The centre was soon renamed the Manitoba Vocational Training Centre, and in 1966 students moved into a new building at 1430 Victoria Avenue East. In December 1969, the centre became Assiniboine Community College when Manitoba's three technical vocational schools were made community colleges.

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

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

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

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

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

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

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

INSTITUTIONAL MISSION AND VISION

MISSION

Transforming lives and strengthening Manitoba through applied education and research.

VISION

Exceptional learning experiences.

OUR COMMITMENT TO INDIGENOUS PEOPLES

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

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

See our full statement here: **assiniboine.net/commitment**

IMPORTANT NOTICE AND DISCLAIMER

Given the potential impact of the global COVID-19 pandemic, please note the following:

- The information in the college's 2022-23 program calendar, posted on the college's website, is considered the final and accurate authority on all academic matters.
- The contents of this calendar reflect the intentions of the college at the time of posting, with respect to the matters it contains. The college expressly reserves the right to deviate from what appears in the calendar, including both content and scheduling, in whole or in part, and including, without limiting the generality of this disclaimer, the right to revise the content of, and to cancel, defer, reschedule or suspend, in whole or in part, the scheduling of particular periods of instruction, courses or programs, and to alter, accelerate or defer fees and charges, and to do any or all of the above either in order to serve what the college considers to be the best interests of the academic or student community or of the college itself, or because of any circumstance or occurrence, whether occurring by or through the willful act or negligence of the college, or otherwise and whether or not beyond the reasonable or other control of the college, and as a result of circumstances or occurrences including financial resources, natural catastrophe or disaster, the health, safety and well-being of the employees or students of the college, labour disagreements or disputes, slow-downs, work-stoppages, and strikes. The college does not accept, and expressly disclaims, any or all responsibility or liability to any person, persons or group, for any loss, injury, damages or adverse effect, either direct or indirect, consequential or otherwise, arising out of any one or more of such deviations. The college disclaims liability to any person who may suffer loss as a result of reliance upon any information contained in this calendar.
- Each and every one of the subsequent provisions contained in this calendar, and the relationship, both legal and otherwise, between the college and its students, is expressly subject to and governed by the above provisions.
- The Registrar's Office will assist students with any questions or problems that might arise concerning the interpretation of academic regulations. It is, however, the responsibility of students to see that their academic programs meet the college's regulations in all respects.

IMPORTANT DATES 2022-23

JULY 2022

S	M	T	W	T	F	S
					1	2
3	**4**	5	6	7	8	9
10	11	12	13	14	**15**	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	**2**	3
4	**5**	**6**	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022

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16	17	18	19	20	21	22
23	**24**	**25**	**26**	**27**	**28**	29
30	31					

NOVEMBER 2022

S	M	T	W	T	F	S
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6	7	8	9	10	**11**	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	**23**	24
25	**26**	27	28	29	30	31

2022

July-August	Registration period for new and returning students for fall term
July 1	Canada Day (administrative offices closed)
July 4*	Classes commence for summer term
July 15	Deadline for receipt of documented proof of program prerequisites for fall programs
August 1	Terry Fox Day (administrative offices closed)
September 1 & 2*	New student orientations for fall term—refer to official college email and **assiniboine.net/orientation**
September 5	Labour Day (administrative offices closed)
September 6*	Classes, for most programs, commence for fall term
October	Graduation ceremonies; visit **assiniboine.net/graduation** for applicable programs and dates
October 10	Thanksgiving Day (administrative offices closed)
October 24 – 28*	Fall Reading Week
November 11	Remembrance Day (administrative offices closed)
December 23*	Last day of fall term classes
December 25	Christmas Day (college is closed; no access)
December 26	Boxing Day (administrative offices closed through to January 2)

* Dates are subject to change and may vary by program. Students should refer to their schedule for the most up-to-date information by program.

JANUARY 2023

S	M	T	W	T	F	S
1	2	**3**	4	5	6	7
8	**9**	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	21	22	23	24	25
26	27	28				

MARCH 2023

S	M	T	W	T	F	S
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5	**6**	**7**	**8**	**9**	**10**	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

S	M	T	W	T	F	S
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9	**10**	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	**5**	6
7	**8**	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	T	F	S
				1	**2**	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	**30**	

2023

January 1	New Year's Day (administrative offices closed)
January 3*	College reopens after holiday break
	New student orientations for winter term—refer to official college email and **assiniboine.net/orientation**
January 9*	Classes commence for winter term
February 20	Louis Riel Day
March 6 – 10*	Spring Break
April 3	**Recommended deadline for applications for programs beginning September 2023**
April 7	Good Friday (administrative offices closed)
April 10	Easter Monday (administrative offices closed)
May 5*	Last day of winter term classes
May 8*	Classes commence for spring term
May 22	Victoria Day (administrative offices closed)
June	Graduation ceremonies; visit **assiniboine.net/graduation** for applicable programs and dates
June 30*	Last day of spring term classes for classes that started May 2

* Dates are subject to change and may vary by program. Students should refer to their schedule for the most up-to-date information by program.

ADMISSION AND REGISTRATION INFORMATION

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

CHOOSE A PROGRAM

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

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

PROGRAM INFO SESSIONS

Program info sessions are held throughout the year and are free to attend. We strongly recommend prospective students attend these sessions to learn about the types of jobs graduates go into, meet faculty, tour facilities, and get a feel for the program to see if it is the right fit for them and their career goals. Visit **assiniboine.net/infosession** to view the schedule and register.

SPEND A DAY

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

CHECK THE ADMISSION REQUIREMENTS

*Refer to **assiniboine.net/admissionrequirements**.*

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

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

ENGLISH LANGUAGE PROFICIENCY

*Refer to **assiniboine.net/elp**.*

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

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

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

For a complete list of tests and programs to demonstrate English language proficiency that are acceptable at Assiniboine refer to **assiniboine.net/elp**.

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

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

OR

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

OR

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

OR

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

OR

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

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

If you have any questions about English language proficiency, contact 204.725.8723 or toll free in Canada 800.862.6307 ext. 4032 and ask to speak to the student success advisor for the program you are applying to.

APPLY AND SUBMIT THE APPLICATION FEE

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

Apply online for the programs listed in this calendar. Visit **assiniboine.net/applynow.** If you are applying as an international student, refer to the international student section (page 8).

Application forms are also available at the Victoria Avenue East and North Hill campuses in Brandon, the Parkland campus in Dauphin, and the Winnipeg campus.

Early application is recommended as most programs can accommodate only a limited number of students. Assiniboine begins processing applications 12 months in advance of the program start date. It is the applicant's responsibility to inform the college of any changes to the information on the application form. Assiniboine will direct correspondence to the current addresses on record.

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

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

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

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

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

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

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

If the applicant is applying to a competitive entry program:

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

If the applicant is an international student:

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

Application forms (those not completed online) can be mailed to the Registrar's Office at the following address:

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

Telephone: 204.725.8701
Toll free in Canada: 800.862.6307 ext. 4032
Office Hours: 8:00 a.m. to 4:30 p.m., Monday to Friday

MANITOBA-MINNESOTA CO-OPERATIVE AGREEMENT

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

SASKATCHEWAN AND ONTARIO EQUIVALENTS

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

ADMISSIONS PROCESS

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

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

INCOMPLETE APPLICATIONS

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

ASSESSMENT OF SPECIAL CIRCUMSTANCES

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

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

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

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

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

For information on adult upgrading or college preparation programs available through Assiniboine, see page 60 of this calendar.

COMPETITIVE ENTRY PROGRAMS

Some programs may require applicants to meet additional requirements for the purposes of applicant selection. Refer to specific program admission requirements for more details regarding competitive entry requirements. Not all evaluated applicants are selected.

ACCEPTANCE/CONDITIONAL ACCEPTANCE

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

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

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

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

WAIT LISTS

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

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

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

STUDENTS WITH DISABILITIES

*Refer to Policy A03 - Academic Accommodations at **assiniboine.net/policies**.*

Assiniboine is committed to supporting students with disabilities and medical conditions. Accommodations are available for students who have provided acceptable written documentation of their functional limitations. Accommodation decisions are made according to approved college policy.

Some accommodations may necessitate funding from other agencies.

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

Students are strongly encouraged to meet with their student success advisor prior to applying to a program to discuss program requirements and possible accommodations.

Accommodations and funding applications may take several weeks or even months to arrange.

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

PART-TIME STUDENTS

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

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

- Accounting
- Finance
- Human Resource Management
- Indigenous Financial Management
- Marketing
- Business Administration
- Civil Technician
- Communications Engineering Technology
- Network Administration Technology

REGISTRATION

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

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

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

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

Visit **assiniboine.net/financialaid** to find out more about government student aid, Assiniboine scholarships and bursaries, as well as other funding opportunities. Contact the associate registrar at **awards@assiniboine.net.**

NEW STUDENT ORIENTATION

Program specific orientation information will be provided in your registration. Visit **assiniboine.net/orientation** for more information.

STUDENT FILES WITH REGISTRATION RESTRICTIONS

*Refer to Policy A14 - Students with Registration Restrictions at **assiniboine.net/policies**.*

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

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

Applicants may contact the registrar to request a review of their situation. Refer to *Policy A01 - Academic and Disciplinary Appeals* at **assiniboine.net/policies** for more information.

RESIDENCY REQUIREMENT

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

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

CREDITS FOR PREVIOUS EDUCATION

Refer to Policy A07 - Credit for Previous Education at ***assiniboine.net/policies****.*

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

PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)

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

Prior learning assessment and recognition (PLAR) provides the opportunity for individuals to obtain credit for college level learning that has been gained outside a formal institutional setting. During the process, an individual's prior learning gained from education, work, life experiences and personal study is assessed against the expected learning outcomes in college courses. If the learning demonstrated is equivalent to that normally acquired through a formal course in the chosen area of college study, then credit is granted. Going through the prior learning assessment process at Assiniboine can eliminate duplication of learning and can shorten the time and cost of gaining a college education.

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

Many courses and programs are available for PLAR. A full listing of Assiniboine's courses, with course descriptions, begins on page 73 of this calendar. Courses available for PLAR are identified with the symbol P.

INTERNATIONAL STUDENTS

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

ADMISSION REQUIREMENTS

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

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

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

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

APPLICATION PROCESS

Apply online for the programs listed in this calendar. Visit **assiniboine.net/applynow**.

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

- Completed international application form
- An official transcript/grade report from high school/secondary, in original language and translated into English
- An official transcript/grade report from all post-secondary institutions attended, in original language and translated into English
- Official proof of English language proficiency
- Copy of passport photo page
- Copy of study permit (if already in Canada)
- Application fee ($200 CDN funds)

Education outside Canada: We accept scanned or photocopied documents for the application. A condition of final acceptance will be that you provide the original, official paper transcripts before program start date.

Education in Canada: For the application, we require original, official paper transcripts of ALL secondary, post-secondary or language education in Canada. Assiniboine will keep these documents.

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

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

Applicants who are accepted will be sent an acceptance letter along with an official document with details of their program to use with the study permit application. *Subject to payment of the required non-refundable tuition deposit. Payment of the non-refundable tuition deposit will hold the applicant's space in the program. Deadlines for payment of non-refundable tuition deposits are noted in acceptance letters. If the tuition deposit is not paid, the applicant will lose their seat. In this case, an applicant must re-apply.*

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

- original, official documents
- a valid study permit

Assiniboine Community College reserves the right to set a deadline for confirmation of a study permit. Applicants are advised to check average application processing times on the Immigration, Refugees and Citizenship Canada website to determine whether they have enough time to apply for and receive confirmation of the approval of a study permit.

FEES AND EXPENSES

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

For international payments, Assiniboine Community College has partnered with PayMyTuition for application, deposit and tuition payments. With PayMyTuition, you can pay your tuition payments from any bank, in any country, in any currency, at better than bank exchange rates. Visit **assiniboine.net/internationalpayment** to learn more.

Students are expected to be able to pay their full program costs (tuition, books and supplies) and maintain a reasonable standard of living while studying at the college.

International students are required to register and pay for the college's health insurance plans.

ACADEMIC INFORMATION

ACADEMIC RESPONSIBILITIES

Refer to Policy A08-1 - Assiniboine Policy on Academic Responsibilities at ***assiniboine.net/policies****.*

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

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

COLLEGE FOUNDATIONS

In 2021, a mandatory, first year, non-credit course, was developed to improve students' ability to navigate the college experience and environment. In the College Foundations course, students reflect on their skills, attitudes, and expectations and develop learning strategies to help them to become successful, resilient, and self-directed learners. The course covers topics such as success in online learning, time management strategies, communication skills, test taking strategies, academic integrity, and information literacy, among others.

GRADING SYSTEM

Refer to Policy A08-4 - Assiniboine Policy on Grades at ***assiniboine.net/policies****.*

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

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

VW: Voluntary withdrawal
AW: Authorized withdrawal
(as per *Policy A20 - Registering, Adding and Dropping Courses*)

MW: Mandatory withdrawal
Student required to withdraw by college
INC: Incomplete
Student did not complete requirements for course by course end date
P: Pass
F: Failure
NP: No pass
AU: Course taken for audit

CR: Credit
Recorded for credits transferred from another recognized institution
CMP: Complete
For use in Continuing Studies only
NC: Not Complete
Student did not complete course. For use in Continuing Studies only.
*****: Mark not yet recorded**

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

GRADE POINT AVERAGE

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

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

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

Note: When a student receives more than one grade for a course, the best grade achieved will be used to calculate the student's CWGPA. The CWGPA is a calculation using a student's marks for their entire academic record, using best grade(s) achieved only.

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

ACADEMIC PROGRESS

Refer to Policy A08-5 - Academic Standing and Progression at ***assiniboine.net/policies***.

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

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

Assessment of academic standing applies to all registered Assiniboine students, except:

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

IN GOOD STANDING

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

ACADEMIC PROBATION

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

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

ACADEMIC RESTRICTION

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

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

ACADEMIC SUSPENSION

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

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

Notes:

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

APPEALS

Refer to Policy A01 - Academic and Disciplinary Appeals at ***assiniboine.net/policies***.

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

ADDING AND DROPPING COURSES

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

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

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

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

GRADUATION

Refer to Policy A08-6 - Assiniboine Policy on Graduation at ***assiniboine.net/policies***.

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

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

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

The process for graduation and details of graduation ceremonies will be published by the Registrar's Office. Visit **assiniboine.net/graduation**. Communication with students and graduates will be through official college email.

LIEUTENANT GOVERNOR'S AWARD

The Lieutenant Governor's silver medal honours students who are recognized by college staff and other students as having achieved outstanding academic performance and contributed in significant ways to the college and the community.

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

GOVERNOR GENERAL'S ACADEMIC MEDAL

The Governor General's Academic Medal is awarded for academic excellence to the student (domestic or international) who achieves the highest overall average upon graduation from a diploma-level, post-secondary program (minimum two-year, full-time duration). Visit **assiniboine.net/academicmedal**.

TRANSCRIPTS

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

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

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

CO-OPERATIVE EDUCATION

Refer to Policy A12 - Co-operative Education at ***assiniboine.net/policies***.

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

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

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-operative education.

WORK PRACTICUM

Refer to Policy A16 - Work Practicums at ***assiniboine.net/policies***.

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

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

A valid driver's license and access to a vehicle is strongly recommended

ALL POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Visit **assiniboine.net/policies** for updated information.

ACADEMIC INFORMATION

FINANCIAL INFORMATION

To find out more about government student aid, Assiniboine scholarships, awards and bursaries, as well as other funding opportunities visit **assiniboine.net/finances** or attend a Financial Aid & Awards information session at **assiniboine.net/infosession**.

APPLICATION FEE

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

TUITION DEPOSIT

A non-refundable tuition deposit of $400 for domestic students ($1,500 for international students) is required from applicants accepted for full-time programs. Sponsorship letters will not be accepted as payment of non-refundable tuition deposits. Applicants will be notified of the date by which the tuition deposit must be paid. The tuition deposit will be credited against a student's tuition fee. If the program is cancelled by the college, the full tuition deposit will be refunded. Applicants who have been accepted and choose not to register will forfeit the tuition deposit.

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

CIRCUMSTANCES FOR REFUNDS

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

FEES

All regular certificate and diploma programs at Assiniboine are composed of courses. Fees are charged per course and are inclusive of course, student services, tuition and Students' Association fees.

ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Please refer to the program fees on the program's web page under the Courses & Costs tab for the most up-to-date information.

COURSE FEES
May include the cost of materials, supplies, tools or equipment that are consumed, retained or used.

TUITION FEES
Courses are assigned credits, tuition fees are calculated at $51.35 per credit.

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

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

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

Refer to **accstudents.com** for more information.
* Some restrictions may apply.

Note: International students are also enrolled in Guard.me, a compulsory international student health insurance. Applicable fees are assessed and paid to Assiniboine.

EXPENSES RELATED TO PRACTICUMS OR CO-OPERATIVE WORK PLACEMENTS

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

PAYMENT OF FEES

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

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

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

Refer to **assiniboine.net/paymentoptions**.

INTERNATIONAL STUDENTS

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

SPONSORED STUDENTS

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

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

A sponsorship form is also available at **assiniboine.net/sponsorship**. A person having the authority must sign the letter/form and the individual's official title must be indicated.

Note: Application fees, non-refundable tuition deposits and supplemental examination fees will not be billed to sponsoring agencies. These fees are the student's responsibility. Refunds for students who are sponsored will be sent directly to the sponsor, not the student.

FEDERAL AND PROVINCIAL GOVERNMENT STUDENT AID PROGRAM

As a designated institution, students are eligible for government student loans. If eligible, students may receive loans, grants and/or bursaries from the Federal and Provincial Government Student Aid Program. Applications are available in early June for programs starting after August 1 in that year. Student Aid funds are not disbursed until one week prior to classes starting. Students requiring their student loan funds to pay for their tuition must ensure that all documentation is verified by Student Aid. The college can automatically deduct fees from their Government loans to pay for their tuition.

SCHOLARSHIPS AND BURSARIES

An increasing number of college students are using scholarships and bursaries to supplement their personal resources and reduce their dependence on loans, when financing their post-secondary education. Visit **assiniboine.net/awards** to review and apply for scholarships and bursaries available to Assiniboine students. For any questions regarding scholarships and bursaries, contact the associate Registrar's Office at **awards@assiniboine.net.**

TUITION/T2202 TAX RECEIPTS

For income tax purposes, T2202s will be available no later than February 28 each year from MyACC. Students must print their T2202 forms from MyACC.

NON-SUFFICIENT FUNDS (NSF) CHEQUES

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

LATE FEES

Tuition, fees and Students' Association fees assessed for courses are due in full on the start date of the program term in which the courses will be taken. Students who, after 15 days from the start of each program term, have an outstanding balance for any tuition, fees or Students' Association fees will be assessed a late payment fee and will not be allowed to register in any additional classes or obtain any documents from the college until their account is paid in full. Students who have an outstanding balance for any tuition, fees or Students' Association fees after 55 days from the start of a program term will have their accounts sent to a collection agency.

OUTSTANDING DEBTS

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

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

MISCELLANEOUS FEES AND CHARGES

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

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

Replacement fee for:

- Certificate, diploma or advanced diploma
- Transcript
- T2202
- Access card/ID card

PARKING

Student parking is available at each campus. Please refer to **assiniboine.net/parking** for the list of options and/or pricing for your campus location.

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

PRINTING

Students are required to purchase print credits as needed. Visit **assiniboine.net/printing** for more information.

REFUNDS

If students choose to drop a course, student accounts will be credited as outlined in Policy A20 - Registering, Adding and Dropping Courses. Visit **assiniboine.net/policies** for more information.

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

STUDENT INFORMATION

ASSINIBOINE ALUMNI ASSOCIATION

MISSION

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

VISION

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

MEMBERSHIP

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

PRIVILEGES

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

- Access to the college's magazine
- Job postings: Visit **assiniboine.net/studentjobs** for job postings for Assiniboine students and alumni.
- Library: The library has many resources and publications for use for research or enjoyment purposes.
- Computers: Access to the college's computers allows you to keep your resume up-to-date, perform job-searches, and do anything education related. Check with the library if you wish to use this service.

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

ARE YOU ALUMNI?

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

A MESSAGE FROM THE ASSINIBOINE STUDENTS' ASSOCIATION

The Assiniboine Community College Students' Association exists to serve our students. We're the voice of students at Assiniboine; we work hard to encourage student success and help enhance the college experience.

Our organization is led by a team of elected students on our Students' Association Council, as well as a number of professional staff to bring services, events and support to the Assiniboine student body. Our Council meets on a regular basis and works with college representatives on important initiatives that matter to you, and are always there to answers any questions or concerns you may have as a student.

The ACCSA is a great opportunity for you to get involved and make some key connections within your college community and the business community. Who could ask for a better, more flexible job than getting paid to represent your classmates on issues that matter to you!? Visit **accstudents.com**, follow us on Facebook and Instagram, and find out how you can get involved.

Hours:
ACCSA Office, Room 413 Victoria Avenue East
Monday to Friday: 8 a.m. to 4 p.m.

Contact Information:
Telephone: 204.725.8710
Email: **accsa@assiniboine.net**
Web: **accstudents.com**

ACCSA UPASS

Under the ACCSA Universal Bus Pass (UPass) system, all Assiniboine students attending Brandon campuses can board any Brandon Transit regular route bus at any time, using the SMART Card scanner system. Students wishing to access this service must acquire a microchip sticker with an embedded antenna. This sticker must be adhered to the student's valid Assiniboine student card. Stickers are available at the Victoria Avenue East campus from the ACCSA Office (room 413), or the North Hill campus at the Len Evans Centre ACCSA Office (room P215).

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

STUDENT HEALTH AND DENTAL PLAN

Students have access to a student health and dental plan. This plan includes coverage for prescriptions, practitioners, vision, dental, travel and more. Insurance fees are assessed and paid to Assiniboine with all other tuition and fees. Detailed plan information is available at **studentvip.ca/ACCSA**.

International students are also enrolled in Guard.me, a compulsory international student health insurance. Fees are assessed and paid to Assiniboine with all other tuition and fees. Detailed plan information is available at **guard.me/acc**.

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

Student VIP
Phone: 1.888.918.5056
Email: **info@studentvip.ca**

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

Guard.me
Phone: 1.877.873.8447
Email: **partnerservices@guard.me**

STUDENT ASSISTANCE PROGRAM

I.M. Well's Student Assistance Program (SAP), is a free counselling program available to all students from all campuses and their immediate family members, courtesy of the ACCSA. The SAP provides 24/7 counselling services for mental, emotional, physical and financial health for all students and their immediate family members.

For more information, visit **accstudents.com/sap**.

ATHLETICS

Assiniboine Community College strives to provide the opportunity for students to participate in athletics. Cougars Athletics consists of men's and women's volleyball, soccer and futsal teams that play in the Manitoba Colleges Athletic Conference, competing against other post-secondary institutions in the province. The women's hockey team plays in the American Collegiate Hockey Association against schools in North America.

You must be full-time student at Assiniboine to play for the Cougars. Assiniboine provides travel, accommodations and meal money while on the road for competition. Student athletes will also receive team apparel. *Note: Your account balance must be paid in full to participate.*

Tryouts are held in September and will be posted on the athletics website and social media outlets. Information on the Cougars athletics, including schedules and team rosters, can be found at **assiniboine.net/athletics** or on Instagram and Twitter by following **@CougarsACC**.

CAMPUS BOOKSTORE

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

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

Choices for textbooks:
1. Rent (save up to 80%)
2. eBooks (save up to 50%)
3. Used (save up to 75%)
4. New

Shop online at **assiniboineshop.ca** or call 204.725.8721.

CHILD CARE AND DAYCARE

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

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

Assiniboine has an early learning centre on campus in Brandon and in Dauphin. Full-time programs are available at both locations; part-time space may be available.

Assiniboine Early Learning Centre
Assiniboine Community College
1430 Victoria Avenue East
Brandon, MB R7A 2A9

204.725.8713

- Hours of operation are from 7:30 a.m. to 5:30 p.m.

Parkland Campus Kids Inc.
Assiniboine Community College - Parkland campus
520 Whitmore Avenue East
Dauphin, MB R7N 2V5

204.622.2222 ext. 6557

- Hours of operation are from 8 a.m. to 5 p.m.

CJ-106 FM CAMPUS RADIO

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

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

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

In addition to alternative rock, documentaries and local multicultural shows, heavy metal, punk and world music can all be found on the airwaves of CJ-106. It's a radio station that represents the diversity and excitement of Assiniboine and Brandon.

Visit our website **assiniboine.net/cj106**, follow us on Twitter and Instagram **@CJ106FM**, or find us on Facebook at **CJ106FM The Alternative Edge**.

Join our team. Volunteer or become a radio host.

Have you listened to Assiniboine Community College's radio station CJ-106 lately? Each week we present a variety of interesting and entertaining programming, running the gamut from heavy metal world music to radio dramas—and we want more!

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

Are you passionate about music, culture, literature, wine, cars or gardening? Do you want to share your knowledge with the people of Brandon and surrounding area? If so, CJ-106 is the perfect venue—you provide the material, and we'll provide the air time.

For more information or to discuss your role in community-based campus radio, email **campusradio@assiniboine.net.**

FINANCIAL AID AND ASSISTANCE

Careful financial planning is essential to college success. The associate registrar —financial aid & awards, and enrolment services—is available to help students with financial planning, identify sources of assistance and provide assistance with applying for funds. You do not need an acceptance letter from Assiniboine before you apply for funding; apply for both the college program and funding as early as possible. Need guidance? Contact the associate registrar at **awards@assiniboine.net.** Need more information? Register for a Financial Aid & Awards information session at **assiniboine.net/infosession**.

STUDENT INFORMATION

MANITOBA STUDENT AID PROGRAM

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

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

BANK LOANS

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

OTHER SOURCES OF FUNDING

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

SCHOLARSHIPS AND BURSARIES

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

All college applications will be reviewed for Assiniboine entrance scholarships based on academics. See the college website for details. For any questions regarding scholarships or bursaries, contact the associate registrar at **awards@assiniboine.net.**

JOB POSTINGS

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

HOUSING

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

Places4Students Inc. provides an online collection of numerous housing options. The website provides a large, real-time database for student housing vacancies in the Westman area, including photos and text, contact information and property features. The Brandon University residency, which welcomes single students in modern residences, is also included in the search. Located three kilometres from Assiniboine's Victoria Avenue East campus, it has easy access to bus services. For details on the residence, you can also visit **brandonu.ca/residence**.

You can also check classified ads and sites such as **ebrandon.ca**, the Brandon Sun newspaper, of **kijiji.ca**.

Parkland campus students can also visit the City of Dauphin's website for resources including a rental housing list. The Dauphin Herald advertises housing, as does eBrandon and Kijiji. Additionally, students moving to Dauphin may also contact the Learning Strategist/Student Success Advisor at Parkland campus for more information and assistance in securing housing.

IDENTIFICATION CARDS

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

INDIGENOUS AFFAIRS

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

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

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

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

Feel welcome to use the Cultural Centres at our Victoria Avenue East and North Hill campuses as an informal place to relax and socialize with other Indigenous students.

For more information on services offered, visit **assiniboine.net/indigenous** or call 204.725.8700 ext. 7181 or toll free 800.862.6307 ext. 7181.

IT SERVICES

IT Services manage the technical infrastructure to support Assiniboine's admission requirements, provide technology leadership, support staff and students with their technology needs, and lead via innovation to inspire excellence in all technology-lead initiatives.

Visit **ITServiceDesk.assiniboine.net** to search the IT knowledge base or request assistance by opening a new ticket.

LIBRARY SERVICES

The friendly Assiniboine library staff is here to help you succeed as a student. We can assist you with academic skills such as research, information literacy, academic integrity, and citing. Whether you're working at an Assiniboine campus or from home, the library is here to help you!

FACILITIES AND COLLECTION

The central library is at the Victoria Avenue East campus. A satellite library, at the North Hill campus, is located in The Learning Hub located in the Len Evans Centre for Trades and Technology. We also offer interlibrary loan service to help you access materials from outside of our collection. Search for materials on our webpage **assiniboine.net/library**, contact us, and we will get library materials to you as soon as possible.

The library has many resources to support students, including online tools and research databases, books, eBooks, newspapers, magazines and DVDs. Students are welcome to borrow books, eBooks, DVDs, and magazines. Your student card acts as your library card. The library does not charge overdue fines, but if you don't return a book, you are required to pay for it in order to receive your transcripts.

Victoria Ave East campus hours:

September to April

Monday to Thursday:	8 a.m. to 7:30 p.m.
Friday:	8 a.m. to 4:30 p.m.
Saturday:	10 a.m. to 2 p.m.
Sunday:	CLOSED

The Learning Hub Library (North Hill campus) hours:

September to April

Tuesday:	8:30 to 11 a.m.
May to August:	Hours vary

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

ON THE WEB

Search the library catalogue or check out the comprehensive set of online resources. You can find all library information on the college's website at **assiniboine.net/library**.

CONTACT INFORMATION

Email:	**library@assiniboine.net**
Telephone:	204.725.8727
Toll free in Canada:	800.862.6307 ext. 6638
Fax:	204.725.8740

LOCATIONS AND MAPS

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

MYACC

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

Students have 24/7 access to:

- Class schedules
- Program progression
- Grade information
- Profile (name, address, etc.)
- Set up a payment plan
- Make online payments using VISA or MasterCard
- Request an official transcript or confirmation of enrolment
- Access tax information

STUDENT INTRANET

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

STUDENT SUCCESS ADVISORS

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

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

SERVICES FOR PROSPECTIVE STUDENTS

Program info sessions are held throughout the year and are free to attend. We strongly recommend prospective students attend these sessions to learn about the types of jobs graduates go into, meet faculty, tour facilities, and get a feel for the program to see if it is the right fit for them and their career goals. Visit **assiniboine.net/infosession** for dates and locations.

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

SERVICES FOR CURRENT STUDENTS

Personal and Academic Advising

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

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

TECHNOLOGY REQUIREMENTS

All programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

THE LEARNING CURVE

Students may book appointments with Learning Curve staff for assistance with study skills, effective test-taking strategies, time management, and other learning strategies. The learning strategist may help students find more productive ways of learning. Educational assistants are available to help students with specific programs or to develop effective writing, math, computer and study skills. The Learning Curve staff also provide support and services to students with accessibility needs.

THE TEST CENTRE

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

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

We provide a professional and academically secure testing environment for:

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

Test Centre hours vary by location.

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

ACCESSIBILITY/DISABILITY SERVICES

Refer to Policy A03 - Academic Accommodations at ***assiniboine.net/policies***.

Assiniboine is committed to supporting and accommodating students in their academic program to allow them fair and equal access to education.

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

- Exam accommodations
- Alternate format materials
- Assistive technology

Student success advisors work with students in a proactive manner. It is important to call as early as possible because some funding or accommodations need months to arrange.

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

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

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

WHEELCHAIR ACCESSIBILITY

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

ADMINISTRATIVE ASSISTANT

- Distance delivery (flexible start)
- Certificate

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Work and learn at your own pace
- Hands-on learning provides skills and experience to get you career-ready

GRADUATION REQUIREMENTS

To graduate with an Administrative Assistant certificate, students must successfully complete 60 academic credits and 3 practical credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	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

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

FOR MORE PROGRAM INFORMATION

Visit a**ssiniboine.net/adminassistant**.

AGRIBUSINESS

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

CAREER OPPORTUNITIES

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

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-op work placement.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

Graduates are also eligible:

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

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
HLTH-0030	1st Aid - Emergency	0
MATH-0106	Agribusiness Math	6
AGRC-0162	Agro-Ecology Field Laboratory	6
PEDV-0356	College Foundations	0
COMP-0571	Communications and Technology	6
COOP-0025	Co-op Work Placement - AGRB	15
AGRC-0295	Crop Pest Management	6
AGRC-0219	Crop Production Systems	6
ACCT-XXXX	Financial Accounting 1	6
HLTH-0277	Occupational Health & Safety	6
PEST-0103	Pesticides in Agriculture	6
PEDV-0313	Professional Development	6
AGRC-0290	Soil & Soil Fertility	6
Year Two		
BUSN-0164	Agribusiness Management	6
MKTG-0064	Agribusiness Marketing	6
BUSN-0161	Agribusiness Plan	6
AGRC-0296	Agricultural Equipment	6
MKTG-0063	Commodity Marketing	6
BUSN-0163	Customer Relations	6
ENVR-0038	Environmental Land Management	6
AGRC-0293	Integrated Crop Management	6
AGRC-0294	Livestock Production	6
COMP-0570	Precision Agriculture	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/agribusiness**.

AGRICULTURAL EQUIPMENT TECHNICIAN

- North Hill campus Len Evans Centre for Trades and Technology (September start)
- Students apply to the Heavy Equipment Technician program and graduate with a Heavy Equipment Technician certificate
- Nine-month certificate

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS

To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Be able to lift a minimum of 50 pounds
- Work as part of a team
- Be punctual and attend class on a regular basis

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses
- Industry-based practicum

GRADUATION REQUIREMENTS

To graduate with a Heavy Equipment Technician certificate, students must successfully complete 75 academic credits and 3 practical credits.

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

CONNECTIONS

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

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0036	Electrical Systems	15
MECH-0146	Engines	9
MECH-0127	HVAC Systems	3
MECH-0147	Hydraulics	9
BUSN-0154	Industry Encounter	3
MATH-0113	Math – HETCH	3
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0148	Power Trains	12
PRAC-0290	Practicum – HETCH	3
WELD-0001	Welding 1	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/agtech**.

APPLIED BUILDING CONSTRUCTION

- Parkland campus (rotating start)
- Six-month certificate

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS
To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including hardhat, safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Work as part of a team
- Take direction from a supervisor
- Be punctual and attend class on a regular basis

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

UNIQUE LEARNING EXPERIENCES
- Modern, well-equipped shop
- Emphasis on practical, applied learning
- Industry-based practicum

GRADUATION REQUIREMENTS
To graduate with an Applied Building Construction certificate, students must successfully complete 42 academic credits and 1 practical credit.

The minimum passing grade for each course is 60% and is indicated on the course outline. Course failure will result in discontinuance in the program.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
DRFT-0001	Blueprint Reading (CARPW)	3
CPWW-0004	Building Materials	1.5
SCIE-0007	Building Science	1.5
PEDV-0356	College Foundations	0
COMM-0260	Communications	1.5
CPWW-0012	Concrete Forming Technology	3
WRKP-0030	Construction Safety	3
MATH-0013	Construction Trades Geometry	1.5
CPWW-0031	Hand Tools	9
PRAC-0300	Practicum – APLBC	1
CPWW-0007	Roof Framing	6
CPWW-0003	Shop Layout	3
CPWW-0005	Wood Frame Construction	6
CPWW-0002	Woodworking Machines 1	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/appliedbuilding**.

APPLIED COUNSELLING SKILLS

- Part-time, evening (September start, every other year)
- Certificate

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba grade 12 or equivalent
- English 40G/40S or equivalent with a minimum of 60%
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check
- Complete supplementary form

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Program emphasizes skills in demand by employers
- Curriculum emphasizes an emergent and inclusive approach
- Classroom theory integrated with role play and group assignments
- Work while you study in our part-time, evening course delivery

GRADUATION REQUIREMENTS
To graduate with an Applied Counselling Skills certificate, students must successfully complete 35 credits. Courses are offered part-time on a rotating schedule.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PSSY-0014	Counselling	6
PSSY-0070	Counselling and Interviewing	3
PSSY-0032	Counselling Children and Youth	3
PEDV-0321	Counselling Practicum Prep	1.5
PSSY-0101	Counselling Skills Theory	4
PSSY-0033	Cultural Adapt/Counselling	3
PSSY-0102	Family Counselling Skills	4
PSSY-0053	Indigenous Counselling	3
LAWG-0092	Legal and Ethical Issues	2
PRAC-0273	Practicum - APLCN	2.5
PSSY-0103	Trauma and Crisis	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/appliedcounselling**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

APPLIED ELECTRICAL INSTALLATION

- Parkland campus (rotating start)
- Six-month certificate

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

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

GRADUATION REQUIREMENTS
To graduate with an Applied Electrical Installation certificate, students must successfully complete 46.5 academic credits and 1 practical credit.

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
ELEC-0020	AC Theory Devices & Circuits	6
WRKP-0038	Applied Electrical Safety	3
MATH-0089	Applied Math and Science	6
DRFT-0009	Blueprint Reading (ELECT)	3
PEDV-0251	Careers in Electrical Trade	1.5
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0021	DC Theory Devices & Circuits	6
ELEC-0019	Electrical Code 1	6
PRAC-0297	Practicum - AELCT	1
ELEC-0018	Residential & Premise Wiring	12

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/appliedelectrical**.

AUTOMOTIVE TECHNICIAN

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

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

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0013	Electrical/Electronic Systems	15
MECH-0054	Gas Engines	15
MATH-0109	Math - Automotive	1.5
WRKP-0061	Orientation & Shop Skills	10.5
MECH-0056	Power Trains Automotive	15
PRAC-0164	Practicum - AUTO	3
WELD-0001	Welding 1	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/automotive**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

BOOKKEEPING

- Distance delivery (flexible start)
- Certificate

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba grade 12 or equivalent
- Consumer/Essential Math 40S or equivalent

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Theory emphasizes skills in demand by employers
- Concentrated, advanced courses get you career-ready
- Work while you study

GRADUATION REQUIREMENTS

To graduate with a Bookkeeping certificate, students must successfully complete 39 academic credits.

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
COMP-0602	Accounting Software	6
ACCT-0053	Financial Accounting 1	6
ACCT-0054	Financial Accounting 2	6
ACCT-0050	Introductory Mgmnt Accounting	6
HRMG-0117	Payroll Administration	3
COMP-0603	Software Applications	6
BUSN-0171	Taxation 1	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/bookkeeping**.

BUSINESS ADMINISTRATION

- Victoria Avenue East campus (September, January or May start)
- Parkland campus (September start, every other year; specializations vary)
- Available part-time (after consultation with program chairperson)
- Two-year diploma

The Business Administration program is designed with experiential learning spirit in mind. Learn how to negotiate, invest, sell, market and manage people in this economy. Then, connect the dots within a strategic approach. This program prepares you to administer and manage all types and sizes of businesses.

Focus on your career path and choose to specialize in one of the following areas:

- Accounting
- Financial Services
- Human Resource Management
- Marketing

There are 84 credits of required courses that are common to all specializations.

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Opportunities to interact with and learn from business community leaders
- Students work in teams to apply learning from all areas of the program in the capstone course

GRADUATION REQUIREMENTS

To graduate with a Business Administration diploma, students must successfully complete 120 credits.

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

CONNECTIONS

- Chartered Professional Accounting (CPA)
- Chartered Professional in Human Resources (CPHR)
- International Institute of Marketing Professionals (IIMP)
- Investment Funds Institute of Canada (IFIC)

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

YEAR ONE & YEAR TWO REQUIRED COURSES ALL SPECIALIZATIONS 2022-23

NUMBER	TITLE	CREDITS
Year One		
PEDV-0356	College Foundations	0
COMM-0006	Communications	6
ECON-0006	Economics 1	6
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
HRMG-0036	Human Resource Management	6
MKTG-0044	Marketing Principles	6
MATH-0107	Math for Business	6
BUSN-0168	Organizations and Management	6
PEDV-0322	Personal Management	6
COMP-0597	Software Applications	6
Year Two		
BUSN-0167	Business Capstone	6
BUSN-0166	Canadian Business and Society	6
ECON-0007	Economics 2	6
COMM-0386	Research and Report Writing	6

Each specialization has additional required credits in year two; see below for a listing of each specialization's required courses and electives.

ACCOUNTING SPECIALIZATION

CAREER OPPORTUNITIES

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

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
COMP-0598	Advanced Software	6
BUSN-0165	Corporate Finance	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
ACCT-0050	Introductory Mgmnt Accounting	6
Elective courses		
Choose one of the following:		
ACCT-0051	Sage Accounting Software	6
BUSN-0171	Taxation 1	6

BUSINESS ADMINISTRATION

FINANCIAL SERVICES SPECIALIZATION

CAREER OPPORTUNITIES

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

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
BUSN-0160	Canadian Investment Funds	6
BUSN-0165	Corporate Finance	6
BUSN-0170	Financial Planning	6
BUSN-0169	Personal Finance	6
MKTG-0065	Professional Selling	6
BUSN-0171	Taxation 1	6

Optional elective course:

BUSN-0172	Life License Qualification	6

HUMAN RESOURCE MANAGEMENT SPECIALIZATION

CAREER OPPORTUNITIES

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

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
COMP-0598	Advanced Software	6
HRMG-0118	Compensation	6
HRMG-0115	Human Resource Law	6
HRMG-0039	Labour Relations	6
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6

MARKETING SPECIALIZATION

CAREER OPPORTUNITIES

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

YEAR TWO COURSES

NUMBER	TITLE	CREDITS
MKTG-0035	Applied Marketing Research	6
MKTG-0032	International Business	6
COMM-0387	Marketing Communications	6
MKTG-0065	Professional Selling	6
MKTG-0052	Retail Management	6

Elective courses
Choose one of the following:

COMP-0599	Graphic and Web Design	6
MKTG-0066	Marketing Strategy & Analysis	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/business**.

CARPENTRY AND WOODWORKING

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS

To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including hardhat, safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Work as part of a team
- Take direction from a supervisor
- Be punctual and attend class on a regular basis

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

The minimum passing grade for each course is 60% and is indicated on the course outline. Course failure will result in discontinuance in the program.

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
DRFT-0001	Blueprint Reading (CARPW)	3
CPWW-0013	Building Layout	1.5
CPWW-0004	Building Materials	1.5
SCIE-0007	Building Science	1.5
CPWW-0008	Cabinet Making	9
PEDV-0356	College Foundations	0
COMM-0260	Communications	1.5
CPWW-0012	Concrete Forming Technology	3
WRKP-0030	Construction Safety	3
MATH-0013	Construction Trades Geometry	1.5
CPWW-0009	Exterior Finishing	6
CPWW-0031	Hand Tools	9
CPWW-0010	Interior Finishing	3
PRAC-0031	Practicum - CARP	3
CPWW-0007	Roof Framing	6
CPWW-0003	Shop Layout	3
CPWW-0011	Stair Building	6
CPWW-0005	Wood Frame Construction	6
CPWW-0002	Woodworking Machines 1	3
CPWW-0006	Woodworking Machines 2	9

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/carpentry**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

CIVIL TECHNICIAN

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Pre-Calculus or Applied Mathematics 40S or equivalent with a minimum mark of 65%

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Work on AutoCAD
- Gain surveying experience

GRADUATION REQUIREMENTS

To graduate with a Civil Technician certificate, students must successfully complete 76.5 academic credits and 12 practical credits. Graduates are eligible to continue with their studies in the Civil Technology - Municipal Engineering specialization diploma program at Assiniboine.

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

CONNECTIONS

Graduates of Assiniboine's program may be eligible for advanced standing towards Red River College's Civil Engineering Technology diploma program.

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
MATH-0093	Algebra (Civil)	6
COMP-0200	AutoCAD 1 (Civil)	6
COMP-0201	AutoCAD 2 (Civil)	6
SCIE-0085	Chemistry 1 (Civil)	3
SCIE-0086	Chemistry 2 (Civil)	4.5
PEDV-0356	College Foundations	0
COMM-0138	Communications (Civil)	3
ENGR-0004	Construction Materials/Safety	6
COOP-0014	Co-op Work Placement - CVLTC	12
DRFT-0011	Drafting Fundamentals (Civil)	9
ENVR-0020	Environment, Ethics and Society	3
WRKP-0035	General Safety Training	0
MATH-0041	Geometry (Civil)	6
MECH-0068	Mechanics (Civil)	6
COMM-0139	Report Writing (Civil)	3
ENGR-0003	Strength of Materials 1	3
ENGR-0001	Surveying 1	6
ENGR-0009	Surveying 2	6
HLTH-0047	WHMIS 1	0

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/civiltechnician**.

CIVIL TECHNOLOGY

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Civil Technician certificate from Assiniboine Community College. Applicants with a Civil Technician certificate from other post-secondary institutions will be assessed on a case-by-case basis.

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Membership or advanced standing with professional organizations
- Co-op work experience
- Emphasis on practical, applied learning

GRADUATION REQUIREMENTS

To graduate with a Civil Technology - Municipal Engineering specialization diploma, students must successfully complete 112.5 academic credits and 12 practical credits over two years. Courses are offered in alternate years or a block.

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Group A		
MATH-0084	Calculus and Statistics	9
COOP-0028	Co-op Work Placement - CVLTM	12
ENGR-0039	Geotechnical Materials 1	9
SCIE-0078	Hydromatics	9
COMP-0514	Municipal Computer Apps	7.5
BUSN-0151	Project Administration	9
ENGR-0040	Roadway Design 1	7.5
SCIE-0079	Terrain Analysis	6
Group B		
BUSN-0153	Applied Research Project	6
BUSN-0152	Economics/Management	6
ENGR-0041	Geotechnical Materials 2	9
SCIE-0080	Hydrology	7.5
ENGR-0042	Pavement Mix Design	9
ENGR-0043	Roadway Design 2	9
SCIE-0081	Water and Waste	9

* Program scheduling and availability is subject to change.

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/civiltechnology**.

COMMUNICATIONS ENGINEERING TECHNOLOGY

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Pre-calculus or Applied Mathematics 40S or equivalent

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Well-equipped, modern laboratories
- On campus student branch with the Certified Technicians and Technologists Association of Manitoba (CTTAM)

GRADUATION REQUIREMENTS

To graduate with a Communications Engineering Technology diploma, students must successfully complete 144 academic credits. Students may choose to exit after year one with an Electronic Technician certificate if they successfully complete 72 academic credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
ELTE-0077	Cabling and Installation	3
PEDV-0356	College Foundations	0
ELTE-0087	Communication Circuits	3
COMP-0439	Computer Programming 1	3
COMP-0440	Computer Programming 2	3
ELTE-0052	Digital Circuits	6
ELTE-0053	Electric Circuits 1	6
ELTE-0054	Electric Circuits 2	6
ELTE-0073	Electronic Circuits 1	6
ELTE-0056	Electronic Circuits 2	6
ELTE-0058	Instruments and Measurements 1	3
ELTE-0088	Manufacturing Techniques	3
ELTE-0059	Micro-Controller Systems	6
COMP-0410	Network Fundamentals	6
COMP-0441	Network Routing	6
MATH-0063	Technical Math	3
COMM-0178	Technical Writing	3
Year Two		
ELTE-0061	Antennas & Transmission Lines	6
ELTE-0090	Applied Research Project	9
ELTE-0062	Broadband Systems	6
MATH-0061	Calculus	3
ELTE-0080	Communications Systems	6
ELTE-0063	Communications Theory	6
ELTE-0078	Embedded Systems	6
ELTE-0082	Emerging Technologies	6
ENVR-0020	Environment, Ethics & Society	3
ELTE-0065	Instruments and Measurements 2	3
BUSN-0128	Project Management	3
COMM-0270	Report Writing	3
ELTE-0089	Voice Communications	3
ELTE-0085	Wireless Data Systems	3
ELTE-0086	Wireless Systems	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/cet**.

COMPREHENSIVE HEALTH CARE AIDE

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check
- Proof of current certification in cardiopulmonary resuscitation – Health Care Provider (CPR-HCP)

Applicants who are accepted into the program will also be required to provide proof of up-to-date immunization prior to the start of practicum rotations.

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Nursing prior to applying.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
HLTH-0176	Daily Living Laboratory	3
HLTH-0175	Daily Living Theory	3
HLTH-0004	Gerontology	3
HLTH-0003	Growth and Development	3
HLTH-0005	Health Issues/Community Health	3
WRKP-0002	Health, Environment & Safety	3
COMM-0037	Human Relations/Communication	3
HLTH-0006	Mental Health	3
HLTH-0002	Nutrition	3
PRAC-0074	Practicum 1 - CHCA	3
PRAC-0040	Senior Practicum CHCA	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/chca**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

CONSTRUCTION ELECTRICIAN

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Modern, well-equipped electrical shop
- Emphasis on practical, applied learning
- Industry-based practicum
- Condo project to simulate real-life setting

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
ELEC-0017	AC Machines	6
ELEC-0020	AC Theory Devices & Circuits	6
DRFT-0009	Blueprint Reading (ELECT)	3
PEDV-0356	College Foundations	0
ELEC-0014	Commercial Wiring	9
COMM-0045	Communications	3
ELEC-0021	DC Theory Devices & Circuits	6
ELEC-0019	Electrical Code 1	6
ELEC-0015	Electrical Code 2	6
PRAC-0076	Practicum 1 - ELEC	2
PRAC-0077	Practicum 2 - ELEC	3
ELEC-0018	Residential & Premise Wiring	12
ELEC-XXXX	Solid State Theory	3
ELEC-0022	Three-phase Theory	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/ce**.

CULINARY ARTS

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

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

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

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS
Program requirements include participating in live restaurant and event operations outside of the typical day schedule and include early mornings, evenings and weekend hours. Alcohol and a variety of culinary traditions are part of the program.

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

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
HLTH-0030	1st Aid - Emergency	0
COOK-0004	Breakfast Cookery	3
PEDV-0356	College Foundations	0
COOK-0079	Cooking Fundamentals	6
COOK-0080	Cooking Principles	3
COOK-0081	Culinary Applications 1	6
COOK-0082	Culinary Skills	3
WRKP-0021	Fire Safety	0
COOK-0014	FoodSafe 1	0
COOK-0005	Garde Manger 1	6
HOSP-0028	Hospitality 1	3
PEDV-0145	Job Skills Development	3
COOK-0096	Level 1 Final Practical Cook	0
COOK-0098	Level 1 Final Theory Cook	0
COOK-0010	Meats and Poultry 1	6
COOK-0083	Menu Planning and Food Costing	6
COOK-0074	Patisserie 1	6
HOSP-0052	Smart Choices	0
COOK-0174	Stocks, Soups and Sauces 1	6
COOK-0087	Vegetables/Fruits/Starches 1	6
HLTH-0047	WHMIS 1	0
COMP-0020	Word Processing Skills	3
Year Two		
COMP-0198	Computer Applications	3
COOK-0063	Cuisine and Trends	6
COOK-0088	Culinary Applications 2	6
COOK-0061	Foodservice Management	6
COOK-0058	Garde Manger 2	6
COOK-0097	Level 2 Final Practical Cook	0
COOK-0099	Level 2 Final Theory Cook	0
COOK-0089	Meats and Poultry 2	6
COOK-0065	Nutritional Cooking	3
COOK-0067	Patisserie 2	6
COOK-0090	Patisserie 3	6
COOK-0091	Seafood Cookery	6
COOK-0112	Special Culinary Projects	9
COOK-0092	Stocks, Soups and Sauces 2	3
COOK-0093	Vegetables/Fruits/Starches 2	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/culinary**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

DIGITAL ART AND DESIGN

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

CAREER OPPORTUNITIES

Graduates of the Digital Art and Design program find exciting and challenging entry level opportunities as web and interface designers, graphic designers, motion graphic artists and digital artists. Prospective employers include design firms, advertising agencies, game development studios, and in-house creative departments of larger companies. Entrepreneurs find additional options with freelance contracts. Graduates may apply their skills in the areas of digitally-based business solutions, broadcast graphics, digital entertainment and web-delivered training.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 65%

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Emphasis on hands-on, practical work in labs
- Well-equipped studio and lab space
- Community involvement at local events
- Connections with industry professionals
- Community/client-based projects

GRADUATION REQUIREMENTS

To graduate with a Digital Art and Design diploma, students must successfully complete 120 academic credits and 1 practical credit.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One - Required		
ARTS-0022	Art & Design Fundamentals	6
BUSN-0194	Business & Entrepreneurship 1	6
PEDV-0356	College Foundations	0
COMP-0620	Digital Art & Design Studio 1	6
COMM-0400	Interactive Communications	6
COMP-0623	Programming Fundamentals	6
COMP-0624	Software Skills	6
COMM-0401	Storytelling & Content Writing	6
MEDP-0100	Studio Skills	6
COMM-0402	Typography & Brand	6
Year One - Elective Courses		
Choose 6 credits from the following:		
ARTS-0021	Art, 3D & Motion	6
MEDP-0097	Front-End Development	6
Year Two - Required		
BUSN-0195	Business & Entrepreneurship 2	6
MEDP-0096	Editorial Design & Production	12
MEDP-0106	Integrative Capstone 1- DGADS	6
MEDP-0107	Integrative Capstone 2 - DGADS	6
MKTG-0068	Online Marketing	6
PRAC-0295	Practicum-DGADS	1
MEDP-0101	User Experience Design	6
MEDP-0102	XR Solutions	6
Year Two - Elective Courses		
Choose 12 credits from the following:		
COMP-0621	Digital Art & Design Studio 2	12
MEDP-0098	Interactive Development	6
MEDP-0099	Mobile App Design Development	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/digitaldesign**.

EARLY CHILDHOOD EDUCATION

- Victoria Avenue East campus (September start)
- Parkland campus (September start; every other year)
- Workplace program (rural rotating; every other year)
- Two-year diploma

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 60%
- Current criminal record check
- Current child abuse registry check

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES

- Four practicum placements
- Organize on-campus events for children such as Mud Day and the cardboard box challenge
- Play-based curriculum

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

This program is provincially accredited by Child Care Qualifications and Training Committee (CCQTC). Graduates are eligible for classification from Manitoba Early Learning and Child Care as an Early Childhood Educator Level 2 (ECE II).

For those seeking qualifications to meet the Child Care Assistant role, visit **assiniboine.net/cca**.

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
ECED-0044	Applied Practical Skills 1	5
ECED-0045	Applied Practical Skills 2	6
ECED-0006	Art	3
PSSY-0029	Child Development 1	6
PSSY-0020	Child Development 2	6
PEDV-0356	College Foundations	0
ECED-0004	Curriculum Planning 1	3
COMP-0414	Documentation	3
PSSY-0019	Family Dynamics	3
ECED-0001	Guiding Children's Behaviour	6
ECED-0002	Health, Nutrition and Safety 1	3
COMM-0035	Interpersonal Communications	3
PEDV-0178	Leadership and Team Building	3
ECED-0005	Literature	3
ECED-0049	Music and Movement	6
ECED-0031	Overview of Early Childhood	3
ECED-0020	Play	3
PEDV-0179	Professional Development	3
PSSY-0050	Self Understanding 1	3
PSSY-0021	Understanding Child Abuse	3
Year Two		
ECED-0046	Applied Practical Skills 3	7
ECED-0047	Applied Practical Skills 4	7
PSSY-0073	Building Partnerships	3
PSSY-0025	Children with Special Needs	6
ECED-0022	Critical Issues	3
ECED-0051	Curriculum Development	6
ECED-0019	Design the Children's Setting	3
ECED-0015	Health, Nutrition and Safety 2	3
ECED-0048	Language and Literacy	3
ECED-0052	Philosophy and Curriculum	3
PEDV-0009	Professionalism	3
ECED-0050	School Age Care	6
ECED-0010	Science	3
ECED-0013	Teaching Strategies	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/ece**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

EDUCATION ASSISTANT

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Current criminal record check
- Current child abuse registry check
- Proof of current certification in cardiopulmonary resuscitation (CPR) Level C

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS
Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Health and Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES
- Program emphasizes employability skills desired by employers
- Industry-based practicum provides real life experiences in an education environment

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PSSY-0066	Child Development	3
PSSY-0067	Children's Special Needs	6
PEDV-0356	College Foundations	0
COMP-0353	Computer Skills	3
PSSY-0024	Cross-Cultural Education	3
ECED-0040	Guiding Children's Behaviour 1	3
COMM-0035	Interpersonal Communications	3
PSSY-0054	Learning Styles	3
COMM-0189	Observation & Report Writing	3
PRAC-0165	Practicum - EDAST	2
PEDV-0132	Professionalism	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/ea**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

HEAVY EQUIPMENT TECHNICIAN

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS
To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Be able to lift a minimum of 50 pounds
- Work as part of a team
- Be punctual and attend class on a regular basis

UNIQUE LEARNING EXPERIENCES
- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses
- Industry based practicum

GRADUATION REQUIREMENTS
To graduate with a Heavy Equipment Technician certificate, students must successfully complete 75 academic credits and 3 practical credits.

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0036	Electrical Systems	15
MECH-0146	Engines	9
MECH-0127	HVAC Systems	3
MECH-0147	Hydraulics	9
BUSN-0154	Industry Encounter	3
MATH-0113	Math – HETCH	3
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0148	Power Trains	12
PRAC-0290	Practicum – HETCH	3
WELD-0001	Welding 1	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/heavyequip**.

HORTICULTURAL PRODUCTION

- North Hill campus, Manitoba Institute of Culinary Arts (September and January start)
- Nine-month certificate

CAREER OPPORTUNITIES

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

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Classroom training integrated with hands-on lab, greenhouse and field experience
- Work practicum
- Program focus on food production

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid – Emergency	0
BUSN-0158	Business Skills	6
PEDV-0356	College Foundations	0
AGRC-0283	Food Safety and Security	6
AGRC-0242	Greenhouse Operations & Mgmt	6
AGRC-0258	Growing Media	6
AGRC-0285	Horticultural Industry	6
AGRC-0247	Horticultural IPM	6
AGRC-0279	Horticultural Methods	6
SCIE-0074	Horticultural Science	6
AGRC-0286	Nursery/Ornamental Hort	6
PRAC-0264	Practicum – HRTPR	3
AGRC-0289	Vegetable & Fruit Production	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/horticultural**.

HOTEL AND RESTAURANT MANAGEMENT

- North Hill campus, Manitoba Institute of Culinary Arts (September start)
- Two-year diploma (optional exit after year one: Hotel and Restaurant Management certificate)

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S or equivalent
- Age restriction: Must be 18 years of age by program start date

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS

Program requirements include participating in live restaurant and event operations outside of the typical day schedule and include early mornings, evenings and weekend hours. Alcohol and a variety of culinary traditions are part of the program.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
HLTH-030	1st Aid - Emergency	0
HOSP-0029	Beer 1	3
PEDV-0356	College Foundations	0
COMM-0006	Communications	6
COOP-0005	Co-op Work Placement – HOTEL	12
HOSP-0032	Dining Room Service	6
HOSP-0001	Dining Room Skills 1	3
WRKP-0021	Fire Safety	0
HOSP-0005	Food and Beverage Control	6
HOSP-0027	Food Preparation	3
COOK-0014	FoodSafe 1	0
HOSP-0033	Front Desk Operations	3
COMP-0401	Hospitality Software	6
HRMG-0036	Human Resource Management	6
BUSN-0168	Organizations and Management	6
PEDV-0322	Personal Management	6
HOSP-0052	Smart Choices	0
COMP-0597	Software Applications	6
HOSP-0030	Spirits 1	3
HOSP-0003	Tourism	3
HLTH-0047	WHMIS 1	0
HOSP-0031	Wine 1	3
Year Two Required		
HOSP-0010	Conference Services Management	3
HOSP-0026	Dining Room Management	6
ECON-0006	Economics 1	6
HOSP-0022	Facilities Management	3
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
MKTG-0044	Marketing Principles	6
Electives Courses:		
Choose 18 credits from the following:		
BUSN-0166	Canadian Business and Society	6
COOP-0026	Co-op Work Placement - Hotel	6
ECON-0007	Economics 2	6
COMP-0599	Graphic and Web Design	6
HRMG-0115	Human Resource Law	6
MKTG-0032	International Business	6
HRMG-0039	Labour Relations	6
COMM-0387	Marketing Communications	6
MKTG-0065	Professional Selling	6
MKTG-0052	Retail Management	6
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6
HOSP-0024	Wine Production	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/hotel**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

INDUSTRIAL METALS FABRICATION

MACHINING SPECIALIZATION/WELDING AND FABRICATION SPECIALIZATION

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent with a minimum mark of 60%

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Modern, well-equipped shops
- Emphasis on practical, applied learning
- Industry-based practicum
- Exposure to 3D printing

GRADUATION REQUIREMENTS

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

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

To graduate with an Industrial Metals Fabrication certificate (both specializations), students must successfully complete 86.25 academic credits and 3 practical credits. *Note: students only need to complete one work practicum to graduate with both specializations.*

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

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

CONNECTIONS

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

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Machining specialization		
DRFT-0012	Blueprint Reading - INMF	3
COMP-0060	CAD/CAM Operations	6
COMP-0059	CNC Programming and Operation	9
METL-0001	Drilling Machines and Saws	3
METL-0002	Engine Lathe Operations	15
WRKP-0006	Machine Shop Practices	3
METL-0004	Metallurgy	1.5
METL-0003	Milling Machine Operations	9
Welding and Fabrication specialization		
DRFT-0013	Blueprint Reading for Welders	2.25
WELD-0034	Hand and Power Tools	1.5
MATH-0101	Math for Welders	3
METL-0014	Metal Forming Machines	3
WRKP-0032	Orientation and Safety	4.5
WELD-0051	Oxyacetylene Principles - INMF	3
WELD-0050	Shielded Metal Arc Welding	10.5
WELD-0052	Wire Feed Processes	7.5
Both specializations		
PEDV-0356	College Foundations	0
COMM-0260	Communications	1.5
PRAC-0056	Practicum - INMF	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/imf**.

LAND AND WATER MANAGEMENT

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Pre-calculus or Applied Mathematics 40S or equivalent

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-op work placement.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
HLTH-0030	1st Aid - Emergency	0
AGRC-0162	Agro-Ecology Field Laboratory	6
ENVR-0044	Aquatic Ecosystems	6
PEDV-0356	College Foundations	0
COMP-0571	Communications and Technology	6
COOP-0021	Co-op Work Placement - LWMGT	15
GEOS-0022	GIS Applications	6
COMP-0572	Natural Resources Technology	6
SCIE-0038	Plant Physiology and Taxonomy	6
PEDV-0313	Professional Development	6
ENVR-0037	Soils and Water	6
MATH-0072	Statistics for Life Sciences	6
AGRC-0291	Terrestrial Ecosystems	6
Year Two		
SCIE-0039	Ecology	6
ENVR-0047	Environmental Capstone 1	6
ENVR-0048	Environmental Capstone 2	6
ENVR-0045	Environmental Chemistry	6
ENVR-0042	Environmental Legislation	6
ENVR-0046	Environmental Topics	6
ENVR-0039	Fisheries/Wildlife Management	6
AGRC-0292	Natural Resources Field Lab	6
ENVR-0036	Reclamation and Remediation	6
ENVR-0040	Socio-Environmental Management	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/landandwater**.

LEGAL ADMINISTRATION

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

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

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

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Utilize industry-standard software programs
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
PEDV-0356	College Foundations	0
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
LAWG-0090	Criminal Law	6
LAWG-0083	Family Law	6
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
HRMG-0116	Personal & Career Development	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6
LAWG-0091	Private Law	6
LAWG-0069	Real Estate & Trust Accounting	6

* Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicums may be taken between year one and year two.

RELATED PROGRAMS
- Medical Administration (page 46)
- Office Management (page 48)
- Office Skills (page 49)

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/legal**.

MEDIA AND COMMUNICATIONS

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

CAREER OPPORTUNITIES
Graduates of Media and Communications find exciting and challenging entry level opportunities as camera operators, news and sports journalists, cinematographers, editors, VJs, radio DJs, film industry technicians, audio producers, live production operators, live sound engineers and content creators. Prospective employers include: media production houses, news outlets, film companies, radio stations, in-house production teams of large companies, audio-visual companies and live event venues. Entrepreneurs may find additional options with freelance contracts.

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 65%

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Well-equipped, modern audio and video labs
- Emphasis on hands-on, practical work in labs and CJ106 community radio station, as well as live TV and radio production
- Community involvement at local events and interaction with industry professionals
- Advanced field production resources—cameras, lighting, sliders, gimbals, pocket jibs, etc

GRADUATION REQUIREMENTS
To graduate with a Media and Communications diploma, students must successfully complete 120 academic credits and 1 practical credit.

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
PEDV-0356	College Foundations	0
MEDP-0083	Digital Audio & Radio 1	6
MEDP-0084	Digital Audio & Radio 2	6
COMP-0617	Digital Toolkit 1	6
COMP-0618	Digital Toolkit 2	6
MEDP-0086	Digital Video	6
MEDP-0087	Film and Factual 1	6
MEDP-0111	Multiplatform Journalism 1	6
MEDP-0093	Production Lab	6
COMM-0398	Storytelling	6
MEDP-0094	Unscripted Video Production 1	6
Year Two		
BUSN-0193	Business Marketing & Branding	6
MEDP-0082	Capstone	18
MEDP-0085	Digital Audio & Radio 3	6
COMP-0619	Digital Toolkit 3	6
MEDP-0088	Film and Factual 2	6
MEDP-0112	Multiplatform Journalism 2	6
PRAC-0294	Practicum - MDCOM	1
MEDP-0095	Unscripted Video Production 2	6
Elective Courses		
Choose one of the following:		
MEDP-0081	Advanced Radio	6
MEDP-0089	Film and Factual Production	6
MEDP-0090	Live Multi-Cam	6
MEDP-0091	Live Sound Reinforcement	6
MEDP-0092	Photography	6
MEDP-0110	Video Journalism	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/mediacommunications**.

MEDICAL ADMINISTRATION

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Utilize industry-standard software programs
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

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

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
PEDV-0356	College Foundations	0
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
OFAD-0007	Medical Simulation	6
HLTH-0113	Medical Terminology 1	6
HLTH-0157	Medical Terminology 2	6
COMP-0565	Medical Transcription	6
COMM-0373	Office Communications 2	6
OFAD-0024	Office Procedures 2	6
HRMG-0116	Personal & Career Development	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6

* Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicums may be taken between year one and year two.

RELATED PROGRAMS

- Legal Administration (page 44)
- Office Management (page 48)
- Office Skills (page 49)

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/medical**.

NETWORK ADMINISTRATION TECHNOLOGY

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Consumer/Essential Mathematics 40S with a minimum mark of 60%

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

To graduate with a Network Administration Technology diploma, students must successfully complete 120 academic credits and 1 practical credit.

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

CONNECTIONS

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

- CompTIA A+
- CompTIA Linux+
- CompTIA Network+
- Microsoft ® Certified Solutions Associate (MCSA)
- Microsoft ® Certified Solutions Expert (MCSE)
- Microsoft ® Technology Associate (MTA)
- CISCO ® Certified Networking Associate (CCNA)
- CISCO ® Certified Entry Networking Technician (CCENT)

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022- 23

NUMBER	TITLE	CREDITS
Year One		
PEDV-0356	College Foundations	0
NETW-0002	Computer Repair 1	6
NETW-0003	Computer Repair 2	6
COMM-0394	Customers and Communications	6
NETW-0005	Networking 1	6
NETW-0006	Networking 2	6
NETW-0007	Networking 3	6
NETW-0008	Networking 4	6
NETW-0015	Routing 1	6
NETW-0016	Routing 2	6
NETW-0018	Technology Foundations 1	6
Year Two		
NETW-0014	Advanced Operating Systems	6
NETW-0004	Network Protection	6
NETW-0009	Networking 5	6
NETW-0010	Networking 6	6
NETW-0011	Networking 7	6
NETW-0012	Networking 8	6
NETW-0013	Networking 9	6
NETW-0001	Operating Systems Fundamentals	6
PRAC-0292	Practicum-NTWTN	1
NETW-0017	Routing 3	6
NETW-0019	Technology Foundations 2	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/nat**.

OFFICE MANAGEMENT

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

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

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

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Utilize industry-standard software programs
- Extensive, hands-on learning
- Industry-based practicum provides real-life experiences

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

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
COMP-0556	Accounting Software	6
PEDV-0356	College Foundations	0
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6
Year Two		
HRMG-0043	Human Resources Processes	6
LAWG-0072	Legal Issues	6
COMM-0373	Office Communications 2	6
OFAD-0023	Office Management 1	6
OFAD-0024	Office Procedures 2	6
HRMG-0116	Personal & Career Development	6
PRAC-0026	Practicum 1 – OFAD *	3
PRAC-0027	Practicum 2 – OFAD *	3
PRAC-0266	Practicum – OFAD *	6
COMP-0566	Software Applications 2	6
COMP-0567	Software Capstone	6

Elective courses:
Choose 6 credits from the following list of electives

ACCT-0004	Financial Accounting 2	6
COMP-0599	Graphic and Web Design	6
MKTG-0044	Marketing Principles	6

* Students may opt to take Practicum 1 - OFAD **and** Practicum 2 - OFAD **or** Practicum - OFAD. Practicums may be taken between year one and year two.

RELATED PROGRAMS
- Legal Administration (page 44)
- Medical Administration (page 46)
- Office Skills (page 49)

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/office**.

OFFICE SKILLS

- Victoria Avenue East campus (September and January starts)
- Parkland campus (September start, every other year)
- Available part-time (after consultation with program chairperson)
- Eight-month certificate

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

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

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Utilize industry-standard software programs
- Extensive, hands-on learning

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

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

Graduates of the Office Skills certificate are eligible to enter directly into year two of the Legal Administration, Medical Administration or Office Management diplomas. A new application form is required; the application fee is waived.

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Required Courses for the certificate and year one of the diploma programs		
COMP-0556	Accounting Software	6
PEDV-0356	College Foundations	0
ACCT-0003	Financial Accounting 1	6
COMM-0372	Office Communications 1	6
MATH-0104	Office Mathematics	6
OFAD-0022	Office Procedures 1	6
PSSY-0004	Organizational Behaviour	6
COMP-0563	Presentations and Promotions	6
COMP-0564	Software Applications 1	6
COMP-0129	Word Processing 1	6
COMP-0046	Word Processing 2	6

RELATED PROGRAMS
- Legal Administration (page 44)
- Medical Administration (page 46)
- Office Management (page 48)

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/officeskills**.

PIPING TRADES

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

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS
To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including hardhat, safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Work as part of a team
- Take direction from a supervisor
- Be punctual and attend class on a regular basis

A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

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

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

The minimum passing grade for each course is 60% and is indicated on the course outline. Course failure will result in discontinuance in the program.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
DRFT-0010	Blueprint Reading (PIPET)	3
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
PIPE-0014	Heating Principles Practical	7.5
PIPE-0005	Heating Principles Theory	3
MATH-0108	Math - Piping Trades	3
PIPE-0004	Plumbing Systems Practical	12
PIPE-0003	Plumbing Systems Theory	9
PRAC-0037	Practicum - PIPE	3
WELD-0040	Related Welding	1.5
SCIE-0008	Science	3
PIPE-0002	Tools and Materials Practical	15
PIPE-0016	Tools and Materials Theory	9

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/piping**.

POWER ENGINEERING

- North Hill campus, Len Evans Centre for Trades and Technology (September start)
- Two-year diploma (optional exit after year one: Power Engineering certificate)

CAREER OPPORTUNITIES
Graduates find employment opportunities in various industries, including chemical manufacturing, food processing, electrical generation, manufacturing plants and building complexes such as hospitals and schools.

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent
- Pre-Calculus or Applied Mathematics 40S or equivalent
- Physics 30S or Chemistry 30S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Emphasis on practical, applied learning
- Industry-based practicums
- Hands-on learning in industry during the majority of the program

GRADUATION REQUIREMENTS
To graduate with a Power Engineering diploma, students must successfully complete 120 academic credits and 12 practical credits. To graduate with a Power Engineering certificate, students must successfully complete 60 academic credits and 6 practical credits.

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

CONNECTIONS
Graduates may write the Standardized Power Engineering Examinations. Candidates who pass these examinations receive a Standardized Certificate, which makes them eligible to work as power engineers in all Canadian provinces and territories except Quebec.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
DRFT-0005	Blueprint Reading (PE)	3
ENGR-0030	Boilers and Materials	6
PEDV-0356	College Foundations	0
ENGR-0046	Combustion and Maintenance 1	3
ENGR-0047	Combustion and Maintenance 2	3
COMM-0045	Communications	3
ELEC-0025	Electrical 1 (PE)	6
SCIE-0036	Engineering Chemistry	3
ENGR-0018	Engines (PE)	3
ENGR-0031	Heating Boilers and Systems	3
ENGR-0048	Instrumentation and Controls 1	3
ENGR-0049	Instrumentation and Controls 2	3
MATH-0050	Mathematics (PE)	3
MECH-0083	Mechanics (PE)	3
PRAC-0301	Practicum 1 – PWRNG	6
ENGR-0019	Refrigeration (PE)	6
WRKP-0016	Safety and Environment	6
ENGR-0050	Thermal and HVAC Studies 1	1.5
ENGR-0051	Thermal and HVAC Studies 2	1.5
Year Two		
MATH-0018	Advanced Mathematics (PE)	4.5
MECH-0149	Advanced Mechanics (PE)	6
ENGR-0052	Advanced Thermodynamics	6
ENGR-0053	Boiler Design	6
ENGR-0054	Boiler Systems and Operation	3
ENGR-0055	Boiler Water Treatment	1.5
ENGR-0056	Codes and Combustion	1.5
ENGR-0057	Compressor Principles	1.5
ELEC-0037	Electrical 2 (PE)	6
ENGR-0058	Fuel-Powered Equipment	3
WRKP-0077	Industrial Safety	1.5
SCIE-0089	Industrial Science	4.5
ENGR-0059	Instrumentation and Controls 3	3
ENGR-0060	Piping Design	1.5
PRAC-0307	Practicum 2 - PWRNG	6
ENGR-0061	Pump Systems	1.5
ENGR-0062	Refrigeration and Heating	3
ENGR-0063	Steam Turbines	3
ENGR-0064	Wastewater Treatment	1.5
WELD-0062	Welding and Pressure Vessels	1.5

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/powerengineering**.

- Victoria Avenue East campus (September and January start)
- Parkland campus (September start, every other year)
- Winnipeg campus (September and January start)
- Also delivered in two rural rotating Manitoba locations
- Two-year diploma

CAREER OPPORTUNITIES

Many employment opportunities exist for Licensed Practical Nurses (LPNs). Graduate LPNs will obtain employment in hospitals, personal care homes, medical clinics, private agencies and the community. As well, with some advanced preparation, entrepreneurial LPNs are establishing their own businesses.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent, with a minimum mark of 60%*
- Pre-calculus, Applied or Consumer/Essential Mathematics 40S or equivalent with a minimum mark of 60%
- Biology 40S or equivalent with a minimum mark of 60%.
- 15-hour Math for Nurses course (MATH-0014) with a minimum mark of 95%
- Proof of current certification in Basic Life Support (BLS) or cardiopulmonary resuscitation, Health Care Provider level (CPR-HCP)
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check

All applicants are expected to meet the English language proficiency requirements as noted in **assiniboine.net/pnelp**.

All applicants must meet admission requirements. If you don't meet these admission requirements, your application will not be considered. Use the application checklist at **assiniboine.net/nursing** to help you collate your documents to ensure your application is complete prior to applying online.

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

Prospective and enrolled students are required to review regulatory requirements of the practical nursing profession in Manitoba, including the requirements for application to the CLPNM registers. CLPNM has requirements for SPN progression and graduation. Please see **CLPNM.ca/registration** for more information. Once graduates have passed the licensure exam, they are eligible for membership with the CLPNM.

Applicants who are accepted into the program will also be required to:
- Provide proof of up-to-date immunization prior to practicum placement
- Apply for Student Practical Nurse (SPN) registration directly with the College of Licensed Practical Nurses of Manitoba (CLPNM)

* The Practical Nursing program does not permit English language waivers.

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offences. In some instances, applicants with a criminal record or listed on the Child Abuse and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Nursing prior to applying.

UNIQUE LEARNING EXPERIENCES

- Hands-on learning in skills labs
- Clinical experience in a wide variety of health care settings including: acute care, long term care, mental health and community health
- Program emphasizes employability skills desired by health care employers

GRADUATION REQUIREMENTS

To graduate with a Practical Nursing diploma, students must successfully complete 84 academic credits and 22 practical credits.

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

CONNECTIONS

This program is approved by the College of Licensed Practical Nurses of Manitoba (CLPNM). Students entering and/or enrolled in the Practical Nursing program are eligible for registration for CLPNM as a student practical nurse (SPN).

Licensed Practical Nurses have postgraduate educational opportunities in the following: dialysis, operating room, oncology, palliative care, foot care, management, ICU and northern nursing.

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

Note: The Manitoba credential is recognized across Canada.

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

PRACTICAL NURSING

COURSES 2022 - 23

NUMBER	TITLE	CREDITS

Note: September intake students take terms one, two and three in year one; terms four and five in year two. January intake students take terms one and two in year one; terms three, four and five in year two.

Term One

SCIE-0005	Anatomy & Physiology 1	6
HLTH-0183	Canadian Nursing Principles	3
PEDV-0356	College Foundations	0
COMM-0038	Interpersonal Communications	3
PRAC-0218	Practicum 1 – NURSD	1
PSSY-0026	Psychology	3
PSSY-0079	Sociology	3

Term Two

SCIE-0006	Anatomy & Physiology 2	6
HLTH-0012	Gerontological Nursing	3
HLTH-0007	Human Growth and Development	3
HLTH-0010	Nursing Arts and Assessment 1	6
HLTH-0236	Nutrition	3
PRAC-0219	Practicum 2 – NURSD	1

Term Three

SCIE-0073	Medical Microbiology	3
HLTH-0015	Nursing Arts and Assessment 2	6
HLTH-0184	Pharmacology 1	3
HLTH-0011	Physical Health Assessment	3
PRAC-0220	Practicum 3 – NURSD	3

Term Four

HLTH-0133	Health Restoration & Reorg 1	6
HLTH-0134	Health Restoration & Reorg 2	3
HLTH-0186	Nursing Arts and Assessment 3	9
HLTH-0185	Pharmacology 2	3
PRAC-0221	Practicum 4 – NURSD	8

Term Five

HLTH-0019	Community Nursing	3
HLTH-0182	Mental Health	3
PEDV-0011	Professional Leadership	3
PRAC-0222	Senior Practicum Acute Care	6
PRAC-0049	Senior Practicum Long Term	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/nursing**.

CERTIFICATE AND DIPLOMA PROGRAMS

PRAIRIE HORTICULTURE

- Distance delivery (flexible start, three times a year)
- Certificate

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.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes leadership skills in demand by employers
- Home-study program designed with Canada's prairie conditions in mind
- Emphasis on practical, applied learning

GRADUATION REQUIREMENTS

To graduate with a Prairie Horticulture certificate, students must successfully complete 36 academic credits comprised of a minimum of 9 courses. Courses can be selected from one of the four specializations and will be transferred to the 'home' institution chosen by the student at the time of enrolment.

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

CONNECTIONS

Assiniboine Community College has partnered with two western Canadian educational institutions, the University of Saskatchewan and Olds College, to develop and deliver this program.

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	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 Mgmt	3
MKTG-0049	Horticulture Marketing	3
HRMG-0018	Human Resource Management	3
AGRC-0026	Indoor Landscaping	6
AGRC-0019	Integrated Plant Management	6
AGRC-0031	Landscape Construction	3
AGRC-0030	Landscape Design	6
AGRC-0070	Medicinal and Aromatic Plants	3
AGRC-0071	Nursery Crop Production	3
AGRC-0072	Post-Harvest Handling of Crops	3
AGRC-0023	Propagation	6
AGRC-0020	Safe Work/Pesticides	3
AGRC-0018	Soils for Horticulture	6
AGRC-0032	Turfgrass Management	6
AGRC-0021	Vegetable Production	3
AGRC-0027	Woody Landscape Plants	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/prairiehort**.

PUBLIC SAFETY

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

CAREER OPPORTUNITIES

Graduates of this program are aligned to gain experience in the general field of public safety. Opportunities may exist with Canada Border Services Agency, Sheriff's department, corrections, security firms, risk management and loss prevention. Other opportunities exist with municipal, regional, provincial or Indigenous police services in Manitoba, or with other police services across Canada. *Note: Police departments have minimum hiring standards regarding sight, hearing and physical ability. Applicants are encouraged to explore these standards prior to entering this program.*

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 70%
- Proof of current certification in emergency first aid, cardiopulmonary resuscitation (CPR) Level C
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check
- Valid driver's license abstract
- Hearing test
- Vision test
- Medical release

*Note: Applicants educated outside of Canada may be required to meet additional admission requirements, visit the program page at **assiniboine.net/publicsafety**.*

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES

- Problem-based learning
- Strong fitness and lifestyle component

GRADUATION REQUIREMENTS

To graduate with a Public Safety certificate, students must successfully complete 60 academic credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
JSTC-XXXX	Applied Training	6
PEDV-0356	College Foundations	6
JSTC-XXXX	Community Policing	6
JSTC-XXXX	Criminal Law	6
COMM-0404	Cultural Diversity Comms	6
JSTC-XXXX	Evidence/Documentation	6
JSTC-XXXX	Fitness/Deportment	6
JSTC-XXXX	Investigational Techniques	6
JSTC-XXXX	Law Enforcement/Justice	6
JSTC-XXXX	Operational Technology	6
JSTC-XXXX	Policing Principles/Procedures	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/publicsafety**.

SOCIAL SERVICE WORKER

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

CAREER OPPORTUNITIES
Graduates may find employment in a wide variety of community programs such as a case worker with social services, the regional health authority, provincial corrections, probation services, or community-based assistance programs. Community-based programs may include: drop-in centres, crisis centres, food banks, homeless shelters, group homes, and mental health settings.

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 60%
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS
Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Health and Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES
- Emphasis on applied learning
- Engagement with Indigenous culture

GRADUATION REQUIREMENTS
To graduate with a Social Service Worker diploma, students must successfully complete 123 academic credits and 12 practical credits.

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
INDG-XXXX	Aboriginal Studies	6
PRAC-0240	Applied/Field Practice 1	4
LAWG-0070	Canadian Governments	3
PEDV-0356	College Foundations	0
COMM-0337	College Writing	6
PSSY-0086	Community Development	3
COMP-0353	Computer Skills	3
PSSY-0087	Contemporary Issues	6
PSSY-0070	Counselling and Interviewing	3
PSSY-0011	Cross-Cultural Awareness	3
COMM-0032	Group Processes and Dynamics	3
HRMG-0013	Negotiation Theory & Practice	3
PSSY-0090	Organizational Behaviour	6
COMM-0110	Presentation Skills & Graphics	3
COMM-0338	Professional Communications	6
LAWG-0084	Self Government	3
PSSY-0091	Social Service Foundations	3
PSSY-0106	Sociology	3
Year Two		
PRAC-0241	Applied/Field Practice 2	8
PSSY-0012	Conflict Resolution	3
PSSY-0014	Counselling	6
PSSY-0015	Family Systems	3
ECON-0010	Health, Recreation & Housing	3
HLTH-0297	Human Growth and Development	3
LAWG-0006	Justice System	3
HLTH-0296	Mental Health	3
PEDV-0279	Professional Practice	6
BUSN-0156	Project Planning & Evaluation	6
COMM-0204	Proposal Writing and Research	3
PSSY-0105	Psychology	3
PSSY-0092	Social Welfare in Canada	3
PSSY-0088	Social Welfare Policy	6
PSSY-0093	Understanding Addictions	3
PSSY-0089	Violence & Reconciliation	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/ssw**.

TRUCK AND TRANSPORT MECHANIC

- North Hill campus, Len Evans Centre for Trades and Technology (September start)
- Students apply to Heavy Equipment Technician program and graduate with a Heavy Equipment Technician certificate
- Nine-month certificate

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

ADMISSION REQUIREMENTS
- A complete Manitoba Grade 12 or equivalent
- Consumer/Essential Mathematics 40S or equivalent

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

PROGRAM CONSIDERATIONS
To be successful in this program and industry, it is important for you to be able to:

- Wear Personal Protective Equipment (PPE) including safety glasses and steel toe boots
- Work outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Use ladders and work at varying heights
- Be able to lift a minimum of 50 pounds
- Work as part of a team
- Be punctual and attend class on a regular basis

UNIQUE LEARNING EXPERIENCES
- Modern, well-equipped laboratories and shops
- Hands-on emphasis in all courses
- Industry-based practicum

GRADUATION REQUIREMENTS
To graduate with a Heavy Equipment Technician certificate, students must successfully complete 75 academic credits and 3 practical credits.

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

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

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0036	Electrical Systems	15
MECH-0146	Engines	9
MECH-0127	HVAC Systems	3
MECH-0147	Hydraulics	9
BUSN-0154	Industry Encounter	3
MATH-0113	Math – HETCH	3
WRKP-0036	Orientation/Shop Skills-HDET	12
MECH-0148	Power Trains	12
PRAC-0290	Practicum – HETCH	3
WELD-0001	Welding 1	3

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/transportmech**.

WEB AND INTERACTIVE DEVELOPMENT

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

CAREER OPPORTUNITIES

Graduates of the Web and Interactive Development program find exciting and challenging entry-level opportunities as web developers, interactive and mobile application developers, AR/VR and game developers. Prospective employers include web development companies, online marketing agencies, large or small game development studios, and educational software companies. Entrepreneurs find additional options with freelance contracts. Graduates may apply their skills in the areas of digitally based business solutions, consulting and web-delivered training.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- English 40G/40S or equivalent with a minimum mark of 65%

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Well-equipped studio and lab spaces
- Emphasis on hands-on, practical work in labs
- Community involvement at local events
- Connections with industry professionals
- Community/client-based projects

GRADUATION REQUIREMENTS

To graduate with a Web and Interactive Development diploma, students must successfully complete 120 academic credits and 1 practical credit.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Year One		
ARTS-0022	Art & Design Fundamentals	6
MEDP-0103	Back-End Development	6
BUSN-0194	Business & Entrepreneurship 1	6
PEDV-0356	College Foundations	0
MEDP-0097	Front-End Development	6
COMM-0400	Interactive Communications	6
COMP-0623	Programming Fundamentals	6
COMP-0624	Software Skills	6
COMM-0401	Storytelling & Content Writing	6
MEDP-0100	Studio Skills	6
COMM-0402	Typography & Brand	6
Year Two		
ARTS-0023	3D Development	6
BUSN-0195	Business & Entrepreneurship 2	6
MEDP-0104	Data Visualization	6
MEDP-0108	Integrative Capstone 1- WBINV	6
MEDP-0109	Integrative Capstone 2 - WBINV	6
MEDP-0098	Interactive Development	6
MEDP-0099	Mobile App Design Development	6
MEDP-0105	Online Management Systems	6
PRAC-0296	Practicum - WBINV	1
MEDP-0101	User Experience Design	6
MEDP-0102	XR Solutions	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/interactivedevelopment**.

WELDER

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

CAREER OPPORTUNITIES

Graduates can find employment in a variety of settings from manufacturing, construction and transportation.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Program emphasizes skills in demand by employers
- Industry instruction from red seal instructors
- Emphasis on practical, applied learning

GRADUATION REQUIREMENTS

To graduate with a Welder certificate, students must successfully complete 42 academic credits and 3 practical credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
DRFT-0013	Blueprint Reading for Welders	2.25
COMM-0260	Communications	1.5
WELD-0054	Gas Tungsten Arc Welding	3
WELD-0034	Hand and Power Tools	1.5
MATH-0101	Math for Welders	3
METL-0016	Metallurgy for Welding	1.5
METL-0015	Metal Forming Machines	4.5
WRKP-0032	Orientation and Safety	4.5
WELD-0053	Oxyacetylene Principles-WLDR	2.25
PRAC-0242	Practicum - WELD	3
WELD-0031	Shielded Metal Arc Welding	9
WELD-0041	Wire Feed Processes	9

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/welder**.

ADULT LEARNING & UPGRADING

MATURE STUDENT HIGH SCHOOL (MSHS)

Centre for Adult Learning, Brandon and Dauphin:
- Day classes (September and January start)
- Evening classes (September and January start)

CAREER OPPORTUNITIES

More opportunities for career advancement are available to people who have received a Grade 12 credential. Obtaining pre-requisites to post-secondary school opens new windows of opportunity for training and employment in new careers.

ADMISSION REQUIREMENTS

- You must be 19 years of age or over at the time of enrollment or reach the age of 19 before the completion of the course in which you are enroled.
- 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 requirement. See **assiniboine.net/elp** for more information.

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Credits earned from previously attended institutions may be applied towards graduation requirements
- All students have a personalized education plan based on their needs and future goals
- Courses are offered in both the day and evening
- Dual credits can count for college credit as well as high school credit
- Prior learning assessment and recognition (PLAR) is available
- Free one-on-one tutoring
- Adult learner focused instruction

GRADUATION REQUIREMENTS

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. To graduate with a regular high school diploma, students must complete 30 credits.

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

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. These courses are marked with an asterisk (*) and can be used for dual credit, provided the student attains the required percentage determined by the college.

FLEX LEARNING

Assiniboine's Centre for Adult Learning - Brandon offers a flex learning model for its programs. This competency-based model provides a flexible learning option for students who are unable to attend classes on a daily basis. Flex learning allows students to work on their own with access to online learning resources, and a classroom and instructor support (schedule varies). Attendance every day is not mandatory, but students are encouraged to stay on-track with the completion of course objectives. Students wanting to use the flex learning model must meet with the student success advisor to determine if this option is right for them.

Note: Not all courses are available in the flex learning model. See the student success advisor for more information.

INTEGRATED PROGRAM MODEL

The integrated program model was designed to allow students to complete their high school diploma while taking a college level program. Using the dual credit process, some of the courses that students take in the college program also count as high school credits. Students must have completed Grade 12 Math and English before entering an integrated program.

Programs available include Education Assistant and Comprehensive Health Care Aide. See page 59 and 60 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.

ADULT LEARNING & UPGRADING

MATURE STUDENT HIGH SCHOOL (MSHS)

COURSES 2022 - 23

NUMBER	TITLE	HIGH SCHOOL CREDITS	LOCATION
Required: 8 credits to graduate. Must include four 40 level (or Grade 12) courses (English 40S and Math 40S being two of the four) and four other high school credits.			
Course listing with locations of where each course is offered:			
INDG-XXXX	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*	0.5	B
PRAC-0162	Community Service 1 41G	1	B,D
PRAC-0163	Community Service 2 41G	0.5	B
COMP-D353	Computer Skills 32C	0.5	B
COMP-D006	Computer Systems 32C		D
COMM-0016	English 30S (Comprehensive)	1	B,D
COMM-0159	English 30S (Transactional)	1	B
COMM-0017	English 40S (Comprehensive)	1	B,D
COMM-0128	English 40S (Transactional)	1	B
COMM 0264	English Language Arts 20F	1	B,D
MATH-0077	Essential Math 20S	1	B,D
MATH-0080	Essential Math 30S	1	B,D
MATH-0082	Essential Math 40S	1	B,D
PSSY-D019	Family Dynamics 42C*	0.5	B
ENVR-0035	Global Issues 40S		D
COMM-D037	Human Relations/Comm. 42C*	0.5	B
COMM-D035	Interpersonal Communication 42C*	0.5	B
LAWG-0040	Law 40S	1	B,D
PEDV-0288	Life/Work Transitions 40S	1	B,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
PSSY-0078	Psychology 40S	1	B,D
PEDV-0006	Skills Education Success 41G	0.5	B
COMP-D501	Word Processing 32C*	0.5	D

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

* College level courses/dual credit
Course offerings subject to change.

NEXT STEPS

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE INFORMATION

For more program information, visit **assiniboine.net/mshs**.

Contact the Centre for Adult Learning:

Brandon (Victoria Avenue East campus)
204.725.8735 or email **adultlearning@assiniboine.net**

Dauphin (Parkland campus)
204.622.2222 or email **parklandinfo@assiniboine.net**

CERTIFICATE AND DIPLOMA PROGRAMS

ADULT LEARNING & UPGRADING

MSHS - INTEGRATED COMPREHENSIVE HEALTH CARE AIDE

- High school diploma and college certificate
- September start

The Integrated Comprehensive Health Care Aide (CHCA) program allows a student to integrate the completion of their high school diploma with a Comprehensive Health Care Aide certificate to be ready for work in the ever-expanding field of health care.

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Meet the admission requirements for the Mature Student High School diploma program found under Adult Learning - Mature Student High School (MSHS) in this calendar
- Prior to starting the Comprehensive Health Care Aide program applicants must provide:
  - Proof of current certification in Cardiopulmonary Resuscitation – Health Care Provider (CPR-HCP)
  - Current criminal record check
  - Current child abuse record check
  - Current adult abuse record check

Applicants who are accepted into the program will also be required to provide up-to-date immunizations prior to the start of practicum rotations.

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

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

UNIQUE LEARNING EXPERIENCES

- A personalized education plan is developed individually with each student to address their specific needs and future goals
- Courses offered both day and evening in the MSHS portion of the program
- Adult learner-focused instruction
- The program is based on a dual credit structure; you will earn both MSHS credits and Comprehensive Health Care Aide credits at the same time
- Industry-based practicum provides real life experiences in an education environment
- Program emphasizes employability skills desired by employers
- Prior learning assessment and recognition (PLAR) is available
- Strong clinical component in a wide variety of health care settings

GRADUATION REQUIREMENTS

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

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Some of these credits will be the dual credits obtained through the CHCA certificate. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. The dual credits can also apply to regular high school diploma, which requires the students to complete 30 credits.

Credits earned from previously attended institutions may be applied towards graduation requirements. An official transcript is required to transfer credits.

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

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. Courses marked with an asterisk (*) can be used for dual credit provided the student attains the required percentage determined by the college. The use of dual credits in this program allows the completion of the high school diploma as well as the Comprehensive Health Care Aide certificate.

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 - Parkland, the charged are per one credit course are $20.50 for materials and fees and $27.02 for Students' Association fees.

Comprehensive Health Care Aide program fees can be found on the college website at **assiniboine.net/fees.**

COURSES 2022 - 23

NUMBER	TITLE	HIGH SCHOOL CREDITS	COLLEGE CREDITS
Required: 8 credits to graduate. Compulsory to have four 40 level (or Grade 12) level courses (English 40S and Math 40S being mandatory) and four other high school credits. Please refer to the MSHS program for Mature Student High School course choices.			
HLTH-D176	Daily Living Laboratory 42C*	0.5	3
HLTH-D175	Daily Living Theory 42C*	0.5	3
HLTH-D004	Gerontology 42C*	0.5	3
HLTH-D003	Growth and Development 42C*	0.5	3
HLTH-D005	Health Issues/Comm. Health 42C*	0.5	3
WRKP-D002	Health/Environment/Safety 42C*	0.5	3
COMM-D037	Human Relations/Comm. 42C*	0.5	3
HLTH-D006	Mental Health 42C*	0.5	3
HLTH-D002	Nutrition 42C*	0.5	3
PRAC-0074	Practicum 1 – CHCA		3
PRAC-0040	Senior Practicum CHCA		3

(33 college credits) | * college level course/dual credit

FOR MORE INFORMATION

For more program information, visit **assiniboine.net/mshs-chca**.

Contact the Centre for Adult Learning:

Brandon (Victoria Avenue East campus)
204.725.8735 or email **adultlearning@assiniboine.net**

Dauphin (Parkland campus)
204.622.2222 or email **parklandinfo@assiniboine.net**

ADULT LEARNING & UPGRADING

MSHS - INTEGRATED EDUCATION ASSISTANT

- High school diploma and college certificate
- September start

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Meet the admission requirements for the Mature Student High School diploma program found under Adult Learning - Mature Student High School (MSHS) in this calendar
- Prior to starting the Education Assistant program applicants must provide:
  - Proof of current certification in cardiopulmonary (CPR) level C
  - Current criminal record check
  - Current child abuse registry check

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry may be unable to complete the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES

- A personalized education plan is developed individually with each student to address their specific needs and future goals
- Courses offered both day and evening in the MSHS portion of the program
- Adult learner-focused instruction
- The program is based on a dual credit structure; you will earn both MSHS credits and Education Assistant credits at the same time
- Industry-based practicum provides real life experiences in an education environment
- Program emphasizes employability skills desired by employers
- Prior learning assessment and recognition (PLAR) is available

GRADUATION REQUIREMENTS

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

To graduate with a Mature Student High School diploma, students must earn a total of 8 credits, 4 of which must be at the Grade 12 level. Some of these credits will be dual credits earned in the Education Assistant program. Grade 12 English Language Arts and Grade 12 Mathematics are required credits. The dual credits can also apply to a regular high school diploma, which requires the students to complete 30 credits.

Credits earned from previously attended institutions may be applied towards graduation requirements. An official transcript is required to transfer credits.

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

CONNECTIONS

Graduates of this program are eligible to receive advanced standing in several other programs, including Early Childhood Education at Assiniboine.

DUAL CREDITS

Dual credits are selected college courses taken at the high school level and count for both college credit and high school completion. Courses marked with an asterisk (*) can be used for dual credit provided the student attains the required percentage determined by the college. The use of dual credits in this program allows the completion of the high school diploma as well as the Education Assistant certificate.

PROGRAM FEES

At the Victoria Avenue East campus, fees charged per one credit course are $20.50 for materials and fees, plus $28.82 for Students' Association fees.

Education Assistant program fees can be found on the college website at **assiniboine.net/fees.**

COURSES 2022 - 23

NUMBER	TITLE	HIGH SCHOOL CREDITS	COLLEGE CREDITS
Required: 8 credits to graduate. Compulsory to have four 40 level (or Grade 12) level courses (English 40S and Math 40S being mandatory) and four other high school credits. Please refer to the MSHS program for Mature Student High School course choices.			
PSSY-D066	Child Development 42C*	0.5	3
PSSY-D067	Children's Special Needs 42C*	1	6
COMP-D353	Computer Skills 32C*	0.5	3
PSSY-D024	Cross-Cultural Education 42C*	0.5	3
ECED-D040	Guiding Child Behaviour 1 42C*	0.5	3
COMM-D035	Interpersonal Communication 42C*	0.5	3
PSSY-D054	Learning Styles 42C*	0.5	3
COMM-D189	Observation/Report Writing 42C*	0.5	3
PRAC-0165	Practicum – EDAST		2
PEDV-D132	Professionalism 42C*	0.5	3

(32 College Credits) | * college level course/dual credit

FOR MORE INFORMATION

For more program information, visit **assiniboine.net/mshs-ea**.

Contact the Centre for Adult Learning:

Brandon (Victoria Avenue East campus)
204.725.8735 or email **adultlearning@assiniboine.net**

ACCOUNTING

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

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

ADMISSION REQUIREMENTS
- Two-year diploma or university degree
- Entry level accounting knowledge is required. Applicants without this will be required to take ACCT-0003 Financial Accounting 1 and ACCT-0004 Financial Accounting 2 (or equivalent) prior to the start of the 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** for more information.

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

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

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

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

CONNECTIONS
Successful completion of this program may qualify graduates for advanced standing in the Certified Professional Accountants (CPA) preparatory courses. Students may also earn advanced standing towards the Certified Aboriginal Financial Managers (CAFM) through the Aboriginal Financial Officers Association (AFOA).

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Elective courses		
Choose 60 credits from the following:		
BUSN-0173	Advanced Financial Reporting	6
ACCT-0056	Advanced Management Accounting	6
COMP-0598	Advanced Software	6
BUSN-0174	Audit and Assurance	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
BUSN-0165	Corporate Finance	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human/Fiscal Issues	6
BUSN-0175	Information Management Tech	6
ACCT-0052	Intermediate Mgmnt Accounting	6
ACCT-0050	Introductory Mgmnt Accounting	6
BUSN-0177	Performance Management	6
ACCT-0051	Sage Accounting Software	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
BUSN-0171	Taxation 1	6
BUSN-0178	Taxation 2	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/accounting**.

AGRICULTURE

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

CAREER OPPORTUNITIES
Potential employers include grain companies, seed and crop inputs suppliers, banks and credit unions, livestock supply outlets, agricultural equipment dealers, government agencies, agronomists/consultants and co-operatives. Career opportunities include agriculture, agronomy, sales and service, finance, livestock, marketing, management, research, administration and precision agriculture.

ADMISSION REQUIREMENTS
- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Classroom theory integrated with hands-on lab and field learning
- Well-equipped, modern soils and plant labs complete with growth chambers
- Industry tours and guest speakers presented throughout the year
- Concentrated, advanced courses get you career-ready in less than a year

GRADUATION REQUIREMENTS
To graduate with an advanced diploma in Agriculture, students must successfully complete 78 academic credits.

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

CONNECTIONS
Graduates may be eligible for membership with the Manitoba Institute of Agrologists as technical agrologists.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid - Emergency	0
AGRC-0162	Agro-Ecology Field Laboratory	6
BUSN-0164	Agribusiness Management	6
AGRC-0296	Agricultural Equipment	6
MKTG-0063	Commodity Marketing	6
AGRC-0295	Crop Pest Management	6
AGRC-0219	Crop Production Systems	6
ENVR-0038	Environmental Land Management	6
AGRC-0293	Integrated Crop Management	6
AGRC-0294	Livestock Production	6
HLTH-0277	Occupational Health & Safety	6
PEST-0103	Pesticides in Agriculture	6
COMP-0570	Precision Agriculture	6
AGRC-0290	Soil & Soil Fertility	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/agadvanced**.

EARLY CHILDHOOD PROGRAM MANAGEMENT

- Distance delivery (flexible start)
- Advanced diploma

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Two-year Early Childhood Education diploma or current Early Childhood Education 2 (ECEII) from the Manitoba Child Care program.
- Minimum one-year Early Learning Centre experience as an ECEII verified in a letter from an Early Learning Centre Director or equivalent.

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

Students who have successfully completed Ethics Training IV through the Manitoba Childcare Association may receive credit for the elective course.

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

CONNECTIONS

This program is provincially accredited by the Child Care Qualifications and Training Committee (CCQTC).

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
ECED-0026	Early Childhood Administration	3
PSSY-0080	Family and Community Relations	3
ACCT-0032	Financial Management	6
HRMG-0033	Human Resource Function	3
ECED-0025	Integration Seminar	3
PSSY-0001	Organizational Behaviour 1	3
PSSY-0002	Organizational Behaviour 2	3
PRAC-0018	Practicum – ECMGT	2

Elective Courses
Choose one of the following:

PSSY-0012	Conflict Resolution	3
PEDV-0106	Leadership Skills	3

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/ecpm**.

As part of the college's multiyear plan and commitment to improving the student experience, this program is under review. Program changes may occur for 2022-23. Refer to **assiniboine.net/programs** for the latest information about this program.

FINANCE

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

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

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

GRADUATION REQUIREMENTS

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

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

CONNECTIONS

Graduates of this program can receive their mutual fund, Canadian investment funds and life license (LLQP) qualifications through the Investment Funds Institute of Canada (IFIC). Students may also earn advanced standing towards the Certified Aboriginal Financial Managers (CAFM) program through the Aboriginal Financial Officers Association (AFOA).

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Required Courses		
BUSN-0160	Canadian Investment Funds	6
BUSN-0165	Corporate Finance	6
BUSN-0170	Financial Planning	6
BUSN-0172	Life License Qualification	6
BUSN-0169	Personal Finance	6
MKTG-0065	Professional Selling	6
BUSN-0171	Taxation 1	6

Elective Courses
Choose 18 credits from the following:

COMP-0598	Advanced Software	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
BUSN-0176	Consumer Behaviour	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human / Fiscal Issues	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/finance**.

ADVANCED DIPLOMA PROGRAMS

GEOGRAPHIC INFORMATION SYSTEMS

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

CAREER OPPORTUNITIES

Aimed at university and college graduates who wish to add GIS knowledge to their skillset, this advanced diploma prepares you for a wide variety of occupations and fields, such as:

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

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Tours and field laboratories
- Laboratories with high-tech equipment

GRADUATION REQUIREMENTS

To graduate with a Geographic Information Systems advanced diploma, students must successfully complete 60 credits.

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
GEOS-0017	Advanced Spatial Analysis	6
GEOS-0018	Cartography	6
GEOS-0019	Geomatics Applications	6
GEOS-0026	GIS Analysis	6
GEOS-0021	GIS Database Management	6
GEOS-0024	GIS Project Management	6
GEOS-0020	GIS Server	6
GEOS-0023	GPS Applications	6
GEOS-0016	Programming for GIS	6
GEOS-0025	Remote Sensing / Image Analysis	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/gis**.

HUMAN RESOURCE MANAGEMENT

- Victoria Avenue East Campus (September start)
- Eight-month advanced diploma

CAREER OPPORTUNITIES

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

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Emphasis on practical, applied learning
- Up-to-date, well-equipped computer laboratories using industry specific software
- Opportunities to interact with and learn from business community leaders

GRADUATION REQUIREMENTS

To graduate with an advanced diploma in Human Resource Management, students must successfully complete 60 academic credits.

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

CONNECTIONS

Graduates may be exempt from writing the National Knowledge exam for Human Resource Professionals.

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Required Courses		
HRMG-0118	Compensation	6
COMP-0600	HRM Systems	6
HRMG-0115	Human Resource Law	6
HRMG-0036	Human Resource Management	6
HRMG-0039	Labour Relations	6
HRMG-0040	Staffing	6
HRMG-0034	Training and Development	6
Elective Courses		
Choose 18 credits from the following:		
COMP-0598	Advanced Software	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human / Fiscal Issues	6
COMP-0601	Management Information Systems	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/hrmanagement**.

INDIGENOUS FINANCIAL MANAGEMENT

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

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

ADMISSION REQUIREMENTS
- Two-year diploma or university degree
- Entry level accounting knowledge is required. Applicants without this will be required to take ACCT-0003 Financial Accounting 1 and ACCT-0004 Financial Accounting 2 (or equivalent) prior to the start of the 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** for more information.

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Emphasis on practical, applied learning
- Up-to-date, well-equipped computer laboratories using industry specific software
- Opportunities to interact with and learn from business community leaders

GRADUATION REQUIREMENTS
To graduate with an advanced diploma in Indigenous Financial Management, students must successfully complete 60 academic credits.

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

CONNECTIONS
Students may earn advanced standing towards the Certified Aboriginal Financial Managers (CAFM) program through the Aboriginal Financial Officers Association (AFOA).

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Elective Courses		
Choose 60 credits from the following:		
BUSN-0173	Advanced Financial Reporting	6
COMP-0598	Advanced Software	6
BUSN-0174	Audit and Assurance	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
BUSN-0165	Corporate Finance	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
INDG-0004	Indigenous Ethics – Case Study	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human / Fiscal Issues	6
ACCT-0052	Intermediate Mgmnt Accounting	6
ACCT-0050	Introductory Mgmnt Accounting	6
ACCT-0051	Sage Accounting Software	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6
INDG-0007	Strategies and Decisions	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/ifm**.

MARKETING

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

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

ADMISSION REQUIREMENTS
- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS
Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES
- Emphasis on practical, applied learning
- Opportunities to interact with and learn from business community leaders

GRADUATION REQUIREMENTS
To graduate with an advanced diploma in Marketing, students must successfully complete 60 academic credits.

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

CONNECTIONS
Graduates of this program will receive recognition from the International Institute of Marketing Professionals (IIMP) and will be eligible to work towards their Certified Marketing Management Professional (CMMP) accreditation.

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

PROGRAM FEES
Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
Elective Courses		
Choose 60 credits from the following:		
MKTG-0035	Applied Marketing Research	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
BUSN-0176	Consumer Behaviour	6
COMP-0599	Graphic and Web Design	6
INDG-0005	Indigenous History	6
INDG-0006	Indigenous Human / Fiscal Issues	6
MKTG-0032	International Business	6
COMM-0387	Marketing Communications	6
MKTG-0066	Marketing Strategy & Analysis	6
MKTG-0065	Professional Selling	6
MKTG-0052	Retail Management	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

NEXT STEPS
Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION
Visit **assiniboine.net/marketing**.

PUBLIC SAFETY

- Victoria Avenue East campus (September and January start)
- Eight-month advanced diploma

CAREER OPPORTUNITIES

Graduates may find employment with municipal, regional, provincial or Indigenous police services in Manitoba, or with other police services across Canada. *Note: Police departments have minimum hiring standards regarding sight, hearing and physical ability. Applicants are encouraged to explore these standards prior to entering this program.* Other opportunities exist with Canada Border Services Agency, Sheriff's department, corrections, security firms, risk management and loss prevention.

ADMISSION REQUIREMENTS

- Two-year diploma or university degree or equivalent
- Proof of current certification in emergency first aid, cardiopulmonary resuscitation (CPR) Level C
- Current criminal record check
- Current child abuse registry check
- Current adult abuse registry check
- Valid driver's license abstract
- Hearing test
- Vision test
- Medical release

Note: Applicants educated outside of Canada may be required to meet additional admission requirements, visit the program page at ***assiniboine.net/publicsafetyadvanced****.*

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

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

CRIMINAL RECORD CHECK/ ABUSE REGISTRY CHECKS

Many agencies where students are placed for practicum experience require students to disclose convictions for any offenses. In some instances, applicants with a criminal record or listed on the Child Abuse Registry and/or Adult Abuse Registry may not be admitted to the program. If you fall into one of these categories, please contact the School of Health & Human Services prior to applying.

UNIQUE LEARNING EXPERIENCES

- Problem-based learning
- Strong fitness and lifestyle component

GRADUATION REQUIREMENTS

To graduate with a Public Safety advanced diploma, students must successfully complete 60 academic credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
JSTC-XXXX	Applied Training	6
PEDV-0356	College Foundations	6
JSTC-XXXX	Community Policing	6
JSTC-XXXX	Criminal Law	6
COMM-0404	Cultural Diversity Comms	6
JSTC-XXXX	Evidence/Documentation	6
JSTC-XXXX	Fitness/Deportment	6
JSTC-XXXX	Investigational Techniques	6
JSTC-XXXX	Law Enforcement/Justice	6
JSTC-XXXX	Operational Technology	6
JSTC-XXXX	Policing Principles/Procedures	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/publicsafetyadvanced**.

SUSTAINABLE FOOD SYSTEMS

- North Hill campus, Manitoba Institute of Culinary Arts (September and January start)
- Nine-month advanced diploma

CAREER OPPORTUNITIES

Graduates can access exciting work opportunities in food security or innovation in food production at the local, national or international level. Potential employers include the private sector, government departments, First Nations or non-governmental organizations.

ADMISSION REQUIREMENTS

- Two-year diploma or university degree

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

TECHNOLOGY REQUIREMENTS

Programs at Assiniboine have certain technology requirements. Students require access to computer devices at home and may be required to bring these on campus when instructed. Refer to **assiniboine.net/tech** for more detailed information about the requirements for this program.

UNIQUE LEARNING EXPERIENCES

- Classroom training integrated with hands-on lab, greenhouse and field experience
- Work practicum
- Research opportunities with instructors

GRADUATION REQUIREMENTS

To graduate with a Sustainable Food Systems advanced diploma, students must successfully complete 60 academic credits and 3 practical credits.

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

CONNECTIONS

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

PROGRAM FEES

Program fees can be found on the program's web page under the Courses & Costs tab. Please refer to this section for the most up to date information.

COURSES 2022 - 23

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid – Emergency	0
AGRC-0282	Business of Food Production	6
BUSN-0159	Career & Business Planning	6
AGRC-0219	Crop Production Systems	6
AGRC-0278	Food Production Methods	6
AGRC-0284	Food Security & Sustainability	6
AGRC-0274	Food Systems Applied Research	6
AGRC-0276	Growing Media Applications	6
AGRC-0094	Integrated Pest Management	6
PRAC-0263	Practicum – STFDS	3
AGRC-0287	Sustainable Greenhouse Mngmt	6
AGRC-0288	The Food Industry	6

NEXT STEPS

Apply now! Visit **assiniboine.net/applynow**.

Further questions? Register for a free, one-hour program information session. For the upcoming schedule, including dates and times for each campus, visit **assiniboine.net/infosession**.

FOR MORE PROGRAM INFORMATION

Visit **assiniboine.net/sfs**.

APPRENTICESHIP TRAINING

WHAT IS APPRENTICESHIP TRAINING?

In Manitoba you can train for a career as a certified journey person in over 55 designated trades through apprenticeship, which is a combination of on-the-job practical training and in-school technical training.

THE APPRENTICESHIP APPLICATION/ AGREEMENT PROCESS

An individual must find employment with, or be working for, an employer who will provide quality, on-the-job training. The employee and employer formalize the relationship through an apprenticeship, administered by Apprenticeship Manitoba. During each level or year of apprenticeship training, which varies from two to five years depending on the trade, about 80 per cent of an apprentice's time is spent learning on the job while earning a wage. The remaining 20 per cent, usually taken in a block of time away from work, is technical, classroom-based training.

WHO PAYS FOR TECHNICAL TRAINING?

The Apprenticeship Branch is responsible for arranging the technical training delivered by Assiniboine and other colleges and for funding more than 90 per cent of the technical training costs. Apprentices must pay the remainder of the tuition fees for each level and are responsible for the cost of their textbooks. Living costs for training delivered in blocks of time away from work may be covered through the Employment Insurance system or by the Apprenticeship Branch for non-eligible persons. Apprentices with dependents, and/or those attending classes away from home, may also qualify for additional training allowances.

ACADEMIC REQUIREMENTS

For the majority of trades, it is required applicants have a high school diploma or equivalent academic standing. Because apprenticeship trades involve technical components, it is important to have high school credits in English, math and science. Those with mature student status, over 19 years of age, regardless of completed grade level, may be required to participate in an assessment process. Graduates from a college pre-employment program, Senior Years Apprenticeship Option, or an accredited high school vocational program may qualify for time and/or level credits in an apprenticeship program.

WHAT IS CERTIFICATION?

At each level of technical training, an apprentice must maintain a cumulative average of 70% or better in trades subjects to advance to the next level. As many of the trades have interprovincial or Red Seal status in the final level, a final examination result of 70% or better qualifies an apprentice for a Certificate of Qualification and a Red Seal Interprovincial Certificate of Qualification. Journey persons with these credentials can move to and work in other jurisdictions in Canada without taking further testing or examinations.

COLLEGE CREDENTIAL

Apprentices who successfully complete the final level of their apprenticeship program also receive an Assiniboine certificate or diploma.

APPRENTICESHIP TRAINING OFFERED AT ASSINIBOINE

Assiniboine is the training facility for the following designated apprenticeship trades:

TRADE	LEVELS (YRS)	# WEEKS/YR TECH TRAINING	LEVELS OFFERED
Agricultural Equipment Technician	4	8-8-8-4	All levels
Automotive Service Technician	4	8-8-6-6	All levels
Carpenter	4	10-8-8-8	All levels
Construction Electrician	4	10-10-10-10	All levels
Gasfitter "B"	2	10	Level 2
Heavy Duty Equipment Technician	4	8-8-7-4	All levels
Industrial Electrician	2	10-10	Levels 1 & 2
Plumber	4	10-9-8-8	Levels 1 - 4
Pork Production Technician	2	190 hrs & 180 hrs	All levels
Power Electrician	2	10-10	Levels 1 & 2
Truck Transport Mechanic	1	8	Level 1
Welder	3	8-8-8	All levels

CONTACT INFORMATION

For further information on apprenticeship training, visit **manitoba.ca/tradecareers** or contact Apprenticeship Manitoba at one of the following:

Winnipeg
100-111 Lombard Avenue
Winnipeg MB R3B 0T4

204.945.0575 or toll free 866.332.5077
apprenticeship@gov.mb.ca

Brandon
127-340 Ninth Street
Brandon MB R7A 6C2

204.726.6365

DISTANCE EDUCATION

What is distance education? Distance education is the various forms of study that take place when an instructor and student(s) are separated by physical distance and a learning medium is used to bridge the instructional gap. Learning by distance can involve a paper-based delivery, a blending of face-to-face and online delivery, or a completely online delivery.

Distance education increases access and flexibility for students. You can continue to work, parent and participate in community activities while working towards a college credential. You decide when and where you want to study. Telephone conferencing and internet resources provide additional contact and support. This means that no matter where you are in the world, you can study at Assiniboine.

To learn more about what courses or programs are currently offered through distance education visit our website at **assiniboine.net/distance**.

CONTINUING STUDIES AT ASSINIBOINE

Whether you are looking for professional development, personal enrichment, or a new career path, Continuing Studies at Assiniboine has something for you.

Assiniboine is very active in meeting community needs for life-long learning by offering a wide range of part-time studies at the Brandon and Parkland campuses, and a training facility in Winnipeg.

Online short programs and courses are available for upskilling, personal development, and enrichment, in a flexible format to suit your schedule.

The college designs custom programs in co-operation with businesses and industries, to meet the ongoing demands of the existing and potential workforce.

These programs include:
- American Sign Language
- Applied Counselling Skills
- Bartending
- Cannabis Industry Specialization
- Heavy Equipment Operator
- Home Inspection
- Registered Personal Trainer
- Integrated Pest Management
- Master Gardener
- Master of Meetings
- Network Cable Installation
- Nursing Foot Care
- Palliative Care
- Pesticide Applicator/Dispenser
- Photography
- Practical Nursing Bridging
- Prairie Horticulture
- Retail Management
- Social Media Marketing
- Supply Chain Management
- Waste Water Management

In addition to a wide range of programming options, Continuing Studies offers many courses for professional and workforce development, personal enrichment or new career paths.

CONTACT INFORMATION

To learn more about Continuing Studies at Assiniboine, visit our website at **assiniboine.net/cs**.

CUSTOMIZED WORKFORCE TRAINING/ COMMUNITY PROGRAMS

Assiniboine works in partnership with community groups, Indigenous communities, businesses, individual coordinating groups, private agencies and federal, and provincial government departments to develop and deliver quality training programs to meet identified training needs to the labour market and the self-employed.

Our training programs can be delivered on one of our campuses, at the place of business, in community, online, or blend of options.

The following is a sample of the programs offered:

- Administrative Assistant
- Applied Building Construction
- Carpentry/Framing
- Civil Technology
- Comprehensive Health Care Aide
- Early Childhood Education
- Applied Electrical Installation
- English as an Additional Language
- International Educated Nurses – Practical Nursing
- Mature Student High School
- Applied Plumbing
- Practical Nursing
- Welder
- Youth Employment and Skills Strategy
- STRIVE

For more information, email **communitydevelopment@assiniboine.net**

ASSINIBOINE INTERNATIONAL

International students have come from over 60 countries to attend Assiniboine Community College. Assiniboine has many support services to ensure international students have a great student experience while they are here. From the comprehensive orientation, to expert student success advisors and helpful, knowledgeable instructors, Assiniboine works to support student success. Assiniboine has a variety of programs available to international students. Assiniboine International is here to help more international students come to Manitoba.

Find out more at **assiniboine.net/international**, email **international@assiniboine.net** or phone 204.725.8700 ext 7019.

ENGLISH AS A SECOND LANGUAGE

We offer free daytime, evening, and weekend classes for Canadian newcomers to improve their English skills. We specialize in English Language training for students with Canadian Language Benchmark (CLB) levels 5-8. Join a friendly and relaxing environment for you to improve your English and meet new people from around the globe.

Funding for our ESL programming is provided by Immigration, Refugees and Citizenship Canada.

Classes may run online or on campus. For more information, please visit **assiniboine.net/esl** or email **esl@assiniboine.net**.

COURSE DESCRIPTIONS

1ST AID – EMERGENCY

HLTH-0030 | 0 credit

Basic First Aid & CPR techniques taught in an interactive environment for individuals and employees who want an overview of First Aid & CPR in the workplace or home. The course covers skills needed to recognize, prevent and respond to cardiovascular emergences 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 & Safety for Basic First Aid. Participants who meet the required standard receive a nationally recognized certification that is valid for three years. Textbook included in cost of tuition.

3D DEVELOPMENT

ARTS-0023 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals, MEDP-0100 Studio Skills, COMM-0402 Typography & Brand

An introduction to 3D interaction processes. Modern 3D engines are evaluated and utilized to develop interactive experiences in 3D environments that students build on in future courses. Topics include game, education and business cases that support those industries.

A

ABORIGINAL STUDIES

INDG-XXXX | 6 credits | P

This course provides students with an historical review of Indigenous culture, pre and post-colonial contacts. Students will examine the impact of government policies, treaties and acts. Students will also explore the significance of traditional customs, ceremonies, demographics, urbanization, the reserve system, education, employment and other topics relevant in today's society.

ABORIGINAL STUDIES 42C

INDG-XXXX | 1 high school credit | D, P

This course provides students with an historical review of Indigenous culture, pre and post-colonial contacts. Students will examine the impact of government policies, treaties and acts. Students will also explore the significance of traditional customs, ceremonies, demographics, urbanization, the reserve system, education, employment and other topics relevant in today's society.

AC MACHINES

ELEC-0017| 6 credits

Prerequisite: ELEC-0022 Three-phase Theory

An introduction to the design and theory of operation of transformers and AC motors. Perform transformer calculations involving power, voltage, current, turns ratio and fault current. Single phase and three phase devices and single phase and three phase connections of transformers and motors are examined.

AC THEORY DEVICES & CIRCUITS

ELEC-0020 | 6 credits

Prerequisite: ELEC-0021 DC Theory Devices & Circuits

Build on the knowledge of DC circuits to incorporate alternating current generation and utilization. Perform circuit calculations involving resistive, inductive and capacitive circuits and power factor correction. Common residential and commercial light devices are examined.

ACCOUNTING SOFTWARE

COMP-0556 | 6 credits

Prerequisite: ACCT-0003 Financial Accounting 1

Whether working in industry or owning a business, having experience with widely used accounting software packages lead to a better understanding of an organization's accounting system and lead to greater career opportunities. Using multiple accounting software packages, students build on their knowledge of manual accounting and the accounting cycle, to perform various functions including creating and managing accounts in the general and subsidiary ledgers, and how to enter purchase and sales transactions for both services and merchandise. Basic payroll transactions, account reconciliations, and financial reporting are also covered.

ACCOUNTING SOFTWARE

COMP-0602 | 6 credits

Prerequisite: ACCT-0003 Financial Accounting 1 or ACCT-0053 Financial Accounting 1

Using their knowledge of manual accounting and the accounting cycle, students will perform various functions in multiple accounting software packages. They will create accounts in the general and subsidiary ledgers and enter purchase and sales transactions for both services and merchandise. Basic payroll transactions and account reconciliations will be covered. Students will also be able to generate financial reports.

ADMIN ASSISTANT ACCOUNTING 1

ACCT-0048 | 6 credits

This is an introductory course in accounting with emphasis on basic bookkeeping for both service and merchandising types of businesses. The course includes journalizing and posting transactions, correcting entries, sales tax, special journals, refunds and discounts, remitting GST and HST, completing petty cash, and the payroll process.

ADMIN ASSISTANT ACCOUNTING 2

ACCT-0049 | 6 credits

Prerequisite: ACCT-0048 Admin Assistant Accounting 1

This is a second-level course for students not specializing in accounting theories, processes, and procedures. It expands on basic principles and delves into more specialized techniques in accounting for profit and control. A computerized accounting system is introduced and utilized exclusively for data entry.

ADVANCED FINANCIAL REPORTING

BUSN-0173 | 6 credits

Prerequisite: ACCT-0007 Financial Accounting 4

Apply critical evaluation to issues associated with business combinations, joint ventures, foreign operations, not-for-profit organizations, and public sector accounting. Specific attention is given to consolidation accounting, accounting for foreign currency transactions, hedge accounting and not-for-profit accounting.

ADVANCED MANAGEMENT ACCOUNTING

ACCT-0056 | 6 credits

Prerequisite: ACCT-0052 Intermediate Mgmnt Accounting

Build on the concepts and tools learned in the Introductory Mgmnt Accounting and Intermediate Mgmnt Accounting courses. Explore the interdisciplinary role of management accounting and how it uses quantitative and non-quantitative information in the decision making process. Topics include pricing decisions, profitability strategy and analysis, transfer pricing, analysis of cost behaviour, multinational performance measurement and compensation, and continuous improvement methodologies.

ADVANCED MATHEMATICS (PE)

MATH-0118 | 4.5 credits

Prerequisite: MATH-0050 Mathematics (PE)

Learners advance their algebraic and trigonometric problem solving skills with a focus on industry specific examples.

ADVANCED MECHANICS (PE)

MECH-0149 | 6 credits

Prerequisite: MECH-0083 Mechanics (PE)

Study force systems, friction, motion, strength of materials, and simple machine applications.

ADVANCED OPERATING SYSTEMS

NETW-0014 | 6 credits

Prerequisites: NETW-0001 Operating Systems Fundamentals, NETW-0007 Networking 3

Examine various operating systems used to provide enterprise services to a business. Topics include: Dynamic Host Resolution Protocol (DHCP), Domain Name System (DNS), firewall products, packet capture and analysis, virtualization, and web hosting services. Design and configure an enterprise network in both physical and virtualized environments.

ADVANCED RADIO

MEDP-0081 | 6 credits

Prerequisite: MEDP-0085 Digital Audio & Radio 3

Corequisite: MEDP-0082 Capstone

This advanced course provides students with additional skill sets in radio broadcasting, including: planning and executing station promotions, programming music and daily logs, and broadcasting live-on-location. Students hone their decision-making skills as they prepare their demo reels for industry and choose music for airplay.

ADVANCED SOFTWARE

COMP-0598 | 6 credits

Prerequisite: COMP-0597 Software Applications

Learn to use software to store and prepare data for analysis in a variety of business situations. Begin by learning to use various tools and features to improve the analytical capability of their spreadsheets. Learn when to use a spreadsheet and when it is more appropriate to utilize a database. Learn how to create relational databases to store data effectively, as well as how to extract data in the form of queries and reports. Use Excel to perform metrics and analysis using real business examples. Use of database software for data mining and analysis purposes will add knowledge, skills and abilities related to business intelligence and meeting organizational objectives.

ADVANCED SPATIAL ANALYSIS

GEOS-0017 | 6 credits

Prerequisite: GEOS-0026 GIS Analysis; GEOS-0021 GIS Database Management

Build on the foundational GIS knowledge and skills acquired at the introductory level and guides students in the development of increasingly sophisticated spatial and geostatistical analyses. Learn how to perform different types of spatial analyses, identify the types of questions different analysis approaches can answer, critically evaluate the advantages and limitations of different approaches, and gain a better understanding of the use of capabilities of spatial analysis. Apply model building tools to advanced geostatistical methods. Spatial modelling and analysis techniques like spatial interpolation, multi-criteria decision making, Fuzzy Logic, predictive modelling, regression, network analysis, routing, site selection and data mining skills will be explored.

ADVANCED THERMODYNAMICS

ENGR-0052 | 6 credits

Develop your understanding of temperature scales, heat transfer, steam generation, laws for perfect gases, change of state and calorimetry to solve advanced problems related to thermodynamics.

AGRIBUSINESS MANAGEMENT

BUSN-0164 | 6 credits

Prerequisites: MATH-0106 Agribusiness Math; ACCT-0003 Financial Accounting 1; COMP-0571 Communications and Technology

Microeconomic and financial management concepts are applied, with the guidance of business mentors in various business planning scenarios and lectures, to evaluate and optimize profitability. Learn to apply macroeconomic concepts (fiscal and monetary policy) and credit management skills to reduce exposure to financial, production and marketing risk. The potential for market growth is evaluated within the Canadian Agriculture and Agri-food system. Succession planning and accompanying tax implications are also examined in various workshops using expert speakers. An opportunity is also provided for students to learn how to set-up an accounting system for their group project to create financial statements with customized accounts, capital assets, enterprises and opening balances, building upon skills learned earlier, using AgExpert Analyst financial management software.

AGRIBUSINESS MARKETING

MKTG-0064 | 6 credits

Understand marketing in the agriculture industry, with an emphasis placed on agribusiness promotions. Topics include marketing values decisions, understanding consumers' value needs, and value proposition. Select an agriculture product or service and create a territory marketing plan throughout the semester.

AGRIBUSINESS MATH

MATH-0106 | 6 credits

Learn to apply mathematical concepts to agricultural, financial and business applications in agribusiness management. More than a math refresher, this course prepares students for performing calculations in subsequent courses, their professional career and personal life. These skills form the foundation to make reliable and profitable decisions essential to the success of agribusinesses through the implementation of new and emerging technologies.

AGRIBUSINESS PLAN

BUSN-0161 | 6 credits

Prerequisites: BUSN-0164 Agribusiness Management and MKTG-0064 Agribusiness Marketing

Students learn to develop and present a business plan to raise investment, lender financing or expertise for an agribusiness venture. Mentors are selected by students to support, provide guidance and validate accuracy of budget objectives and assumptions. In this capstone project, students incorporate and apply concepts learned in their courses within the Agribusiness program. From enterprise budgeting, projected income statements, cash-flow statements and balance sheets using Excel, students perform ratio analysis to evaluate and improve their plans using a management approach. Detailed plans for marketing, risk management, succession, operations, human resources, tax management, environmental management and contingency plans provide hands-on experience for students to assume management positions. A major emphasis will be for the student to write the plan with the perspective of an investor to better appreciate risk and return of various investment choices.

AGRICULTURAL EQUIPMENT

AGRC-0296 | 6 credits

Prerequisite: COMP-0570 Precision Agriculture

Learn about the operation, management and economics of equipment used in agricultural production systems of Western Canada. Learn about specific requirements and types of equipment for cereal and forage production. Students are exposed to industry through visits, expert talks and equipment walk arounds at various dealerships and manufacturing facilities in the area. Students also learn about Workplace Safety and Health Act (WSH) and Regulations and Safe Operating Procedures (SOPs) related to tractors operation, seeding, spraying, harvesting, forage and hay management equipment. Students also learn about equipment selection and preparation of machinery cost evaluation report for a specific agricultural enterprise.

AGRO-ECOLOGY FIELD LABORATORY

AGRC-0162 | 6 credits

This course introduces students to key features, challenges and sustainable management of the prairie agro-ecological landscape systems. Based on various field and laboratory exercises and guided site tours, this course provides hands-on training to students by introducing them to various agricultural and environmental sites discussing origin, development and classification of soils, water resources, wetlands and river dynamics, crop agronomy and weeds identification, wild-life habitat, forestry and shelterbelts, the Dominion Land Survey (DLS), mapping and Global Positioning System (GPS), agricultural equipment and livestock production.

Based on field and laboratory exercises and tours, this course introduces students to key features of the prairie agro-ecological landscape. Various aspects are discussed including soils, water, native vegetation, the Dominion land survey, map reading, and crop and livestock production. The concepts of integrated watershed management and the use of mapping and GPS technology are introduced.

ALGEBRA (CIVIL)

MATH-0093 | 6 credits

This course teaches the algebra skills required to be able to solve problems in other courses within the Civil Technician program. Topics include linear equations, factoring, exponents, radicals, determinants, quadratic equations and logarithms.

ANATOMY & PHYSIOLOGY 1

SCIE-0005 | 6 credits | D

Learners need to comprehend normal body structure and function in order to provide safe and competent care to the client. The structure of the human body and the physiology of the various systems are examined and discussed. Pathologies are explored.

ANATOMY & PHYSIOLOGY 2

SCIE-0006 | 6 credits | D

Prerequisite: SCIE-0005 Anatomy & Physiology 1

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

APPLIED BOTANY

AGRC-0017 | 6 credits | D

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

APPLIED ELECTRICAL SAFETY

WRKP-0038 | 3 credits

This course provides an understanding of safety practices students need to know to protect themselves and others in the workplace or construction site. This course provides information and examples under Manitoba's Workplace Safety and Health Acts and accompanying Regulations. Students also study the Workplace Hazardous Materials Information Systems (WHMIS).

APPLIED MARKETING RESEARCH

MKTG-0035 | 6 credits

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

An introduction to conducting market research and recognizing its importance to market oriented firms. Learn how to design and develop questionnaires and the correct methodology to design a marketing project. Complete an actual marketing research project.

APPLIED MATH AND SCIENCE

MATH-0089 | 6 credits

An introduction to general mathematics and science knowledge required in the electrical field. Topics in mathematics include fractions, algebraic equations, and formulas, ratio, proportion, areas, volumes, significant figures and engineering notation, right angle triangle and trigonometry. Topics in science include, Ohm's law, series and parallel circuits, combination circuits, simple machines, work, force and pressure, light, gas laws, scientific procedures and plotting data on graphs.

APPLIED MATHEMATICS 30S

MATH-0059 | 1 high school credit | P

Address the changing mathematical requirements in today's world by focusing on problem solving, technology and technical communication. Acquire the knowledge necessary to develop independent learning skills.

APPLIED MATHEMATICS 40S

MATH-0060 | 1 high school credit | P

Prerequisite: MATH-0059 Applied Mathematics 30S or MATH-0023 Pre-Calculus Math 30S

This course is a continuation of Applied Math 30S. Students enhance their problem solving skills with the increased use of technology in the classroom. The curriculum focuses on students becoming responsible independent learners. Application of mathematical concepts to everyday situations is an important component of this course.

APPLIED PRACTICAL SKILLS 1

ECED-0044 | 5 credits | D, P

Prerequisites: ECED-0006 Art, PSSY-0020 Child Development 2, ECED-0001 Guiding Children's Behaviour

Integrate theory with practice in an early childhood setting. Do a two-week block placement implementing creative activities based on observation of children's interests. Practice and refine guiding skills and activity implementation skills.

APPLIED PRACTICAL SKILLS 2

ECED-0045 | 6 credits | D, P

Prerequisites: ECED-0044 Applied Practical Skills 1, ECED-0049 Music and Movement, ECED-0005 Literature

Corequisites: ECED-0001 Guiding Children's Behavior, PSSY-0020 Child Development 2

Integrate theory with practice in an early childhood setting. Do a three-week block placement implementing creative activities based on observation of children's interests. Students practice and refine transition and guiding group skills.

APPLIED PRACTICAL SKILLS 3

ECED-0046 | 7 credits | D, P

Prerequisites: ECED-0044 Applied Practical Skills 2, ECED-0013 Teaching Strategies, ECED-0051 Curriculum Development, ECED-0010 Science

Integrate theory with practice in an early childhood setting. Do a four-week block placement applying their personal teaching strategies and playroom management along with implementing creative activities based on observation of children's interests. Practice and refine communication skills with parents and mentors.

APPLIED PRACTICAL SKILLS 4

ECED-0047 | 7 credits | D, P

Prerequisites: ECED-0046 Applied Practical Skills 3, ECED-0019 Design the Children's Setting, ECED-0048 Language and Literacy

Integrate theory with practice in an early childhood setting. Students do a four-week block placement applying their skills in guiding children through an emergent project. Design and develop a learning centre related to the emergent project and compile project documentation for parents and early childhood education centre staff.

APPLIED RESEARCH PROJECT

BUSN-0153 | 6 credits

Complete and submit a formal comprehensive and substantive report on a topic related to the municipal engineering field. Select a topic involving either an original design project or practical laboratory project, which must be approved by a staff member designated as thesis advisor. Perform the necessary theoretical or practical research under the guidance of the thesis advisors and submit a thesis report for evaluation.

APPLIED RESEARCH PROJECT

ELTE-0090 | 9 credits

Prerequisites: ELTE-0061 Antennas & Transmission Lines, ELTE-0063 Communications Theory, ELTE-0062 Broadband Systems, ELTE-0080 Communication Systems, ELTE-0078 Embedded Systems

Corequisite: ELTE-0085 Wireless Data Systems

Research, design and develop a wireless telecommunications related project. These projects are sponsored by industry partners and are the capstone projects for students in this program. Prepare a formal report, documenting the design and testing process. This course is supported by the Project Management and Report Writing courses and showcases the technical knowledge and abilities students have acquired over the length of the program.

APPLIED TRAINING

JSTC-XXXX | 6 credits

Prerequisites: JSTC-XXXX Criminal Law, JSTC-XXXX Evidence/Documentation, JSTC-XXXX Law Enforcement/Justice, COMM-0404 Cultural Diversity Comms

Corequisite: JSTC-XXXX Policing Principles/Procedures

This course is the critical step in moving from the theory of policing into the world of being a police officer. It integrates the knowledge and skills necessary to manage real police situations in a manner consistent with the directions and priorities of a police service. Students utilize their knowledge of the criminal code, the criminal justice system and investigational techniques to conduct investigations. This course also prepares students for their role as a police officer in making arrests, documenting their actions and presenting evidence in court.

APPLIED/FIELD PRACTICE 1

PRAC-0240 | 4 credits | P

Prerequisites: COMM-0338 Professional Communications, PSSY-0090 Organizational Behaviour, PSSY-0091 Social Service Foundations, PSSY-0070 Counselling & Interviewing, PSSY-0071 Sociology and minimum 2.0 CPGA

This four-week practicum allows students to observe and place meaning to classroom lessons as they apply in the community context. Students will be required to reflect on their observations and make journal entries as to how theoretical knowledge is applied in a real-world setting.

APPLIED/FIELD PRACTICE 2

PRAC-0241 | 8 credits | P

Prerequisites: PSSY-0089 Human Behaviour, PSSY-0088 Social Welfare Policy, PSSY-0014 Counselling, HLTH-0182 Mental Health, PEDV-0279 Professional Practice, PSSY-0026 Psychology and a minimum 2.0 CPGA.

This eight-week practicum is designed to give students an opportunity to apply classroom learning. Students are required to design and/or implement and monitor project activities in professional settings.

AQUATIC ECOSYSTEMS

ENVR-0044 | 6 credits

An introduction to water resource terminology and technology. Examine the interconnection of land and water and the interdependence of the activities upon these resources. Topics include watersheds, physical landforms, wetlands, riparian areas, water quality risks and issues, water controls and integrated planning. Students gain experience in sampling and evaluating water quality, and interpreting water analysis reports.

ARBORICULTURE

AGRC-0029 | 3 credits | D

This course outlines basic terminology used in arboriculture, the principles of installation, care and maintenance of trees and shrubs in the landscape. It also provides "how to" information in these areas. Finally, the effect of the environment on growth and development of woody plants is addressed. Note: It is recommended that students complete AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course. It is also recommended to have prior or concurrent knowledge in AGRC-0027 Woody Landscape Plants and AGRC-0020 Safe Work/Pesticides.

ART

ECED-0006 | 3 credits | D

Prerequisite: ECED-0004 Curriculum Planning 1

Focus on the importance of creative self-expression for the young child. Emphasis is on art experiences that are appropriate to the developmental levels of children focusing on the process rather than the product.

ART & DESIGN FUNDAMENTALS

ARTS-0022 | 6 credits

Study design fundamentals like elements and principles of design, typography concepts, and layout techniques that can be applied in a variety of media. Students use theory of value, harmony and contrast to help them create unified designs that evoke emotional responses from audiences. Aspects of indigeneity are incorporated by exploring traditional Indigenous colours and symbols, and their meanings. Students use design thinking and problem-based learning processes to help them acquire critical and analytical skills they use throughout the program.

ART, 3D & MOTION

ARTS-0021 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals, COMP-0624 Software Skills

An introduction to digital painting and drawing tools and techniques. Students use art, design, and animation principles to create digital content for multiple platforms. Basic drawing and painting skills are taught. The course includes a broad introduction to 2D and 3D computer graphics and animation. Students create and model basic 3D models by studying techniques related to surfacing, lighting, cameras and animation fundamentals in 3D scenes.

AUDIT AND ASSURANCE

BUSN-0174 | 6 credits

Prerequisite: ACCT-0005 Financial Accounting 3

An introduction to the fundamental concepts, purpose, principles and procedures of auditing and assurance. Specific attention will be given to professional standards, regulations and ethics, planning, internal controls, audit procedures, audit testing, documentation and reporting, stakeholder recommendations and other assurance engagements.

AUTOCAD 1 (CIVIL)

COMP-0200 | 6 credits | P

Students develop a basic understanding of personal computers, applications and technical drawing standards as they apply to the civil/architectural and mechanical disciplines. In addition, they develop a comprehensive understanding of generic CAD concepts and procedures and 2D drawing and editing techniques.

AUTOCAD 2 (CIVIL)

COMP-0201 | 6 credits | P

Prerequisite: COMP-0200 AutoCAD 1 (Civil)

Students use their 2D drawing and editing skills to build their advanced CAD skills. These new skills include third angle projection standards, 3D modeling commands, controlling the display of their drawing including viewport, view point and paper space plotting. Students also learn the visualization tools of hidden line removal, rendering and the basic concepts of attributes.

B

BACK-END DEVELOPMENT

MEDP-0103 | 6 credits

Prerequisites: COMP-0623 Programming Fundamentals, COMP-0624 Software Skills

An introduction to data-driven websites that can be updated in real-time, manipulate it with server-side script and present it with HTML (HyperText Markup Language). Topics include handling user input, programming calculations, web forms and data management.

BEER 1

HOSP-0029 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course includes the theoretical knowledge of beer production and fundamentals of sensory analysis. Students learn to examine and discuss beer styles of various regions and countries and their relationship to food. They participate in a practical beer tasting event as part of their final project. This course also reviews the rules and practices of responsible alcohol service.

BIOLOGY 30S

SCIE-0009 | 1 high school credit | P

This course is an in-depth study of the human body. It presents an opportunity to understand what you are made of, how you are put together and how your body works. A large number of diseases that afflict humans are diseases of choice. This course provides information that can be used to make choices that lead to a healthy life.

BIOLOGY 40S

SCIE-0004 | 1 high school credit | P

Examine how cells store and use information to control patterns of inheritance. Diseases resulting from altered cell information are explored. This course also looks at the variety of life forms that have evolved with particular emphasis on the plant and animal kingdoms. Chemical reactions carried out by cells and ecology are also studied. This course is recommended or required for entry into such fields as dental assisting, nursing, health information technology, medical laboratory technology, animal health technology, natural resource management and early childhood education.

BLUEPRINT READING - INMF

DRFT-0012 | 3 credits

Learn to interpret symbols and conventions as they relate to both isometric and orthographic projection blueprints in the machine shop environment.

BLUEPRINT READING (CARPW)

DRFT-0001 | 3 credits

Become familiar with architectural blueprints.

BLUEPRINT READING (ELECT)

DRFT-0009 | 3 credits

Become familiar with residential and commercial blueprints and the electrical trade.

BLUEPRINT READING (PE)

DRFT-0005 | 3 credits

Read and interpret blueprints and drawings. The knowledge gained will prepare the student to better communicate ideas and proposed equipment changes for real situations in industry. This course includes lettering, description of lines and weights, orthographic and isometric views, sectional views and freehand sketching.

BLUEPRINT READING (PIPET)

DRFT-0010 | 3 credits

Prerequisite: PIPE-0003 Plumbing Systems Theory

Become familiar with architectural blueprints. Students are introduced to the tools, terminology and common practices used in the piping trades. Emphasis is placed on interpretation of floor plans and converting to an isometric single line drawing.

BLUEPRINT READING FOR WELDERS

DRFT-0013 | 2.25 credits

Learn to recognize all the different parts of a blueprint related to welding. Student learn about welding symbols and the interpretation of them. Students complete sketching in isometric and oblique views.

BLUEPRINT READING (PIPET) 42C

DRFT-D010 | 0.5 credit

This course provides the fundamental skills necessary for students to become familiar with architectural blueprints. Students are introduced to the tools, terminology and common practices used in the piping trades. Emphasis is placed on interpretation of floor plans and converting to an isometric single line drawing.

BOILER DESIGN

ENGR-0053 | 6 credits

Understand boiler construction methods and various types of boiler designs including where they are used, their history, and applications in both commercial and industrial settings.

BOILER SYSTEMS AND OPERATION

ENGR-0054 | 3 credits

Understand the various systems that allow the boiler to operate safely and efficiently, systems include fuel, burner, draft, flue gas, and controls. Learn common operational and maintenance procedures related to boiler equipment.

BOILER WATER TREATMENT

ENGR-0055 | 1.5 credits

Prerequisite: SCIE-0036 Engineering Chemistry

Learn different methods and processes for chemically pre-treating and maintaining boiler water.

BOILERS AND MATERIALS

ENGR-0030 | 6 credits

An introduction to various types of boiler designs, including where they are used, their history, construction and applications in both commercial and industrial settings. Learn about the mechanical properties of ferrous and non-ferrous materials including piping, piping components and valves. Welding of these materials will also be discussed.

BREAKFAST COOKERY

COOK-0004 | 3 credits

Basic preparation, cooking and serving of egg dishes and breakfast items for an a la carte menu, as well as for a buffet. This course also includes related dairy products.

BROADBAND SYSTEMS

ELTE-0062 | 6 credits | P

Prerequisite: COMP-0410 Network Fundamentals

This course provides students with a strong background in the operation, design and testing of a variety of broadband communication systems. Studies include systems used for satellite communications, terrestrial microwave transmission and broadband cable systems. Students also compare technologies used for fixed and nomadic broadband wireless access systems.

BUILDING LAYOUT

CPWW-0013 | 1.5 credits

Students work with tools and levelling instruments and learn the procedures to locate a building site, stake out, establish levels, plan for excavation and landscaping, and begin forming.

BUILDING MATERIALS

CPWW-0004 | 1.5 credits

Properties and structure of wood are studied in this course, followed by orientation in the types, standard sizes and characteristics of the basic materials of construction.

BUILDING PARTNERSHIPS

PSSY-0073 | 3 credits | D

Students develop strategies and skills to build partnerships with parents and community agencies.

BUILDING SCIENCE

SCIE-0007 | 1.5 credits

Focus on the concepts of understanding the house as a system. Then, study thermal insulation requirements, types and applications, including energy-efficient construction techniques.

BUSINESS & ENTREPRENEURSHIP 1

BUSN-0194 | 6 credits

An introduction to basic practices and processes of professional development. Learn processes and tools for project planning and management, as well as self-management of contractual work. Propose and present projects and ideas in a clear and engaging manner. Development of self-awareness and self-regulation processes is a component of course.

BUSINESS & ENTREPRENEURSHIP 2

BUSN-0195 | 6 credits

Prerequisites: BUSN-0194 Business & Entrepreneurship 1, COMM-0401 Storytelling & Content Writing

Students learn from their current environment to identify new opportunities within the community to explore different business solutions. Research the process of how to start a small business and the different support available locally and within the province. This course prepares students to start their own companies and know the legal connotations attached on doing this.

BUSINESS CAPSTONE

BUSN-0167 | 6 credits

Prerequisite: COMM-0386 Research and Report Writing

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.

BUSINESS COMMUNICATIONS

COMM-0383 | 6 credits

Prerequisite: COMM-0382 Business English; COMP-0593 Keyboarding & Documents

This course is designed to introduce speech making as an art and technology and to enhance the student's ability to interact with employers, co-workers, clients, and public. The course includes impromptu speaking, prepared presentations, and other program specific assignments. In this course students organize and compose acceptable business correspondence in accordance with current business letter writing procedures. Emphasis is placed on sentence structure, spelling, punctuation, grammar, and the editing of written material.

BUSINESS ENGLISH

COMM-0382 | 6 credits

Students learn to understand and apply the basic principles of grammar and develop the ability to edit written material.

BUSINESS LAW

LAWG-0093 | 6 credits

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 MARKETING & BRANDING

BUSN-0193 | 6 credits

Gain an understanding of basic small business practices. In the era of the gig economy, it is essential that students have practical entrepreneurship skills. Students engage in business communications such as production proposals, formal letter writing, small production budgets, tracking production hours, costing of rentals or capital expenditures and follow established invoicing practices. They become familiar with the forms of small business and what is entailed in establishing their own small enterprise. They work on developing a brand for their business operation and learn about the various ways they can market themselves.

BUSINESS OF FOOD PRODUCTION

AGRC-0282 | 6 credits

This course covers classification systems, crop production practices and processes, post-harvest handling and marketing of food crops. Students examine and apply the concepts of sustainable production programming and integrated food crop management practices for a successful food production business. The student will also learn advanced techniques and innovations in fruit and vegetable production through highlights of new research, traditional approaches, and in-class activities and other assignments. Students will be responsible for completing an independent project that demonstrate problem-solving abilities and innovation in food production.

BUSINESS SKILLS

BUSN-0158 | 6 credits

The horticulture industry requires individuals who possess essential business skills and practices to manage horticultural operations and processes. In this course, students learn and evaluate the essential skills required for successful operations at a horticultural workplace and commitment necessary to successfully operate and encounter challenges of a horticultural business. Students will learn about personal and interpersonal skills, decision-making processes, and be able to demonstrate their capacity to develop and execute business strategies.

C

CABINET MAKING

CPWW-0008 | 9 credits

Prerequisite: CPWW-0006 Woodworking Machines 2

In this extension of the machine woodworking program, students study and apply the cabinet maker's craft.

CABLING AND INSTALLATION

ELTE-0077 | 3 credits

Technicians working in communications require the skills needed for installing and terminating various media used to interconnect equipment. Technicians also need to understand the basics of the planning and physical installation of the equipment. Even in the wireless systems, cabling is an important and dynamic subsystem. This course provides students with the necessary background, knowledge and skills required to design, install, terminate, test and update communication wiring. Training includes information on codes, standards and regulations, as well as electrical protection. Students learn the importance of planning equipment layout and providing and maintaining environmental control and power back-up systems.

CAD/CAM OPERATIONS

COMP-0060 | 6 credits

Prerequisites: METL-0001 Drilling Machines and Saws, METL-0002 Engine Lathe Operations, WRKP-0006 Machine Shop Practices, METL-0004 Metallurgy, METL-0003 Milling Machine Operations, DRFT-0012 Blueprint Reading - INMF

Learn the basics of computer aided design (CAD) and computer aided manufacturing (CAM). They complete a variety of projects using CAD/CAM procedures in conjunction with the CNC lathe and milling machine. The course includes an introduction to AutoCAD.

CALCULUS

MATH-0061 | 3 credits | P

Prerequisite: MATH-0063 Technical Math

An introduction to the concepts of limits and continuity and the principles and rules of differentiation and integrations as applied to various families of functions. It emphasizes the applications of integrations and differentiations in electronics through examining their geometrical interpretation. The course also covers matrix theory and application in solving systems of linear equations.

CALCULUS AND STATISTICS

MATH-0084 | 9 credits

Prerequisite: MATH-0093 Algebra (Civil)

This course teaches differential and integral calculus and statistics. Topics include differentiation, applications of the differentiation, integration, applications of integration and statistics. Students learn to solve problems of displacement, velocity, acceleration, areas and volumes.

CANADIAN BUSINESS AND SOCIETY

BUSN-0166 | 6 credits | D

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.

CANADIAN GOVERNMENTS

LAWG-0070 | 3 credits | P

Examine the current institutions and the politics of federal, provincial, municipal and Aboriginal band governments in Canada. Students learn about the primary components of government structure, the political process and the interrelationship between the different levels of government. Manitoba politics receive special reference.

CANADIAN INVESTMENT FUNDS

BUSN-0160 | 6 credits

Prerequisite: BUSN-0006 Economics 1; BUSN-0169 Personal Finance

The Canadian Investment Funds Course (CIFC) is an industry recognized mutual fund licensing course offered through the IFSE Institute. Upon successful completion of this course, students will possess the necessary credential in order to function as a mutual fund representative. The topics covered in this course include regulatory environment, registrant responsibilities, suitability, economic factors and financial markets, types of mutual funds, portfolio management, taxation, retirement and making recommendations.

CANADIAN NURSING PRINCIPLES

HLTH-0183 | 3 credits

The purpose of this course is to introduce students to the discipline of practical nursing. Course concepts include foundations of nursing within the wellness model.

CANNABIS CROP PRODUCTION

AGRC-0297 | 6 credits

Students will learn about the specific cannabis production requirements and harvesting criteria under controlled environment culture. Cannabis botany, growth cycle, genetics, propagation, pest management, Integrated Crop Management (ICM) and harvesting in both a greenhouse and warehouse setting will be addressed. An introduction to the chemical composition of cannabis and its importance from a medical and recreational perspective is also included.

CAPSTONE

MEDP-0082 | 18 credits

Prerequisites: MEDP-0088 Film and Factual 2, MEDP-0112 Multiplatform Journalism 2, MEDP-0085 Digital Audio and Radio 3, COMP-0619 Digital Toolkit 3, MEDP-0095 Unscripted Video Production 2

Envision, design and produce a client-driven project integrating skills, knowledge, and judgments from their past courses and current elective. Students hone their skills in pitching ideas and learn strategies for managing big projects. Capstone is driven by students' elective choice.

CAREER AND BUSINESS PLANNING

BUSN-0159 | 6 credits

This course provides students with a practical approach to preparing and presenting a comprehensive business and a career plan. Students will be introduced to the preparation of business and marketing plans as well as elements of e-commerce and project management. Both traditional business models and social enterprise will be emphasized throughout. The principal goal of this course is to have students prove their capability to develop and implement organizational strategies in simulated business situations.

CAREERS IN ELECTRICAL TRADE

PEDV-0251 | 1.5 credits

In this course students are given an understanding of careers and training opportunities in the Electrical Construction trade. Students gain an understanding of the apprenticeship training system in Manitoba and have an awareness of the trade's dynamics, including the roles and responsibilities that affect jobsite activities.

CARTOGRAPHY

GEOS-0018 | 6 credits

Corequisite: GEOS-0026 GIS Analysis

An introduction to computer-assisted cartographic methods and processes. Emphasis is on map design and cartographic communication using computer-assisted cartographic techniques. Students examine multimedia cartographic visualization prospects. Cartographic ethics are observed and adhered to during the various cartographic products generated.

CHEMISTRY 1 (CIVIL)

SCIE-0085 | 3 credits

This course is an enhanced review of high school chemistry with theoretical and practical emphasis on chemical compounds and reactions. Other topics covered are nuclear radiation, energy and gases.

CHEMISTRY 2 (CIVIL)

SCIE-0086 | 4.5 credits

Prerequisite: SCIE-0085 Chemistry 1 (Civil) This course is a continuation of Chemistry 1 (Civil).

It covers the properties of solutions, acids and bases, and includes an introduction to organic chemistry and biochemistry.

CHEMISTRY 30S

SCIE-0024 | 1 high school credit | P

This course consists of six units including an introduction (periodic table, chemical formulas, compounds and naming), physical properties and changes, chemical reactions, solubility, acids and bases, and organic chemistry. Chemical relationships are examined theoretically and through laboratory simulations and experiments.

CHEMISTRY 40S

SCIE-0025 | 1 high school credit | P

Prerequisite: SCIE-0024 Chemistry 30S

This course consists of six units including the nature of chemistry, kinetics, chemical equilibrium, acid-base equilibria, solubility equilibria and oxidation-reduction. These units extend students' understanding gained in Chemistry 30S. Chemical relationships are examined theoretically and through laboratory simulations and experiments.

CHILD DEVELOPMENT

PSSY-0066 | 3 credits | D

This course involves the study of the development of the school age child, through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children from kindergarten to grade 12. Information is provided on child development theorists.

CHILD DEVELOPMENT 1

PSSY-0029 | 6 credits | D

This course involves the study of developmental stages from birth to toddlerhood that are essential for the early childhood educator to provide children with a nurturing and stimulating environment. The principles, processes and theories of development, birth and the newborn baby are discussed. The development of the physical, social, emotional, cognitive and language domains and milestones reached through infancy and toddlerhood are the focus of this course.

CHILD DEVELOPMENT 2

PSSY-0020 | 6 credits | D

Prerequisites: PSSY-0029 Child Development 1, COMP-0414 Documentation

This course involves the study of the development of the preschool child, through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children ages two to five.

CHILD DEVELOPMENT 42C

PSSY-D066 | 0.5 high school credit

This course involves the study of the development of the school age child, through theory, research and observation. Students apply their knowledge of physical, social/emotional, language and cognitive development to plan developmentally appropriate, stimulating activities for children from kindergarten to grade 12. Information is provided on child development theorists.

CHILDREN WITH SPECIAL NEEDS

PSSY-0025 | 6 credits | D

Prerequisites: PSSY-0020 Child Development 2, ECED-0013 Teaching Strategies, ECED-0050 School Age Care, ECED-0001 Guiding Children's Behavior

This course provides an overview of the inclusion of children with extra support needs in early childhood settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of young children are explored. The focus is on early childhood practices and procedures necessary for including children with diverse abilities in early childhood settings.

CHILDREN'S SPECIAL NEEDS

PSSY-0067 | 6 credits | D

This course provides an overview of the inclusion of children with extra support needs in school settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of school-age children are explored. The focus is on practices and procedures necessary for including children with diverse abilities in school settings.

CHILDREN'S SPECIAL NEEDS 42C

PSSY-D067 | 1 high school credit

This course provides an overview of the inclusion of children with extra support needs in school settings. It examines the causes and characteristics of a variety of exceptionalities, as well as their effect on the child's development. Existing practices of assessment, referral and treatment of school-age children are explored. The focus is on practices and procedures necessary for including children with diverse abilities in school settings.

CNC PROGRAMMING AND OPERATION

COMP-0059 | 9 credits

Prerequisites: METL-0001 Drilling Machines and Saws, METL-0002 Engine Lathe Operations, WRKP-0006 Machine Shop Practices, METL-0004 Metallurgy, METL-0003 Milling Machine Operations, DRFT-0012 Blueprint Reading - INMF

An introduction to the fundamentals of computer numerically controlled (CNC) machining. Complete a variety of projects using industry standard G and M codes to program both CNC lathe and milling machine operations.

CODES AND COMBUSTION

ENGR-0056 | 1.5 credits

Learn about legislation and codes for power engineers as well as ASME Section 1 code calculations for power boilers. Develop understanding of the fuels used to fire boilers, how these fuels are utilized, and the different applications and techniques used to achieve proper combustion.

COLLEGE FOUNDATIONS

PEDV-0356 | 0 credit

Improve your ability to navigate the college experience and environment, including student's rights, roles, and responsibilities. In this course, students reflect on their skills, attitudes, and expectations and develop learning strategies to help them to become successful, resilient, and self-directed learners. The course covers topics such as success in online learning, time management strategies, learning strategies, assessment taking strategies, academic integrity, information and digital literacy, and wellness, among others. It integrates elements of student orientation.

COLLEGE WRITING

COMM-0337 | 6 credits | D, P

The ability to gather and interpret information, then create clear, concise and coherent written material is essential for professional communications. This course focuses on the fundamental building blocks of writing: grammar, punctuation, spelling and word usage.

COMBUSTION AND MAINTENANCE 1

ENGR-0046 | 3 credits

An introduction to different types of fuels used to fire boilers and how these fuels are utilized. Students will learn the different applications and techniques used to achieve proper combustion.

COMBUSTION AND MAINTENANCE 2

ENGR-0047 | 3 credits

Prerequisites: ENGR-0046 Combustion and Maintenance 1

Build on Combustion and Maintenance 1 with an introduction to different maintenance procedures used in both commercial and industrial settings. The different types of powerhouse industrial plants are also introduced.

COMMERCIAL WIRING

ELEC-0014 | 9 credits

Prerequisite: ELEC-0018 Residential & Premise Wiring

Receive hands-on training that covers the installation of a variety of wiring methods including electrical metallic tubing, PVC conduit, ridged steel conduit, flexible metal conduit, liquid tight metal conduit, and armored cable (AC-90 and TECK-90). Motor control circuits include two- and three-wire circuits, motor starters, braking methods, programmable logic controllers and variable speed drives.

COMMODITY MARKETING

MKTG-0063 | 6 credits

Learn the factors that make for profitable commodity marketing in Canada. From classifications, grades, end uses, production, export, consumption, macroeconomics and currency rates, gain a better understanding to follow fundamental factors influencing price. Identify significant grade determinants and practice grain grading techniques while gaining an understanding of supply chain management. Learn price risk management strategies to preserve profit margin and increase net returns. A variety of marketing tools such as delivery contracts, hedges and options are examined. Technical analysis, along with basis tracking and assessment skills, are provided to enable the producer to select and time effective market entry and exit. Gain hands-on experience using a marketing information service platform.

COMMUNICATION CIRCUITS

ELTE-0087 | 3 credits

This course introduces Radio Frequency (RF) communication systems and theory. Students learn the electromagnetic and frequency spectrum, elements of a communications channel, basic building blocks of an RF system, modulation and demodulation techniques, absolute and relative decibel (dB) measurements and readings and develop a basic RF Communications lexicon. Through lab activities, students assemble, test, trouble shoot and align an Amplitude Modulated (AM) and Frequency Modulated (FM) broadcast receiver.

COMMUNICATIONS

COMM-0006 | 6 credits | D, P

Develop basic communication skills and strategies needed to communicate effectively: orally and through written media. Course topics include the process of communication, communicating across cultures, characteristics of effective messages, and composing effective written messages.

COMMUNICATIONS

COMM-0045 | 3 credits

This course includes instruction in techniques to improve both written and oral communication with prospective employers, co-workers and clients. Effective strategies for customer service are emphasized. It also serves to familiarize students with the regulations related to the workplace. As well, students receive an introduction to the use of computer software and hands-on experience with Windows operating system, Internet and email.

COMMUNICATIONS

COMM-0260 | 1.5 credits

This course includes instruction in techniques to improve both written and oral communication with prospective employers, co-workers and clients. Effective strategies for customer service are emphasized. It also serves to familiarize students with the regulations related to the workplace. As well, students receive an introduction to the use of computer software and hands-on experience with Windows operating system, Internet and email.

COMMUNICATIONS (CIVIL)

COMM-0138 | 3 credits

This course introduces students to effective writing techniques that enable them to complete various business documents such as letters and memoranda. Students produce a variety of informal technical reports such as mechanism, incident, progress, field trip and progress reports.

COMMUNICATIONS AND TECHNOLOGY

COMP-0571 | 6 credits

Communicate better in the work world. Using technology as a communication tool, students will learn to write, present, organize and interpret data, and interact with the online world.

COMMUNICATIONS SYSTEMS

ELTE-0080 | 6 credits

Prerequisites: ELTE-0063 Communications Theory, ELTE-0065 Instruments and Measurements 2, MATH-0061 Calculus, SCIE-0072 Physics, MATH-0063 Technical Math, COMP-0410 Network Fundamentals

Examine the key components of telecommunication infrastructure. Students study voice, data and video distribution systems as they gain knowledge in the architecture, carrier systems, hardware and signaling used for both analog and digital communication systems in copper telephone systems (PSTN). The function and operation of various fibre optic equipment and topologies is also examined. Students become familiar with network management systems used to monitor network devices. Protocols that are studied include Simple Network Management Protocol (SNMP).

COMMUNICATIONS THEORY

ELTE-0063 | 6 credits | P

Prerequisites: ELTE-0087 Communication Circuits, MATH-0061 Calculus

An introduction to digital and analog communication theory. Through simulations, laboratory work and case studies, students learn the characterization of signals and spectra, modulation and demodulation techniques, AM and FM systems, base band pulse and digital signaling, band pass signaling principles and circuits, spectral analysis, and performance of communication systems corrupted by noise. Fundamental building blocks of receivers, transmitters and related circuits are studied including Automatic Gain Control (AGC) circuits, mixers, phase lock loops, frequency synthesizers, balanced modulators and demodulators, limiters and squelch circuits.

COMMUNITY POLICING

JSTC-XXXX | 6 credits

A police service and its officers must have a strong understanding of how they may best serve the communities in which they work. Students examine and apply community-based problem-solving models that utilize proactive approaches to reduce crime and promote community safety.

COMMUNITY DEVELOPMENT

PSSY-0086 | 3 credits | P

Students examine the concepts, values, and strategies of community development to achieve social change. By conducting a community assessment, students learn how to balance mind, body and spirit from an Indigenous perspective in order to identify health and human services, and community recreation needs.

COMMUNITY NURSING

HLTH-0019 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

Explore the multiple dimensions of health, health behaviours and environmental and social factors that affect health and/or health behaviour. Alternative health behaviours and therapies are explored.

COMMUNITY SERVICE 1 41G

PRAC-0162 | 1 high school credit | P

Volunteer with non-profit and community service organizations. Students gain interpersonal communication skills, civic knowledge, an increased sense of self-awareness and increased self-esteem while making a valuable contribution to their community. Students are expected to communicate regularly with their student advisor throughout their volunteer experience. Students are not eligible to gain credit for volunteer experience gained prior to course registration. Evaluation involves the student, the community service organization and the advisor.

COMMUNITY SERVICE 2 41G

PRAC-0163 | 0.5 high school credit | P

Volunteer with non-profit and community service organizations. Students gain interpersonal communication skills, civic knowledge, an increased sense of self-awareness and increased self-esteem while making a valuable contribution to their community. Students are expected to communicate regularly with their student advisor throughout their volunteer experience. Students are not eligible to gain credit for volunteer experience gained prior to course registration. Evaluation involves the student, the community service organization and the advisor.

COMPENSATION

HRMG-0118 | 6 credits

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

Get familiar 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.

COMPRESSOR PRINCIPLES

ENGR-0057 | 1.5 credits

Discuss the classification, design, and operating principles of industrial air and gas compressors. Learn air compressor auxiliary operation, controls, and operational procedures.

COMPUTER APPLICATIONS

COMP-0198 | 3 credits

Prerequisite: COMP-0020 Word Processing Skills

Students gain practical skills in utilizing software to assist in food service management. Specifically, students learn how to use computerized programs to create prep, line and plating specifications, manage inventory and track food costs, and link the management of these components to the overall financial health of the food service operation. Students also hone their online portfolio to showcase their employability skills.

COMPUTER PROGRAMMING 1

COMP-0439 | 3 credits

An introduction to computer programming. Students are expected to demonstrate proper techniques in program design and the applications of the various program control structures and data structures. This course is designed to support the Micro-Controller Systems course.

COMPUTER PROGRAMMING 2

COMP-0440 | 3 credits

Prerequisite: ELTE-0052 Digital Circuits

Build on the programming concepts and skills developed in Computer Programming 1 to enhance students' problem solving and program design abilities. Students are introduced to languages that are used to develop applications for wireless devices and embedded systems.

COMPUTER REPAIR 1

NETW-0002 | 6 credits

Combine theory and practical work of all components found in modern computer hardware. Areas of study include computer assembly and repair, and troubleshooting hardware and peripherals. Students install hardware components and diagnostic programs to facilitate diagnosis, troubleshooting and benchmarking of hardware and operating systems.

COMPUTER REPAIR 2

NETW-0003 | 6 credits

Prerequisite: NETW-0002 Computer Repair 1

This course expands beyond topics covered in Computer Repair 1 by placing all skills into a real-life environment. Students run a computer repair shop and handle all aspects including: customer service, communications, and repair or solutions based on the customers' needs. Advanced lab topics include: computer cleaning (physical and software), virus detection and removal, backup solutions, registry, documentation writing and basic scripting.

COMPUTER SKILLS

COMP-0353 | 3 credits | D

Learn file management, email and Internet concepts. They use a popular word processing package to prepare professional documents.

COMPUTER SKILLS 32C

COMP-D353 | 0.5 high school credit | P

Learn file management, email and Internet concepts. They use a popular word processing package to prepare professional documents.

COMPUTER SYSTEMS 32C

COMP-D006 | 0.5 high school credit

Become literate in the area of computers in general, and in microcomputers specifically. Students learn about hardware and software components of a microcomputer system and receive hands-on experience with the Windows operating system, Internet and email.

CONCRETE FORMING TECHNOLOGY

CPWW-0012 | 3 credits

Study the characteristics of quality concrete, its mixture, transport, placement, finishing and curing. Other course material includes forming for footings, walls, columns, beams, slabs and stairs.

CONFERENCE SERVICES MANAGEMENT

HOSP-0010 | 3 credits

This course provides students with the strategies necessary to stage a successful conference. Topics include conference co-ordination, choosing meeting dates and locations, choosing a facility, banquets, program design, and pre and post-event tours.

CONFLICT RESOLUTION

PSSY-0012 | 3 credits | P

Learn techniques on how to resolve conflicts before they escalate to a crisis situation. They learn how to analyze a variety of confrontational situations and learn personal triggers and reactions to conflicts. Through situational role-playing and other techniques, students learn defusing skills.

CONSTRUCTION MATERIALS/SAFETY

ENGR-0004 | 6 credits

Prerequisite: DRFT-0011 Drafting Fundamentals (Civil)

Build on the introduction to wood frame construction block presented in Drafting Fundamentals (Civil). Study wood frame construction materials and systems. Application of these principles is achieved by the production of architectural working drawings (elevations, sections and details) for a residential project, structural details, and mechanical and electrical system layouts. Stair design and framing member selection using Canada Mortgage and Housing (CMHC) span tables is also presented.

CONSTRUCTION SAFETY

WRKP-0030 | 3 credits

Along with instruction in erection and use of staging and ladders, students become familiar with ropes, rigging and hand signals, as well as construction site health and safety hazards and appropriate personal protection devices.

CONSTRUCTION TRADES GEOMETRY

MATH-0013 | 1.5 credits

Review of the basic geometry skills required for working in the construction trades.

CONSUMER BEHAVIOUR

BUSN-0176 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

Analyze the behaviours that consumers display in searching for, purchasing, using and evaluating products, services and ideas that they expect will satisfy their needs. The course examines the decision-making process involved in the allocation of resources.

CONTEMPORARY ISSUES

PSSY-0087 | 6 credits | P

Examine the current issues affecting our environment and community health. Relevant research in areas such as poverty, abuse, addictions and parenting are reviewed.

COOKING FUNDAMENTALS

COOK-0079 | 6 credits

An overview of the cooking profession and the food service industry. It includes information on sanitation, safety, Workplace Hazardous Materials Information System (WHMIS), first aid and safe food handling.

COOKING PRINCIPLES

COOK-0080 | 3 credits

Information and practical experience on how to follow a recipe, use seasonings and flavours, as well as perform mise en place. The importance of basic nutrition is highlighted.

CO-OP WORK PLACEMENT - AGRB

COOP-0025 | 15 credits

Prerequisites: AGRC-0295 Crop Pest Management, AGRC-0290 Soil & Soil Fertility, PEDV-0313 Professional Development, HLTH-0277 Occupational Health & Safety, AGRC-0219 Crop Production Systems, plus cumulative weighted grade point average (CWGPA) of 2.0 or greater.

This requires a minimum of 600 hours of full-time, paid, related work experience. The work placement is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work placement plus assignments based on the student's work experience.

CO-OP WORK PLACEMENT - CVLTC

COOP-0014 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

This requires a minimum of 480 hours of full-time, paid, related work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - CVLTM

COOP-0028 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

This requires a minimum of 480 hours of full-time, paid, related work experience. The work placement, which is normally of 16-week duration, is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - HOTEL

COOP-0005 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

This course requires a minimum of 480 hours of full-time, paid, program relevant work experience. The work placement is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit written reports on the work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - HOTEL

COOP-0026 | 6 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

This requires a minimum of 240 hours of full-time, paid, program relevant work experience. The work placement is subject to prior approval of and monitoring by a designated faculty member. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for approval by the designated faculty member. Work experience acquired prior to registration in the program is not eligible for this credit.

CO-OP WORK PLACEMENT - LWMGT

COOP-0021 | 15 credits

Prerequisites: SCIE-0038 Plant Physiology and Taxonomy, AGRC-0291 Terrestrial Ecosystems, PEDV-0313 Professional Development, ENVR-OO37 Soils and Water, plus cumulative weighted grade point average (CWGPA) of 2.0 or greater

This requires a minimum of 600 hours of full-time, paid, related work experience. The work placement is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work placement plus assignments based on the student's work experience.

CORPORATE FINANCE

BUSN-0165 | 6 credits

Prerequisite: ACCT-0004 Financial Accounting 2

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.

COUNSELLING

PSSY-0014 | 6 credits | P

Prerequisite: PSSY-0070 Counselling and Interviewing.

Students build on the skills learned in Counselling and Interviewing. Practical experience is gained through role-playing, videotapes and observation.

COUNSELLING AND INTERVIEWING

PSSY-0070 | 3 credits | P

An introduction to basic counselling skills of attending, listening and empathy. Learn to apply a functional model to counselling situations and integrate the basic skills. The course involves classroom and videotaped role-plays, observation and interactive learning.

COUNSELLING CHILDREN AND YOUTH

PSSY-0032 | 3 credits

Familiarize yourself with child counselling and its process with this overview of the biological, sexual and cognitive transitions of children and adolescents. Study communication, maintenance and enhancement of self-esteem, identity acquisition, sexuality and independence. Explore current techniques, strategies and skills for counselling children and youth. This course is for Applied Counselling Skills students only.

COUNSELLING PRACTICUM PREP

PEDV-0321 | 1.5 credits

Prerequisite: PSSY-0103 Trauma and Crisis

Students review legal and ethical responsibilities for counsellors practicing in the field, refresh their knowledge about client confidentiality, and complete interactive scenarios to prepare for maintaining professionalism in a variety of workplace environments. Students review college policies and responsibilities in preparation for being off-site for their upcoming practicum.

COUNSELLING SKILLS THEORY

PSSY-0101 | 4 credits

Prerequisite: PSSY-0014 Counselling

Learn to ground counselling skills within a personal framework of counselling theories (Adlerian, Person-Centered, Feminist, Gestalt and Cognitive) with an emphasis on connecting theory and practice. Continue to practice and deepen counselling skills while building a theoretical foundation that includes Indigenous knowledge.

CRITICAL ISSUES

ECED-0022 | 3 credits | D

Prerequisites: COMP-0414 Documentation, PEDV-0009 Professionalism, ECED-0052 Philosophy and Curriculum

An introduction to the basic techniques involved in research and critical analysis of various current issues relevant to the field of early childhood education. Through selected readings and videos, students begin to explore how broad social issues, social policy and various early childhood philosophies affect the way we care about children and families.

CROP PEST MANAGEMENT

AGRC-0295 | 6 credits

Co-requisite: AGRC-0162 Agro-Ecology Field Laboratory

Learn integrated pest management skills to provide sustainable pest (weed, disease and insect) management solutions for major crops in Western Canada. Students learn to understand biology, identification and cultural control of agricultural pests at various lifecycle stages. Pest monitoring and scouting techniques are also examined in detail to determine pest severity and population threshold levels during field investigations. Research on benefits of pest forecasting using pest sampling, remote sensing and aerial imagery are also examined. Integrated pest management tools, especially cultural, mechanical and biological control (natural enemies and predators) are discussed in detail to help students design pest management programs for major crops in Western Canada.

COURSE DESCRIPTIONS

CROP PRODUCTION SYSTEMS

AGRC-0219 | 6 credits

Prerequisite: AGRC-0278 Food Production Methods

This course covers the production of cereal grains, oilseeds, legumes, forages and special crops. Topics include the history and development of crop production and plant breeding. Students focus on the anatomy of cultivated plants and the key production practices unique to each crop including crop establishment, harvest and storage. Students examine the concepts of sustainable decision making in cropping systems as it relates to crop rotation and managing plant health. This course includes a hands-on laboratory component focused on crop staging and health.

CROSS-CULTURAL AWARENESS

PSSY-0011 | 3 credits | P

Explore the significance of anti-bias curriculum. Gain an awareness of a variety of cultures and learn ways to deal effectively in a multi-cultural society.

CROSS-CULTURAL EDUCATION

PSSY-0024 | 3 credits | D

Explore cultural and ethnic diversity in a broad way and illustrates how this impacts on the lives and attitudes of growing children. Multi-cultural, anti-bias and global education philosophies are explored, enabling students to develop a program that is inclusive and both respects and celebrates diversity.

CROSS-CULTURAL EDUCATION 42C

PSSY-D024 | 0.5 high school credit | D

Explore cultural and ethnic diversity in a broad way and illustrates how this impacts on the lives and attitudes of growing children. Multi-cultural, anti-bias and global education philosophies are explored, enabling students to develop a program that is inclusive and both respects and celebrates diversity.

CUISINE AND TRENDS

COOK-0063 | 6 credits

Explore the flavours and recipes of international cuisine, as well as trends in cooking.

CULINARY APPLICATIONS 1

COOK-0081 | 6 credits

This course includes student participation in special projects and functions with closely supervised guided learning. Projects are chosen to match the abilities of year one students. The learner rotates through several stations to develop the skills, techniques, knowledge and critical thinking experience necessary to succeed in industry.

CULINARY APPLICATIONS 2

COOK-0088 | 6 credits

Prerequisite: COOK-0081 Culinary Applications 1

This course includes special projects and functions that allow the student to transfer what they have learned to practical application and to exercise critical thinking. The learner rotates through several stations as a chef de partie to develop skills, techniques and knowledge in the area of food service management and cost control.

CULINARY SKILLS

COOK-0082 | 3 credits

Prerequisites: COOK-0014 FoodSafe 1 & COOK-0079 Cooking Fundamentals

The learner is introduced to the most commonly used equipment, tools and utensils in foodservice kitchens with a focus on safe techniques and procedures for handling, use and storage. Knife skills are emphasized and the basic concepts and specific operations of mise en place are discussed.

CULTURAL ADAPT/ COUNSELLING

PSSY-0033 | 3 credits

Explore the field of counselling across cultures. Use a three-stage developmental process that includes awareness, knowledge and skills to develop proficiency in cross-cultural counselling. Participate in role-playing, simulation exercises and group exercises to learn the appropriate methods to respond to cultures other than one's own. This course is for Applied Counselling Skills students only.

CULTURAL DIVERSITY COMMS

COMM-0404 | 6 credits

Explore and analyze the influences that shape culturally diverse communities. Students are exposed to various diverse and Indigenous cultures with a focus on Indigenous history from pre-contact to present day, including the relationship between Indigenous people and the Canadian justice system. Students learn to apply respectful intercultural communication theories in their daily and occupational lives.

CURRICULUM DEVELOPMENT

ECED-0051 | 6 credits

Prerequisites: ECED-0004 Curriculum Planning 1, PSSY-0022 Child Development 2

Explore modern day approaches that can be considered in the development of curriculum. The course guides students through the emergent and project approach to curriculum planning. Students analyse factors that affect curriculum including scheduling and the creation of an anti-bias environment.

CURRICULUM PLANNING 1

ECED-0004 | 3 credits | D

Early childhood educators require knowledge and ability to plan and provide activities that meet the child's development skill levels, needs and interests. They require skill in assessing activities and evaluating its potential. In this course, students become familiar with activity planning strategies and the planning form used throughout the diploma program curriculum.

CUSTOMER RELATIONS

BUSN-0163 | 6 credits

Prerequisites: PEDV-0313 Professional Development, COMP-0571 Communications and Technology

Develop the skills needed to succeed in a career as an outside sales representative in the Western Canadian agriculture industry. Students will select an agricultural product or service and participate in a comprehensive case study and accompanying role plays for the entire semester. The case study and role plays will cover all steps leading up to and covering an entire sales presentation.

CUSTOMERS AND COMMUNICATIONS

COMM-0394 | 6 credits

Examine customer service and communication skills. Students react and respond to different challenges of customer service and effectively communicate with customers through personal contact, email, and written correspondence. Students engage heavily in emotional intelligence exercises, practice presentation skills, and utilize various types of written and oral communication important to the network administration field.

D

DAILY LIVING LABORATORY

HLTH-0176 | 3 credits | D, P

Corequisite: HLTH-0175 Daily Living Theory

Focus on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the laboratory component where personal skills are taught and practiced.

DAILY LIVING LABORATORY 42C

HLTH-D176 | 0.5 high school credit

Corequisite: HLTH-D175 Daily Living Theory 42C

Focus on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the laboratory component where personal skills are taught and practiced.

DAILY LIVING THEORY

HLTH-0175 | 3 credits | D, P

Corequisite: HLTH-0176 Daily Living Laboratory

Focus on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the theory portion of the course.

DAILY LIVING THEORY 42C

HLTH-D175 | 0.5 high school credit

Corequisite: HLTH-D176 Daily Living Laboratory 42C

Focus on basic personal care skills. Some of the topics include principles of good body mechanics, body positioning, moving the client, restraints, aids to mobility, bathing, elimination and skin care. Other topics such as foot care, activities of daily living, clothing and its care, and bed making are covered. A component of this course is learning and understanding medical terminology. This is the theory portion of the course.

DATA PROCESSING

COMP-0545 | 3 credits

Prerequisite: COMP-0543 Excel 1, COMP-0542 Keyboarding and Documents

This course allows students to integrate computer applications. Students are introduced to the hands-on skills needed to create and use database management software in the business environment, using Microsoft Access. Students will also create presentations using Microsoft PowerPoint, incorporating fonts, graphics, and colours to create slides, overheads, printed documents, and on-screen slide shows. Students then have the opportunity to fully integrate an office suite by working through a comprehensive case project, requiring knowledge of Access, PowerPoint, Excel, and Word.

DATA VISUALIZATION

MEDP-0104 | 6 credits

Prerequisites: MEDP-0103 Back-End Development, MEDP-0097 Front-End Development

Data visualization is the discipline of trying to understand data by placing it in a visual context so that patterns, trends and correlations that might not otherwise be detected can be exposed. This course provides an introduction to a current programming language which is suited for data visualization concepts.

DC THEORY DEVICES & CIRCUITS

ELEC-0021 | 6 credits

An introduction to basic electrical concepts devices and DC circuit analysis. Students perform circuit calculations involving two-and three-wire circuits and learn the correct use of meters in the electrical trade.

DESIGN THE CHILDREN'S SETTING

ECED-0019 | 3 credits | D

Prerequisite: ECED-0046 Applied Practical Skills 3

Establish and maintain high quality environments for children and the adults who work with them. Students discover the inter-relationships of people, space, equipment, time and goals in determining the quality of an environment for children. Ways of adapting and modifying the elements of environment are explored.

DIGITAL ART & DESIGN STUDIO 1

COMP-0620 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals, COMP-0624 Software Skills, MEDP-0100 Studio Skills

Develop advanced skills in digital content acquisition and editing. Focus is placed on refining the aesthetic and technical qualities of visual and audio assets. Strategies for critiquing and assessing work are also incorporated.

DIGITAL ART & DESIGN STUDIO 2

COMP-0621 | 12 credits

Prerequisites: COMP-0620 Digital Art & Design Studio 1, MEDP-0096 Editorial Design & Production, COMM-0402 Typography & Brand

Develop a deep knowledge and use tools and techniques to create technically well-crafted and aesthetically pleasing designs. An emphasis is placed on the skills and concepts for conveying theme and concept for specific purposes and audiences. Students develop personal processes and practices for continued skill improvement.

DIGITAL AUDIO & RADIO 1

MEDP-0083 | 6 credits

An introduction to essential audio theory and orientation to audio equipment used to create audio content for multiple platforms. The focus is on acquisition and editing of professional quality audio for basic single-waveform and multitrack projects. A portion of this course is also dedicated to the rules and regulations of radio broadcasting in Canada and on-air performance techniques.

DIGITAL AUDIO & RADIO 2

MEDP-0084 | 6 credits

Prerequisite: MEDP-0083 Digital Audio & Radio 1

Continue the study of audio production techniques. Areas covered include advanced multi-track recording and mixing, advanced digital audio production techniques and advanced digital audio workstation editing. Emphasis on the sound design for scripted and factual podcasts as well as basic music track production is covered here. Advanced signal processing techniques are introduced in order to sweeten audio for broadcast and video productions. A portion of this course is dedicated giving students a comprehensive understanding of radio broadcast consoles and radio automation software. Students practice their on-air performance skills from Digital Audio and Radio 1.

DIGITAL AUDIO & RADIO 3

MEDP-0085 | 6 credits

Prerequisite: MEDP-0085 Digital Audio & Radio 2

Music track recording and mixing, and live sound reinforcement are taught in this class. Students study the correct microphone placement techniques required to record a variety of musical instruments to meet industry standards. Advanced signal processing and advanced music track mixing techniques are covered. An overview of live sound reinforcement is introduced here. A portion of the course is also dedicated to honing further skill sets in radio broadcasting. Students host two-person shows, and gain knowledge in using social media as a tool for listener engagement.

DIGITAL CIRCUITS

ELTE-0052 | 6 credits | P

This course provides students with a thorough background in digital devices and systems. Students examine different numbering systems and Boolean concepts used in digital logic circuits. Logic gate circuits are discussed and their truth tables and Boolean output equations generated. Combinational logic circuits are analyzed and simplified using Boolean identities, theorems and Karnaugh mapping techniques. Flip-flops are explored and their applications to counters, registers and memory devices, encoders, decoders, multiplexers and de-multiplexers. The electrical characteristics and specifications of various integrated circuit logic families are also studied. Finally, students select and use programmable logic devices to implement solutions to digital logic problems.

COURSE DESCRIPTIONS

DIGITAL DESIGN

COMP-0464 | 6 credits

Prepare for the challenges of imagining, creating and editing typographic, photographic, graphic and motion graphic elements for interactive media. Use image and motion editing applications to create, manipulate, compose and optimize graphics for interactive and media. Demonstrate knowledge of techniques and standards in design, photography, digital colour, typography and motion design, using the correct terms and explaining key concepts.

DIGITAL TOOLKIT 1

COMP-0617 | 6 credits

An introduction and overview of the industry standard software tools used to create and distribute media content. Select appropriate strategies and tools to develop digital content. Best practices in production collaboration and management methods are emphasised. The art and craft of photography is introduced here along with the techniques required to acquire technically correct and aesthetically pleasing photographs. Gain skills in the foundation of still image post production techniques.

DIGITAL TOOLKIT 2

COMP-0618 | 6 credits

Prerequisite: COMP-0617 Digital Toolkit 1

Build on skills to develop visual content that reflects themes and concepts, and that is technically well crafted through applied practice and critique. Develop technical requirements and skills needed to produce supporting and stand alone graphic elements for media productions. Advanced techniques in photography are be explored, like: studio portraiture and studio lighting, as well as the post production of these images to meet industry standards for delivery to multiple platforms.

DIGITAL TOOLKIT 3

COMP-0619 | 6 credits

Prerequisite: COMP-0618 Digital Toolkit 2

Students further refine their technical skills in creating visual content for a range of distribution platforms, purposes, and audiences. Emphasis is placed on creating industry-quality assets to support media productions. Additional skill sets in the art and craft of photography, like: on-location portrait, landscape, event, corporate client, sports and advanced studio portrait photography are studied and practiced.

DIGITAL VIDEO

MEDP-0086 | 6 credits

This course prepares students for the challenges of pre-producing, filming and editing video productions. Focus is on the professional details and fundamental skills necessary to successfully acquire, sequence and presentation video for multiple delivery methods. Students recall and use video production terminology to communicate effectively as members of a production team. Students demonstrate best practices in the use of camera, lighting and video monitor systems and evaluate video productions and production values according to industry standards. Students identify and describe the underlying technical theory and the functions of basic equipment used in video production facilities/studios. Students master finished video productions for a variety of delivery methods.

DINING ROOM MANAGEMENT

HOSP-0026 | 6 credits

Practice and demonstrate management functions, skills and roles in a simulated work setting, i.e. the Great Grey Owl restaurant. Drawing on previous courses and Great Grey Owl experience, assist in developing operating procedures, training first-year students in these procedures, preparing shift schedules, monitoring performance and demonstrating correct practices, tracking sales and inventory, and monitoring budgets. Work under the direction of an instructor at all times.

DINING ROOM SERVICE

HOSP-0032 | 6 credits

Prerequisites: HOSP-0001 Dining Room Skills 1, HOSP-0052 Smart Choices, COOK-0014 FoodSafe1

Focus on the practical application of dining room and operation by operating the on-campus Great Grey Owl Restaurant at the Manitoba Institute of Culinary Arts. Complete a pre-determined number of shifts/hours in the Great Grey Owl Restaurant performing various roles that allow experience in the positions required for a successful dining room operation. Fine dining experience is gained in table-side service, bartending, food and beverage service, and guest services.

DINING ROOM SKILLS 1

HOSP-0001 | 3 credits | P

This course explores the fundamentals of food service, sanitation and safety procedures, responsibility to the public, table setting, side work, meeting, greeting and serving the guest. Students acquire skills for North American and Continental table service. In addition, this course addresses the management of the dining room and develops food and beverage skills through practical applications.

DOCUMENTATION

COMP-0414 | 3 credits | D

Students are introduced to documentation strategies used in early childhood settings and create documents using the computer and other technology.

DRAFTING FUNDAMENTALS (CIVIL)

DRFT-0011 | 9 credits | P

Students are provided the skills to use standard board drafting equipment and are introduced to basic drafting standards and conventions (architectural and engineering). These include basic lettering form, drawing layout, line-work techniques, dimensioning, sectioning, symbols, abbreviations, pictorial drawings or orthographic drawings. The drawings produced use metric and imperial units. Instruction is provided in the form of lectures, demonstrations, video presentations and practical drawing assignments. The course also introduces students to basic wood frame construction materials and systems. Students apply drafting standards and conventions in the production of working drawings for a residential project.

DRILLING MACHINES AND SAWS

METL-0001 | 3 credits

Corequisites: METL-0004 Metallurgy, WRKP-0006 Machine Shop Practices

Learn the various operations that can be performed on drilling machines and metal cutting saws.

E

EARLY CHILDHOOD ADMINISTRATION

ECED-0026 | 3 credits | D

Prerequisites: HRMG-0033 Human Resource Function, PSSY-0001 Organizational Behaviour 1, PSSY-0002 Organizational Behaviour 2, ACCT-0032 Financial Management, PSSY-0080 Family and Community Relations

This course is the critical element of the certificate program. Managing effectively is fundamental to the success and quality of the early childhood setting. This course describes and analyzes the systems, relationships, roles and skills necessary to effectively manage an early childhood setting.

ECOLOGY

SCIE-0039 | 6 credits

Prerequisites: AGRC-0291Terrestrial Ecosystems, ENVR-0044 Aquatic Ecosystems

Corequisite: MATH-0072 Statistics for Life Sciences

Building on the fundamental ecological principles introduced in Aquatic Ecosystems and Terrestrial Ecosystems, this course focuses on the key concepts and theories ecologists use to guide ecological inquiry and answer ecological questions. The interrelationships between organisms and their environment, and the ways that these interactions influence processes which shape populations, communities and the biosphere will be emphasized. Labs supplement lecture material through the collection, analysis and interpretation of data from ecological experiments and simulations.

ECONOMICS 1

ECON-0006 | 6 credits | D, P

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

ECONOMICS 2

ECON-0007 | 6 credits | D, P

Prerequisite: ECON-0006 Economics 1

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

ECONOMICS/MANAGEMENT

BUSN-0152 | 6 credits

Study the application of economics to engineering matters including financial mathematics i.e. interest and annuities. Learn how to evaluate engineering proposals and gain insight into organizing and operating your own business. Then, examine all aspects of management at the supervisory role in technology. Study the role of first level management, including supervisory instruments, techniques and relationships with employees, senior management and unions.

EDITORIAL DESIGN & PRODUCTION

MEDP-0096 | 12 credits

Prerequisites: COMM-0402 Typography & Brand, COMP-0620 Digital Art & Design Studio 1 and MEDP-0097 Front-Ednd Development or ARTS-0021 Art, 3D & Motion

Learn content distribution strategies based on their area of specialization. Finalize production of different print and digital assets, making sure the client expectations have been met, as well as paying mind to audience accessibility. Students pursue further skills, to help them develop advanced techniques in their area of specialization.

ELECTRIC CIRCUITS 1

ELTE-0053 | 6 credits | P

An introduction to principles used in the analysis of direct current (DC) resistive circuits. Topics cover charge, current, voltage, resistance, energy and power. Series, parallel and series-parallel circuits are analyzed using Ohm's Law, power law and Kirchhoff's voltage and current laws. Advanced methods of analysis are used for more complex networks that include mesh (loop), nodal, superposition, Thevenins and Nortons theorem. Theory is supported with laboratory activities that include both real and computer simulations of DC circuits.

ELECTRIC CIRCUITS 2

ELTE-0054 | 6 credits | P

Prerequisite: ELTE-0053 Electric Circuits 1

An introduction to the behaviour of electrical circuits and networks when driven by a single-phase alternating current (AC) sine-wave source. Topics covered include sine-wave peak, average and effective values, power and power factor, resistance, capacitance and inductance as elements in single-phase AC circuits, phasor diagrams, impedance, admittance, voltage, current and power diagrams, analysis of AC circuits with complex algebra, resonance and resonant circuits, high and low-pass filters, and the application of circuit laws and theorems to single phase AC circuits. Theory is supported with laboratory activities that include both real and computer simulations of AC circuits.

ELECTRICAL 1 (PE)

ELEC-0025 | 6 credits

An introduction to help students become conversant with electrical terms and applied electrical principles, concepts and relationships that are fundamental to many technical applications. The course covers current and voltage relationships, terminology associated with alternating current (AC), direct current (DC) and magnetism. Electrical symbols and the various types of diagrams associated with the production, distribution and operation of electrical components and systems are studied. The course is conceptual while working toward problem solving and applications in industry.

ELECTRICAL 2 (PE)

ELEC-0037 | 6 credits

Prerequisite: ELEC-0025 Electrical 1 (PE)

Learn electrical terminology, units, principles, and relationships as they apply to technical applications.

ELECTRICAL CODE 1

ELEC-0019 | 6 credits

This course covers the Canadian Electrical Code with an emphasis on applying the code to residential construction.

ELECTRICAL CODE 2

ELEC-0015 | 6 credits

Prerequisite: ELEC-0019 Electrical Code 1

Learn the Canadian Electrical Code with an emphasis on applying the code to commercial and industrial construction.

ELECTRICAL SCIENCE

ELEC-0001 | 3 credits

Develop an understanding of basic electrical science. Students learn about various electrical laws including Ohm's law and are able to follow basic circuit diagrams and understand schematics used in the mechanical trade.

ELECTRICAL SYSTEMS

ELEC-0036 | 15 credits

Electrical and electronic systems are used to operate and control many of the functions found on modern truck, heavy duty and farm equipment. Technicians require a thorough understanding of the basics of electrical circuits, the principles of operation of system components and of the inter-relationships between these components. In this course students develop the skills and knowledge to safely service, diagnose and repair electrical systems and components, including wiring harnesses, switches, relays, solenoids, circuit breakers, fuses, lighting systems and batteries. Students also diagnose and troubleshoot starting and charging systems to locate problems. Emphasis is on safety, accuracy and efficient troubleshooting to isolate faulty components and failure analysis to avoid recurring failures.

ELECTRICAL/ ELECTRONIC SYSTEMS

ELEC-0013 | 15 credits

Prerequisites: WRKP-0009 Orientation and Shop Skills, ELEC-0001 Electrical Science

Electrical and electronic systems are used to operate and control many of the functions found on modern automobiles, heavy duty and farm equipment. Technicians require a thorough understanding of the basics of electrical circuits, the principles of operation of system components and of the inter-relationships between these components. In this course, students develop the skills and knowledge to service, diagnose and repair electrical systems and components, including wiring harnesses, switches, relays, solenoids, circuit breakers, fuses, lighting systems and batteries. Students learn to service, diagnose and repair electrical systems and components including cranking, charging and ignition systems, instrument and gauge circuits, and starting aid circuits. Emphasis is on accurate and efficient troubleshooting to isolate faulty components and failure analysis to avoid recurring failures.

ELECTRONIC CIRCUITS 1

ELTE-0073 | 6 credits | P

Prerequisite: ELTE-0053 Electric Circuits 1

An introduction to the fundamentals of semiconductor theory, devices and solid-state circuits. Analyze, design and build simple diode rectifier circuits, zener diode circuits and bipolar and field effect transistor-biasing networks.

ELECTRONIC CIRCUITS 2

ELTE-0056 | 6 credits | P

Prerequisite: ELTE-0073 Electronic Circuits 1

This course introduces the amplifier as an ideal and non-ideal gain block. Using a feedback model, the various characteristics of an amplifier are studied. Integrated circuit operational amplifiers (Op-amps) are used as a practical gain block to verify the feedback theory. Additional topics cover inverting and non-inverting configurations, coupling methods, frequency response and bandwidth including Bode plots. The Op-amps are then used to design and implement various amplifier, active filters and oscillator circuits.

EMBEDDED SYSTEMS

ELTE-0078 | 6 credits

Prerequisite: ELTE-0059 Micro-Controller Systems, COMP-0439 Computer Programming 1

Through the use of project based learning, students develop embedded systems using microcontrollers. This course builds on the skills acquired in the Micro-Controller Systems and Programming courses and teaches students how to apply C language to create embedded microcontroller designs. Students learn to interface a microcontroller with real-world I/O devices such as sensors and displays. These embedded systems will also support interrupts and ability to communicate through various media such as serial, TCP/IP and wireless.

EMERGING TECHNOLOGIES

ELTE-0082 | 6 credits

Prerequisites: ELTE-0086 Wireless Systems, ELTE-0085 Wireless Data Systems

Examine emerging technologies in communications that are not covered in other core courses of the Communications Engineering Technology program. These studies may include new techniques, protocols, software, hardware or design methodologies that have recently been adopted by industry. These solutions may be proprietary or based on new standards that are either in development or recently finalized. This course changes yearly based on industry trends and ensures that graduates of the program remain current.

ENGINE LATHE OPERATIONS

METL-0002 | 15 credits

Prerequisites: METL-0001 Drilling Machines and Saws, DRFT-0012 Blueprint Reading - INMF, METL-0004 Metallurgy, WRKP-0006 Machine Shop Practices

Corequisite: METL-0003 Milling Machine Operations

An introduction to the principles and safety precautions required to perform operations such as straight turning, facing, drilling, internal and external threading, and taper turning. It also covers lubrication, maintenance and alignment.

ENGINEERING CHEMISTRY

SCIE-0036 | 3 credits

This is an introductory course in water chemistry as it relates to boilers and cooling water systems. Students learn the different methods of treating water both internally and externally of these systems. Students also learn laboratory techniques for water testing.

ENGINES

MECH-0146 | 9 credits

The diesel engine is the major power source for transportation, farming, construction, mining, stationary equipment and many additional applications. This course acquaints students with the function, design, operation, diagnosis, service, and repair of internal combustion engines and their components. Shop activities include identification of various diesel engine types, selecting repair options, completing parts orders and performing basic engine service. Safe work practices, cleanliness, proper tool selection and referral to service manuals is emphasized. Following manufacturer recommended procedures, students learn to disassemble and reassemble various operational multi-cylinder diesel engines. Hands on activities include inspecting and measuring components for wear and reusability and demonstrate proper reconditioning procedures for serviceable components.

ENGINES (PE)

ENGR-0018 | 3 credits

This course provides an introduction to steam engines, steam turbines, internal combustion engines and lubrication.

ENGLISH 30S (COMPREHENSIVE)

COMM-0016 | 1 high school credit | P

Learn to think critically and independently while developing their skills in reading, writing, listening, speaking, viewing and representing. They learn to communicate clearly both orally and in writing, to consider the needs of their audience, and to select a form of communication to suit their purpose. Approximately equal time is devoted to pragmatic texts (articles, instructions, documentaries) and aesthetic texts (poems, plays, fiction).

ENGLISH 30S (TRANSACTIONAL)

COMM-0159 | 1 high school credit | P

Students are challenged to acquire a range of skills, strategies and attitudes that help them function more effectively in various settings, from the classroom to the global community. Emphasis is on language that informs, directs, persuades, plans, analyzes, argues and explains.

ENGLISH 40S (COMPREHENSIVE)

COMM-0017 | 1 high school credit | P

Prerequisite: COMM-0016 English 30S (Comprehensive)

Reinforce and build on the knowledge, skills and strategies, and attitudes previously acquired in Senior 3 English. Students become increasingly independent in using language to communicate effectively to an audience, express themselves clearly, and select appropriate forms for their purposes. They learn to manage data and information efficiently through research projects and to work collaboratively in small groups. Approximately equal time is devoted to pragmatic and aesthetic texts.

ENGLISH 40S (TRANSACTIONAL)

COMM-0128 | 1 high school credit | P

Prerequisite: COMM-0159 English 30S (Transactional)

In this course, emphasis is on learning activities where language is being used primarily to convey information to persuade the consumer, to argue a case, or to accomplish some other specific task for a specific audience.

ENGLISH LANGUAGE ARTS 20F

COMM-0264 | 1 high school credit | P

Focus on the development of communications skills through writing, reading, speaking, representing, viewing, and listening. Class activities are designed to improve oral and written communication skills, promote critical thinking and foster an appreciation for literature in many forms (such as poetry, short prose, novels, media and plays). A variety of literature and writing styles (both fiction and non-fiction) are used in the delivery of the course.

ENVIRONMENT, ETHICS & SOCIETY

ENVR-0020 | 3 credits | P

Prerequisite: COMM-0178 Technical Writing

Gain insight into the importance of sustainable development in the electronics industry. The impact of electronics in society is studied and the profession is promoted through the understanding and practice of professional ethics. This program is based on material covered on the Certified Technicians and Technologists (CTTAM) ethics exam that is a requirement for technologists seeking certification.

ENVIRONMENTAL CAPSTONE 1

ENVR-0047 | 6 credits

Prerequisites: COMP-0571 Communications and Technology, GEOS-0022 GIS Applications

Opportunity to structure and research an environmental project is provided in this project based course. Students determine project scope, time, stakeholders, costs and risks.

ENVIRONMENTAL CAPSTONE 2

ENVR-0048 | 6 credits

Prerequisites: ENVR-0047 Environmental Capstone 1, ENVR-0042 Environmental Legislation, SCIE-0039 Ecology

Students receive direction and support to complete a capstone project that enables them to practice environmental management via integrated skills learning in previous courses. Students incorporate available concepts and tools that link environmental issues with strategies, product and service development, and public and external relations.

ENVIRONMENTAL CHEMISTRY

ENVR-0045 | 6 credits

An introduction to the chemistry of the environment from a natural and anthropogenic perspective. The purpose is to provide students the chemical basis for understanding the environment and environmental problems. Topics of study may include, stratospheric chemistry and ozone depletion, ground-level air pollution, the natural and cultural greenhouse effect, heavy metal poisoning, acid rain and waste disposal.

ENVIRONMENTAL LAND MANAGEMENT

ENVR-0038 | 6 credits

Prerequisites: AGRC-0290 Soil & Soil Fertility

Corequisite: AGRC-0294 Livestock Production

Investigate the basic soils properties and geological features of the region. Examine the physical landscape, focusing on land and water and its interconnection and interdependence within an agricultural production system. Gain knowledge on soil erosion, water sources, water quality, environmental regulations, risk assessment and best resource management practices. Learn about an environmental farm plan to identify farm related environmental and safety issues.

ENVIRONMENTAL LEGISLATION

ENVR-0042 | 6 credits

An introduction to environmental and natural resources related legal principles and legislation in Manitoba. Review the rationale for environmental law, major legislation, significant relevant Indigenous law, environmental assessment and hearings.

ENVIRONMENTAL TOPICS

ENVR-0046 | 6 credits

Prerequisite: ENVR-0040 Socio-Environmental Management

Explore current issues and trends on local, regional and global scales, which are related to an array of ecological, biological, agricultural, technological, economic, social, political and other issues associated with a growing human population. The focus is on how individually and collectively we impact, positively and negatively, the quality of our environment and human living conditions. Students are challenged to use a multi-perspective approach to assess natural resource issues.

ESSENTIAL MATH 20S

MATH-0077 | 1 high school credit | P

Approach mathematics through practical problems and applications emphasizing important interrelated processes, including communication, connections, estimation and mental mathematics, problem solving, reasoning and visualization. Solve practical, real life problems using both the calculator and computer applications.

ESSENTIAL MATH 30S

MATH-0080 | 1 high school credit | P

This course emphasizes consumer applications, problem-solving, decision-making and spatial sense. Grade 11 Essential Math builds on the knowledge and skills of Grade 10 Essential Math and provides a foundation for the topics studies in Grade 12 Essential Math.

ESSENTIAL MATH 40S

MATH-0082 | 1 high school credit | P

This course emphasizes consumer applications, problem-solving, decision-making and spatial sense. Students are expected to work both individually and in small groups on mathematical concepts and skills encountered in everyday life in a technological society.

EVIDENCE/DOCUMENTATION

JSTC-XXXX | 6 credits

Learn the foundational building blocks of written communication required for writing clear and concise industry standard reports. Learn the process required for evidence collection and forensic assessment and how to apply it to various situations and investigations. Perform some of the skills employed by forensic identification officers and demonstrate the skills in scenario based situations.

EXTERIOR FINISHING

CPWW-0009 | 6 credits

Participate in the application of various types of exterior wall cladding, cornice trim and roof coverings. The course also includes door and window selection, construction and installation.

F

FACILITIES MANAGEMENT

HOSP-0022 | 3 credits

This course addresses the importance of facilities management to the overall operation of hotels and restaurants, along with the basic understanding of technical knowledge and skills required to provide effective guest services through plant management in a hospitality services establishment.

FAMILY AND COMMUNITY RELATIONS

PSSY-0080 | 3 credits | D

Quality early learning and child care programs support families in their day-to-day lives and activities. Students practice professional and respectful strategies to balance the needs of children and families attending the centre. Current issues, professional partnerships and community initiatives are covered in this course.

FAMILY COUNSELLING SKILLS

PSSY-0102 | 4 credits

Prerequisite: PSSY-0033 Cultural Adapt/Counselling

Examine the nature of family goals and function through developmental, systems and Indigenous relational models of family counselling. Students develop a response system framework by applying family treatment planning tools.

FAMILY DYNAMICS

PSSY-0019 | 3 credits | D

Early childhood educators must understand the significance of positive family relationships. This course provides an opportunity to reach this understanding.

FAMILY DYNAMICS 42C

PSSY-D019 | 0.5 high school credit

Early childhood educators must understand the significance of positive family relationships. This course provides an opportunity to reach this understanding.

FAMILY LAW

LAWG-0083 | 6 credits

Students are introduced to the area of law dealing with marriage, separation, divorce, adoption and family violence. In addition to theoretical knowledge, students prepare and process documents relating to these areas.

FAMILY SYSTEMS

PSSY-0015 | 3 credits | P

Examine the dynamics of various family situations, the evolution of the family unit and how these factors affect the development of the child into adulthood.

FILM AND FACTUAL 1

MEDP-0087 | 6 credits

Prerequisite: MEDP-0086 Digital Video

This course provides a foundation in Film and Television scripted and long-form factual (documentary, lifestyle productions) production; from content screenings where film and television narrative craft, style, form and structure are discussed to the study and practice of crew departments, crew roles and positions are covered. Writing for scripted production is introduced and practiced and this foundation course also provides the cinematography, sound recording and editing skills required to acquire and edit technically correct and aesthetically pleasing video and audio for scripted and long-form factual productions.

FILM AND FACTUAL 2

MEDP-0088 | 6 credits

Prerequisite: MEDP-0087 Film and Factual 1

This course provides students with an advanced skill set in workflows and best practices required to produce scripted and long-form factual content. Both large-crew scripted and small-crew, long-form factual (documentary, lifestyle productions) workflows and techniques are the emphasis here. While studies in writing, cinematography, sound recording and editing continue to the advanced level, skill sets required to excel in the grip, lighting and locations departments are also included. Students explore the fundamentals of directing and producing for scripted and long-form factual productions.

FILM AND FACTUAL PRODUCTION

MEDP-0089 | 6 credits

Prerequisite: MEDP-0088 Film and Factual 2

This advanced course provides additional skill sets in grip, lighting, cinematography, sound, locations, post-production, directing and writing. Fine tuning and the advancement of skills will be the emphasis here. Students study an overview of what producing a film or long-form factual production entails. Students learn how to pitch ideas, produce budgets and access Manitoba Film and Music tax credits. They also thoroughly examine the tools and concepts required to excel in the creative economy as freelancers and entrepreneurs.

FINANCIAL ACCOUNTING 1

ACCT-0003 | 6 credits | D, P

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

FINANCIAL ACCOUNTING 1

ACCT-XXXX | 6 credits

Prerequisite: MATH-0106 Agribusiness Math

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

FINANCIAL ACCOUNTING 1

ACCT-0053 | 6 credits | D, P

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

FINANCIAL ACCOUNTING 2

ACCT-0004 | 6 credits | D, P

Prerequisite: ACCT-0003 Financial Accounting 1

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

FINANCIAL ACCOUNTING 2

ACCT-0054 | 6 credits | D, P

Prerequisite: ACCT-0003 Financial Accounting 1 or ACCT-0053 Financial Accounting 1

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

FINANCIAL ACCOUNTING 3

ACCT-0005 | 6 credits | D

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

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

FINANCIAL ACCOUNTING 4

ACCT-0007 | 6 credits | D

Prerequisite: ACCT-0005 Financial Accounting 3

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

FINANCIAL MANAGEMENT

ACCT-0032 | 6 credits | D

Students are introduced to the accounting and administrative concepts that are essential for a director of an early learning and child care centre. Students learn to prepare budgets, keep accurate records and manage the day-to-day financial requirements of the early learning centre. Students become familiar with the provincial reporting system and grant applications.

FINANCIAL PLANNING

BUSN-0170 | 6 credits

Prerequisites: BUSN-0169 Personal Finance

This course is offered through the Canadian Securities Institute and serves to develop advanced knowledge of key financial strategies. The course outlines the process of applying key financial planning concepts in order to develop and recommend an appropriate plan for clients. Students must registered directly, and pay, in order to get CSI credit.

FIRE SAFETY

WRKP-0021 | 0 credit

This awareness seminar is provided by the City of Brandon Fire Department. Participants learn to identify various fire types and understand their individual characteristics. Fire hazard identification and fire safety procedures are demonstrated in relation to food service operations. Participants learn the functions of a fire extinguisher, coupled with a practical learning exercise demonstrating proper handling and extinguishing techniques.

FISHERIES/WILDLIFE MANAGEMENT

ENVR-0039 | 6 credits

Prerequisite: ARC-0291 Terrestrial Ecosystems; ENVR-0044 Aquatic Ecosystems

An introduction to the principles of conservation and management of wildlife and fisheries resources. Focus is on current industry practices, procedures and problems. Topics may include fish and wildlife identification, population estimation, habitats requirements and management, methods of studying wildlife, capturing and handling of wildlife for study, telemetry, natural and artificial regulation of animal numbers, control of problem wildlife, economic value of wildlife, management for biodiversity and management for harvest.

FITNESS/DEPORTMENT

JSTC-XXXX | 6 credits

Working in the field of Public Safety, officers are often placed into combative and stressful situations that require an exceptional level of physical and self-discipline. Health, nutrition, fitness and lifestyle choices greatly affect a public safety officer's success in these situations. Students obtain and maintain a required fitness level through aerobic and weight training. They also learn the importance of self-discipline, teamwork and professionalism through precision drill instruction. They learn how to care for and maintain their equipment and be properly dressed at all times while in uniform. Learners explore the impact of stress and lifestyle choices on physical and mental health. They learn how to manage these factors in order to realize a commitment to healthy living and maintain a high level of job performance.

FLORAL DESIGN

AGRC-0069 | 3 credits | D

Cover 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.

FOOD AND BEVERAGE CONTROL

HOSP-0005 | 6 credits

This course includes the basic skills required to effectively control production costs of a typical food and beverage establishment. Topics include: cost-effective purchasing, storage, production and service; volumes, profits and pricing; performance expectations and budget development.

FOOD PREPARATION

HOSP-0027 | 3 credits

An introduction to basic cooking. Focus on sanitation, safe and efficient use of equipment and measurement procedures. The course includes a practical component that involves preparation of stocks, popular soups, sauces, meat dishes, vegetables and salads according to standardized recipes.

FOOD PRODUCTION METHODS

AGRC-0278 | 6 credits

This course provides hands-on experience in practical methods and techniques used in food production systems. The course focuses on advanced food production practices including techniques used in crop improvement and plant propagation of horticultural crops. Students learn about and perform practices in evaluation of morphological processes of seed and plant growth development, application and management of fertilizers, and greenhouse food production management programs. Students are responsible for completing an independent project that demonstrates problem-solving ability and innovation.

FOOD SAFETY AND SECURITY

AGRC-0283 | 6 credits

Learn about food safety and food security by focusing on quality control and on safe and sustainable production practices. Explore social, ecological and economic principles of sustainability within the context of food production systems. Critically analyse the relationships among specific components of industrial agricultural systems, including soil, water, climate change, plant genetic resources, resource management and genetically modified foods. Evaluate traditional and contemporary food systems and their implications for food security and sustainability.

FOOD SECURITY & SUSTAINABILITY

AGRC-0284 | 6 credits

An introduction to topics related to safety and security of the food supply, including food safety legislation, safe food handling practices, food labeling, traceability and processes to improve food safety. Examine social, ecological and economic principles of sustainability with regards to food production systems by critically analyzing topics like climate change, plant genetic resources, soil, water, air quality, genetically modified foods, traditional and contemporary food production, consumerism and food consumption patterns. Evaluate the implications of industrial and alternative agricultural systems on food safety, security and sustainability.

FOOD SYSTEMS APPLIED RESEARCH

AGRC-0274 | 6 credits

An introduction to project management principles and to the skills needed and issues involved in the conception, design and implementation of innovation projects related to sustainable food systems. This course will culminate in a student-led and industry/community-responsive project. Each student or group will be assigned an appropriate project relevant to the food industry in Canada. The project outcome will be presented as an individual written report.

FOODSAFE 1

COOK-0014 | 0 credit

This seminar, delivered by Manitoba Health, is a must for owners, managers, supervisors, chefs, cooks, and other personnel responsible for purchasing, handling, preparing and serving food. FoodSafe is a nationally-recognized seminar that addresses the relationship between microbiology and food-borne illness, safe food handling, personal hygiene habits, effective cleaning and sanitizing of equipment and utensils, and measures to ensure a clean, safe food service operation. Participants who pass the examination receive a nationally-recognized certificate which is valid for five years.

FOODSERVICE MANAGEMENT

COOK-0061 | 6 credits

Learn the concepts of effective foodservice employee management. Topics include hiring practices, orientation and training, supervision, performance evaluation, discipline and dismissal, and multicultural management.

FRONT DESK OPERATIONS

HOSP-0033 | 3 credits

This course provides an overview of hotel service from a front desk perspective. Focus on the skills and service that meet the needs and expectations of hotel guests. Topics include guest reception, front office accounting, reservations systems, room management/control, checkout, city ledger and night audit function.

FRONT-END DEVELOPMENT

MEDP-0097 | 6 credits

Prerequisites: COMP-0623 Programming Fundamentals, ARTS-0022 Art & Design Fundamentals, COMP-0624 Software Skills

Focus on client side scripting using state of the art methods. Learn how to customize the delivery of web content using popular web browsers and customize each user's interaction within a web site for viewing on mobile platforms and desktop computers and accessible to all audiences.

FRUIT PRODUCTION

AGRC-0022 | 3 credits | D

Course topics include role of prairie climate in large-scale fruit production, plant breeding and cold hardiness, flowering and fruit development, fruit growth, thinning and maturity indices, harvesting techniques, and concepts of post harvest storage are briefly discussed. In addition, site selection, orchard establishment, planting, frost protection are addressed. Pruning and grafting are also covered. Fruit crops include apples, plums, pears, strawberries, raspberries, currants and saskatoon berries. Note: It is strongly recommended that students complete AGRC-0017 Applied Botany prior to registering for this course.

FUEL-POWERED EQUIPMENT

ENGR-0058 | 3 credits

Prerequisite: ENGR-0018 Engines (PE)

Understand the principles, design, operation and maintenance of equipment including gas turbines, internal combustion engines, and cogeneration systems.

G

GARDE MANGER 1

COOK-0005 | 6 credits

This course includes the basics and practical skills of cold food preparation. Topics include salads, dressings and sandwiches as well as plate presentation and garnishes.

GARDE MANGER 2

COOK-0058 | 6 credits

Prerequisite: COOK-0005 Garde Manger 1

Learn to plan, design, prepare, and present advanced level platters, buffets, displays, sculptures and showpieces. This course prepares the student for the 'Special Culinary Projects' course.

GAS ENGINES

MECH-0054 | 15 credits

Prerequisites: WRKP-0009 Orientation and Shop Skills, ELEC-0001 Electrical Science

This course acquaints students with the systems and components that make up a gasoline or diesel internal combustion engine. Students learn to maintain, troubleshoot and repair engine support systems. They disassemble a complete engine, clean, inspect and measure all components for wear, recondition heads and reassemble the engine.

GAS TUNGSTEN ARC WELDING

WELD-0054 | 3 credits

WELD-0031 Shielded Metal Arc Welding, WRKP-0032 Orientation and Safety, WELD-0053 Oxyacetylene Principles

This course provides students with the knowledge and understanding of the gas tungsten arc welding (GTAW) process. This is a hands-on course in which students learn to weld butt joints, lap joints and tee joints in various positions, using steel, stainless and aluminum filler metals. Students learn how to safely set up machines, determine amperages and voltages and the use of the correct gases. The theory portion gives students the understanding of power sources, gases, tungstens and how they relate to different metals.

GENERAL SAFETY TRAINING

WRKP-0035 | 0 credit

Provides students with general safety content and information necessary for them to protect themselves in the workplace. Although some examples used in the training may consider Manitoba legislation, this course has been developed using generic information that is not province-specific.

GEOMATICS APPLICATIONS

GEOS-0019 | 6 credits

Prerequisite: GEOS-0024 GIS Project Management

Corequisite: GEOS-0017 Advanced Spatial Analysis

This course is divided into two distinct phases that will integrate knowledge of data, GPS, remote sensing, and GIS analysis for use in a wide variety of applications. In the first phase of the course, learners apply foundational knowledge and skills acquired in previous courses to complete a wide range of geospatial applications using data from areas such as forestry, resource management, agriculture, civil/infrastructure, disaster management, land reclamation, mining, water management, LiDAR, site selection, UAV/Drone analysis, and/or open source geospatial software among others. In the second phase, learners have to complete one of two options: i) create a geomatics skills portfolio, which is a great resource for demonstrating skills to employers and can continue to grow as your career progresses, or ii) develop an industry based GIS proposal and work plan for a specific GIS analysis project. Each of these options will act as a culminating experience of the GIS advanced diploma program.

GEOMETRY (CIVIL)

MATH-0041 | 6 credits

This is a pre-calculus mathematics course with emphasis on trigonometry and geometry. A Hewlett-Packard 48G or 48GX graphic calculator is required throughout this course.

GEOTECHNICAL MATERIALS 1

ENGR-0039 | 9 credits

Examine and analyze basic geotechnical definitions, different soil types and structures. Study the computation of volume and mass relationships of soil-water mixture, determination of grain size distribution, Alterberg limits of soil, soil density, density tests and compaction and field compaction control. Learn about soil by means of visual identification and with triangular charts, AASHTO (American Association of State highway and Transportation Officials) and the United Classification Methods. Students also study site investigation, gravitational water, frost action and permafrost.

GEOTECHNICAL MATERIALS 2

ENGR-0041 | 9 credits

Evaluate shearing strength of soils, using the Mohr's envelope and Coulomb's equation to represent the shearing strength of soils. Understand the concept of total and effective stress, slope stability analysis, vertical and horizontal stresses in a soil mass and determination of the consolidation characteristics of soils. The course introduces the behaviour of seepage water, the hydraulic conductivity properties of different soils, methods of soil and slope stabilization.

GERONTOLOGICAL NURSING

HLTH-0012 | 3 credits

An introduction to health, well-being and aging. Examine the age-related changes to all body systems to assess and understand the status of the gerontological client. Gerontological nursing in diverse settings is explored along with the legal and ethical considerations for nursing practice.

GERONTOLOGY

HLTH-0004 | 3 credits | D, P

Explore your own attitudes towards old age and the aging process. It includes topics such as changes in normal aging, promoting wellness and independence, death and dying, and palliative care.

GERONTOLOGY 42C

HLTH-D004 | 0.5 high school credit

Explore your own attitudes towards old age and the aging process. It includes topics such as changes in normal aging, promoting wellness and independence, death and dying, and palliative care.

GIS ANALYSIS

GEOS-0026 | 6 credits

Prerequisite: GEOS-0018 Cartography

Explore the basic principles and theories related to Geographic Information Systems (GIS) applications. Apply these principles to different industry management situations using a variety of GIS software packages. Using fundamental GIS concepts, explore the vector and raster data analysis geoprocesses. Various methods of spatial data manipulation and interpolation are implemented along with grid cell analysis.

GIS APPLICATIONS

GEOS-0022 | 6 credits

This course provides learners with the concepts, principles, and theories behind Geographic Information System (GIS) fundamentals and digital mapping, including GIS theory, cartography, database, and the ArcGIS suite of software applications. The goal of this course is to understand GIS as a useful and flexible tool that can be used to address and solve a wide range of everyday resource management questions and problems. Students will also learn how to design and export GIS maps, explore Web Mapping Applications and complete basic analysis. The course is composed of two components: lectures and labs. The lectures will discuss the GIS theory and concepts while labs reinforce concepts through hands-on experience in defining and analyzing real world problems using a variety of GIS analytical techniques. Topics include spatial data, digital mapping and interpretation, analysis and basic remote sensing.

GIS DATABASE MANAGEMENT

GEOS-0021 | 6 credits

Corequisite: GEOS-0023 GPS Applications

Explore how geospatial data is created, shared and stored. Topics will focus on data management, conversion and manipulation within a geospatial context. Initial focus is on data transfer, sources of digital geographic data and geographic data formats. Progress into advanced database solutions, including theory and design of a relational database. Interface design principles of data input, complex queries, relationship classes, topological rules, hierarchical geospatial data layers, domains and classes are applied to spatial and non-spatial data.

GIS PROJECT MANAGEMENT

GEOS-0024 | 6 credits

Explore how geospatial data is created, shared and stored. Topics will focus on data management, conversion, and manipulation within a geospatial context. Initial focus is on data transfer, sources of digital geographic data and geographic data formats. Progress into advanced database solutions, including theory and design of a relational database. Interface design principles of data input, complex queries, relationship classes, topological rules, hierarchical geospatial data layers, domains and classes are applied to spatial and non-spatial data.

GIS SERVER

GEOS-0020 | 6 credits

Prerequisite: GEOS-0026 GIS Analysis

Corequisite: GEOS-0017 Advanced Spatial Analysis

Become familiar with the use of GIS cloud and server resources. Evaluate and implement systems using three cloud service models (infrastructure, platform, and software services). The setup of server and cloud services for creating maps, managing spatial data, and processing spatial data will be accomplished. Explore a range of open source and close source (proprietary) GIS industry service systems. This course integrates GIS programming skills in a variety of different situations such as custom geoprocess analysis and web integration.

GLOBAL ISSUES 40S

ENVR-0035 | 1 high school credit | P

Learners reflect upon diverse worldviews and perspectives as they look into issues that are crucial to living in a contemporary, connected and inter-dependent world. The course is intended to enrich awareness of significant global issues, develop an ethos of concern as they come to understand their capacities as contributing members of their local, national and global communities. Students develop an understanding of engaged citizenship founded on the importance of ecological principles and address issues of social justice, economic sustainability and quality of life on Earth. The course helps students embrace views of active democratic citizenship and develop a set of coherent ethical principles upon which to base decisions and practices.

GPS APPLICATIONS

GEOS-0023 | 6 credits

Corequisite: GEOS-0021 GIS Database Management

This course introduces students to the application of tools related to Global Navigation Satellite Systems (GNSS). Decision-making as it relates to Global Positioning System (GPS) implementation is stressed. Students learn proficiency in operating a variety of GPS equipment, mission planning, data collection, data accuracy, documentation, processing and field techniques. Students are exposed to innovative GPS equipment and mapping techniques. Emphasis is placed on data collection, quality and management.

GRAPHIC AND WEB DESIGN

COMP-0599 | 6 credits

Gain a foundation in internet and web fundamentals from a marketing perspective. Learn how key internet technologies, including email, websites and domain names, function at a conceptual level. Learn and apply simple HTML coding and image preparation skills using industry standard applications. Copyright and licensing issues are addressed. Key web/mobile design concepts are introduced. Web analytics and social media are explored. Apply what you learn through the development of a personal web presence.

GREENHOUSE CROP PRODUCTION

AGRC-0024 | 6 credits | D

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

GREENHOUSE ENVIRONMENTS

AGRC-0025 | 3 credits | D

Review the fundamentals of greenhouse construction and maintenance. This course outlines the basic types of greenhouse structures currently on the market and economic issues are addressed. It further provides information on specialized features of greenhouse design and construction, as well as environmental controls.

GREENHOUSE OPERATIONS & MGMT.

AGRC-0242 | 6 credits

Examine the sustainable production, handling and marketing of greenhouse-grown vegetables, herbs and floricultural crops in season and year-round greenhouse operations. Topics include environment control systems, planning and planting schedule, media control and plant management, water systems, composting, water nutrient capture, cleaning and sanitation.

GROUP PROCESSES AND DYNAMICS

COMM-0032 | 3 credits | P

An overview of the nature of groups, group problem-solving and communication climates in a group setting.

GROWING MEDIA

AGRC-0258 | 6 credits

An introduction to the nature and properties of various growing media including soil, soilless, hydroponic, compost mix and other media substrates. Learn about soil water relationships and physical, chemical and biological properties of soil that influence plant growth. Perform various soil tests to examine the effect of growing media properties such as pH, electrical conductivity, salinity, and movement and retention of water.

GROWING MEDIA APPLICATIONS

AGRC-0276 | 6 credits

Examine the components and properties of various growing media including soils, soilless, hydroponic, compost mix and other media substrates. Topics like soil-water relationships, plant nutrition, soil bio-physico-chemical properties will be studied by performing various soil sampling and testing methods. Students will be introduced to state-of-the-art innovations in soil and other media management as they relate to sustainable plant production. Students will be responsible for completing an independent project that demonstrates problem-solving ability and innovation in growing media applications.

GROWTH AND DEVELOPMENT

HLTH-0003 | 3 credits | D, P

A general overview of growth and development from infancy to late adulthood. Examine normal physical, cognitive, social and emotional development through the stages of life.

GROWTH AND DEVELOPMENT 42C

HLTH-D003 | 0.5 high school credit

A general overview of growth and development from infancy to late adulthood. Examine normal physical, cognitive, social and emotional development through the stages of life.

GUIDING CHILD BEHAVIOUR 1 42C

ECED-D040 | 0.5 high school credit

Prerequisite: COMM-D189 Observation/Report Writing 42C

An introduction to the basic concepts of guidance and strategies educational assistants use to provide children with a nurturing and respectful learning environment in which to grow.

GUIDING CHILDREN'S BEHAVIOUR

ECED-0001 | 6 credits | D

Prerequisites: COMP-0414 Documentation, PSSY-0029 Child Development 1

An introduction to the basic concepts of guidance and strategies early childhood educators employ to provide children with a nurturing and respectful environment in which to grow.

GUIDING CHILDREN'S BEHAVIOUR 1

ECED-0040 | 3 credits | D

Prerequisite: COMM-0189 Observation & Report Writing

An introduction to the basic concepts of guidance and strategies educational assistants use to provide children with a nurturing and respectful learning environment in which to grow.

H

HAND AND POWER TOOLS

WELD-0034 | 1.5 credits

Prerequisite: WRKP-0032 Orientation and Safety

This course provides students with the knowledge to select the proper hand and power tool for the job. Safety for the hand and power tools used in the welding industry is highlighted in this course. This course consists of both theory and hands-on experience in the classroom and the shop, using a variety of hand and power tools that are common in the welding trade.

HAND TOOLS

CPWW-0031 | 9 credits

Prerequisite: CPWW-0003 Shop Layout

This course, along with Woodworking Machines, is a prerequisite to all program elements. It teaches students how to select, care for and use the tools of the trade, and provides instruction in basic procedures.

HEALTH ISSUES/COMM. HEALTH 42C

HLTH-D005 | 0.5 high school credit

Focus on the basic structure and functions of the body systems, including topics that address problems affecting the following systems: respiratory, circulatory, neurological, musculoskeletal and endocrine. Cancer and problems associated with this disease are discussed. Community health is discussed with a focus on agencies providing community health care, organization of work in community settings and assisting with elimination in the home care environment. This course provides for a campus laboratory component.

HEALTH ISSUES/ COMMUNITY HEALTH

HLTH-0005 | 3 credits | D, P

Focus on the basic structure and functions of the body systems, including topics that address problems affecting the following systems: respiratory, circulatory, neurological, musculoskeletal and endocrine. Cancer and the problems associated with this disease are discussed. Community health is discussed with a focus on agencies providing community health care, organization of work in community settings and assisting with elimination in the home care environment. This course provides for a campus laboratory component.

HEALTH RESTORATION & REORG 1

HLTH-0133 | 6 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

This course provides the learner with the knowledge and skills to care for clients and families in the acute and chronic phase of an illness in a variety of health care settings.

HEALTH RESTORATION & REORG 2

HLTH-0134 | 3 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

Focus on conditions and considerations that may arise in the acute care of pediatric and maternal/newborn populations. Follow the child and family from neonate through normal growth and development.

HEALTH, ENVIRONMENT & SAFETY

WRKP-0002 | 3 credits | D, P

An introduction to health care and its diverse environments. Topics include the role of the health care aide, the health team, ethics and legal issues, organization for work and safety in the workplace. Topics such as infection control, providing a clean environment, communicable diseases, accident prevention, Workplace Hazardous Materials Information System (WHMIS) and fire safety are also discussed.

HEALTH, NUTRITION AND SAFETY 1

ECED-0002 | 3 credits | D

An introduction to the basic principles and practices of good health promotion, occupational health and illness prevention, and management.

HEALTH, NUTRITION AND SAFETY 2

ECED-0015 | 3 credits | D

An introduction to the basic principles and practises of good nutrition of children from birth to age 12, safety promotion within the early childhood setting, and explores how the integrated health curriculum supports the overall development of children.

HEALTH, RECREATION & HOUSING

ECON-0010 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Examine the issues of health, recreation, and housing and the impact of these factors on both the individual and the community.

HEALTH/ENVIRONMENT/ SAFETY 42C

WRKP-D002 | 0.5 high school credit

An introduction to the learner to health care and its diverse environments. It includes topics such as the role of the health care aide, the health team, ethics and legal issues, organization of work and safety in the workplace. Topics such as infection control, providing a clean environment, communicable diseases, accident prevention, Workplace Hazardous Materials Information System (WHMIS) and fire safety are also discussed.

HEATING BOILERS AND SYSTEMS

ENGR-0031 | 3 credits

An introduction to the various types of heating plants in use today, including the different types of boilers, fittings and various heating related equipment.

HEATING PRINCIPLES PRACTICAL

PIPE-0014 | 7.5 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical, PIPE-0003 Plumbing Systems Theory

Corequisite: PIPE-0005 Heating Principles Theory

An introduction to the practical application and installation of hydronic and hot air heating systems complete with electrical control systems, fuel piping, venting and ventilation.

HEATING PRINCIPLES THEORY

PIPE-0005 | 3 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical, PIPE-0003 Plumbing Systems Theory

Corequisite: PIPE-0014 Heating Principles Practical

An introduction to different types of residential heating systems and the codes that govern the installation of gas and oil burning appliances.

HERBACEOUS LANDSCAPE PLANTS

AGRC-0028 | 3 credits | D

Cover the classification, characteristics and cultural requirements of herbaceous plants such as perennials, biennials, annual flowers, vines and bulbs. Included are appendices for approximately 40 annuals and 50 perennials that are suited to prairie conditions. The course provides information on correct botanical nomenclature, cultivars, varieties and common names, physical requirements and utilization for each plant discussed, bed preparation, design considerations, use of colour, maintenance and means of propagation.

HORTICULTURAL INDUSTRY

AGRC-0285 | 6 credits

Explore and gain experience in industry-specific skills while visiting horticultural related industries/businesses throughout this course. Learn procedures and operations, practices and processes, and explore ways of enhancing sustainability in food production systems. Examine issues related to the horticultural industry, learn about safe and healthy working practices, industry standards and codes, and explore career opportunities. The knowledge and skills acquired in this course will prepare students for skilled work placement in the horticulture industry.

HORTICULTURAL IPM

AGRC-0247 | 6 credits

Principles of Integrated Pest Management (IPM) are introduced and include identifying, monitoring, forecasting and managing environmental and pest conditions that impact horticulture crops including weeds, viruses, bacteria, phytoplasmas, fungi, algae, protozoa, nematodes, arthropods and rodents. Students learn to diagnose problems, provide solutions and predict how the manipulation of growing conditions impact other factors. Topics include basic chemistry, legislation and regulations, labeling, toxicity, handling practices, environmental protection, application equipment, emergency response and public relations.

HORTICULTURAL METHODS

AGRC-0279 | 6 credits

This course provides hands-on practical experience in methods and techniques used in horticultural crop production systems. Students learn about field tillage and land preparation methods and practices, experimental methods and techniques used for crop evaluation, crop improvement, and plant propagation methods. Students also learn about propagated plant growth and agronomic requirements, plant development and plant stress management.

HORTICULTURAL SCIENCE

SCIE-0074 | 6 credits

This foundation course deals with details of morphology, physiology and taxonomy of plants. Students learn how structures and processes affect overall plant growth and response to the surrounding environment. Students will develop good knowledge on the basic botany of plant species and plant identification techniques. Also, students will be able to describe the functions of the various plant parts in relation to food production, reproduction, aesthetic value, environmental impact, and how they are manipulated by biotic and abiotic factors.

HORTICULTURE BUSINESS MGMT.

BUSN-0124 | 3 credits | D

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

HORTICULTURE MARKETING

MKTG-0049 | 3 credits | D

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

HOSPITALITY 1

HOSP-0028 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course provides the learner with the theoretical knowledge and practical skills related to basic hospitality operations. It focuses on introducing learners to fundamentals related to service operations in the dining room including table service, bartending, and dining room management. Knowledge is also gained in beverage service as it relates to beer, wine and spirits. A large component of the course is completed in a practical setting allowing the learner to gain a hands-on approach to their learning. This course reviews the rules and practices the responsible alcohol service.

HOSPITALITY SOFTWARE

COMP-0401 | 6 credits

Focus on using software to manage various hotel and restaurant functions. Through practical exercises, learn to use software to track and control inventory, manage food costs and analyze food service operation. Gain practice using industry-specific software to complete various operations related to point-of-sale and front desk including reservations, guest check-in and check-out, managing guest folios and order handling and settlement.

HRM SYSTEMS

COMP-0600 | 6 credits

The focus of this course will be on merging computer technology with a strategic human resource management perspective. This course provides students with the knowledge, skills and abilities to identify, assess, develop and maintain an effective system for managing human resources information.

HUMAN GROWTH AND DEVELOPMENT

HLTH-0007 | 3 credits

Study the normal growth and development across the human lifespan and take into account the physical, cognitive, social, spiritual and emotional factors.

HUMAN GROWTH AND DEVELOPMENT

HLTH-0297 | 3 credits

Study the normal growth and development across the human lifespan and take into account the physical, cognitive, social, spiritual and emotional factors.

HUMAN RELATIONS/COMM. 42C

COMM-D037 | 0.5 high school credit | P

A general overview of the basic communication process. It includes effective communication techniques and provides for communication practice sessions. The course also focuses on values and goals clarification and includes topics such as social and emotional needs of clients, stress, families and their members, and caring for culturally diverse client groups.

HUMAN RELATIONS/ COMMUNICATION

COMM-0037 | 3 credits | P

This course provides a general overview of the basic communication process. It includes effective and ineffective communication techniques and provides for communication practice sessions. The course also focuses on values and goals clarification and includes topics such as social and emotional needs of clients, stress, families and their members, and caring for culturally diverse client groups.

HUMAN RESOURCE FUNCTION

HRMG-0033 | 3 credits | D

The work of organizations is done through people. This course introduces the topic of leading and managing people in organizations. Topics include the strategic importance of the human resource function, recruitment and selection, orientation and training, performance appraisal, job motivation and relevant legislation.

HUMAN RESOURCE LAW

HRMG-0115 | 6 credits

Employees and employers alike benefit from knowing the laws that affect their working relationship. This course covers the laws affecting employer/employee and union/management relationships. Topics include: hiring, firing, harassment, discrimination, collective agreements and workers' compensation. Particular attention is paid to the expanding responsibilities pursuant to workplace safety and health.

HUMAN RESOURCE MANAGEMENT

HRMG-0018 | 3 credits | D

Students are introduced to human resource theory and methods as they apply to hiring and managing staff effectively in a horticulture setting. Students learn to use their knowledge of situations involving human resource management issues to test their learning in this course. Students gain an understanding of the personnel planning process. Students learn leadership and communication techniques to motivate staff and resolve conflicts. Application of this knowledge in a horticulture setting is the focus of discussion.

HUMAN RESOURCE MANAGEMENT

HRMG-0036 | 6 credits | D

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

HUMAN RESOURCES PROCESSES

HRMG-0043 | 6 credits

An introduction to the topics of human resource management and employment issues for Canadian organizations. Course content examines problems related to employment legislation, job analysis, recruitment, human resource planning, training and development, payroll, tax and benefits.

HVAC SYSTEMS

MECH-0127 | 3 credits

Prerequisite: WRKP-0036 Orientation/Shop Skills-HDET

An introduction to the concepts of compression refrigeration used in mobile heating, ventilation and air conditioning systems to cool and dry cabin air, operator comfort and environmental considerations when servicing HVAC systems found in mobile equipment and heavy trucks. Complete training for MOPIA certification as a component of the course.

HYDRAULICS

MECH-0147 | 9 credits

Hydraulically actuated functions along with hydrostatic drives are the primary means of power transmission on modern heavy duty, agriculture and transport equipment. In this course students learn the principles of operation of various mobile hydraulic and powertrain drive systems along with techniques used to safely keep them running properly. Practical training focuses on safely servicing, diagnosing and repairing mobile hydraulic and powertrain drive systems and components.

HYDROLOGY

SCIE-0080 | 7.5 credits

This course introduces students to the study of hydrology and focuses on the physical process of water movement via precipitation, interception, evaporation, runoff, infiltration, groundwater flow and stream flow. Appropriate hydrologic models will be discussed in this course. Since hydrology is a quantitative science, assignments involving calculations using Excel form is an important part of the course.

HYDROMATICS

SCIE-0078 | 9 credits

This course consists of two modules. The first module covers the basic properties of fluids and their use in calculating static pressure and hydrostatic forces on plane and curved surfaces. The course enables students to predict fluid behaviour, identify and describe various types of flow, and use the Continuity and Bernoulli Equation to solve simple hydraulic problems under steady flow conditions. Rate meters are discussed with methods of calibrating these devices. A systematic approach to solving problems in open channels (gravity flow) and closed conduit (pressurized) flow is discussed. Both SI and USC units are used.

I

INDIGENOUS COUNSELLING

PSSY-0053 | 3 credits

This course provides students with an introductory level of understanding of the world view, perspectives of First Nations' traditional healing ceremonies, and an awareness of the history and impact of oppression. Students examine the effect of accepted Western counselling practices and philosophy on First Nations people-its success and failure. This course is for Applied Counselling Skills students only.

INDIGENOUS ETHICS - CASE STUDY

INDG-0004 | 6 credits

The course is intended for participants who are managers and staff working in/with finance and administration in/of Indigenous communities. The course takes students through the theory and philosophy of ethics, an analysis of what makes an ethical organization, a comparative analysis of codes and ethics from different organizations, and finally developing a Code of Ethics that reflects the ideals and purpose of an organization. Students work from real life issues and compile the results into a final Ethics Case Study.

INDIGENOUS HISTORY

INDG-0005 | 6 credits

In order to make sense of current issues and developments in Indigenous communities, learners need an understanding of the history of these communities and their relationships with the crown and/or state. This course gives the learner the opportunity to expand their knowledge of the history of relationships between Indigenous and non-Indigenous societies, their institutions and the unique context of these histories and the current realities and initiatives, considering Indigenous culture. While it is impossible in one course to consider the diverse Indigenous cultures and histories within Canada, this course provides an overview of the commonalities with regard to shared histories, significant events, and common core aspects of Indigenous cultures.

INDIGENOUS HUMAN/FISCAL ISSUES

INDG-0006 | 6 credits

This course examines some of the human resource and financial issues a financial officer may face when working in an Indigenous context. It offers participants the opportunity to acquire the essential skills and knowledge needed to fulfill one of the roles of a financial officer: that of a human resource manager. The framework for course discussions is current initiatives (both at the national and professional level) and addressing issues related to the present fiscal relationship between Indigenous governments and the Canadian state, with particular attention given to issues related to accountability.

INDOOR LANDSCAPING

AGRC-0026 | 6 credits | D

This course covers both the theory and practice of indoor landscaping. Topics include an overview of the indoor landscaping industry, basic design concepts, people-plant relationships and the function of plants in the indoor environment. Plant culture, maintenance and integrated pest management are discussed. The course concludes with a section on indoor landscaping as a business preparation of cost estimates, budgeting, advertising, etc. Students should be able to create, install and maintain a commercial indoor landscape on completion of this course. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany and AGRC-0018 Soils for Horticulture prior to registering for this course.

INDUSTRIAL SAFETY

WRKP-0077 | 1.5 credits

Learn about a variety of safety programs, best practices and fire safety protocols common in many workplaces.

INDUSTRIAL SCIENCE

SCIE-0089 | 4.5 credits

Develop understanding of the chemical and physical properties of materials from production through the useful life cycle of the material and gain practical understanding of industrial drawings.

INDUSTRY ENCOUNTER

BUSN-0154 | 3 credits

Spend time in an industry setting where multiple departments are involved in the successful operation of the business. This unique experience is used to enhance knowledge of how service, parts and sales departments within a dealership are interconnected.

INFORMATION MANAGEMENT TECH

BUSN-0175 | 6 credits

This course will introduce the theory and application of information system concepts, infrastructure, and life cycle which support the activities of the organization. Specific attention is given to information system structure, the role in business processes, and the security and control of information.

INSTRUMENTATION AND CONTROLS 1

ENGR-0048 | 3 credits

Understand the principles involved for measuring and controlling variables found in power plants. These variables include level, temperature, pressure, flow and composition. Become familiar with how these process variables are measured and where the information is used.

INSTRUMENTATION AND CONTROLS 2

ENGR-0049 | 3 credits

Prerequisite: ENGR-0048 Instrumentation and Controls 1

This course builds on Instrumentation and Controls 1 by providing students with the fundamental concepts of electric and electronic control circuits. Students will also learn how to test and maintain instruments using proper procedures.

INSTRUMENTATION AND CONTROLS 3

ENGR-0059 | 3 credits

Prerequisite: ENGR-0049 Instrumentation and Controls 2

Understand the principles involved for measuring and controlling variables found in power plants. These variables include level, temperature, pressure, flow and composition, become familiar with how instrumentation and controls are designed and implemented.

INSTRUMENTS AND MEASUREMENTS 1

ELTE-0058 | 3 credits | P

A comprehensive introduction to the electronics laboratory environment. Topics include electrical safety, Workplace Hazardous Materials Information System (WHMIS), and the proper operation and application of key electrical test equipment such as power supplies, digital multi-meters, function generators and analog and digital oscilloscopes. Learn various measurement techniques and understand how instrument precision and accuracy influences their readings.

INSTRUMENTS AND MEASUREMENTS 2

ELTE-0065 | 3 credits | P

Prerequisite: ELTE-0058 Instruments and Measurements 1

A key skill for any technologist is having the ability to properly measure signals and interference to detect and resolve issues with communication devices and systems. This course introduces students to specialized frequency domain test equipment used for the measurement and analysis of complex communications. Students will become proficient with several methods of testing communications equipment and devices using digital storage oscilloscopes (DSOs), radio frequency signal sources and communications analyzers.

INTEGRATED CROP MANAGEMENT

AGRC-0293 | 6 credits

Prerequisites: PEST-0103 Pesticides in Agriculture; AGRC-0295 Crop Pest Management; AGRC-0219 Crop Production Systems; AGRC-0290 Soil & Soil Fertility

Corequisite: COMP-0570 Precision Agriculture

This advanced agronomics course focuses on best management practices to maximize returns. Students analyze production factors and practices including crop rotation, tillage, soil fertility, soil health, cultivar selection, planting strategies, pest management, biosecurity and harvesting techniques. A systems approach to crop management is emphasized using multiple case studies where students will focus on enhanced crop diagnostic skills and sustainable crop production decisions. This course includes a field component that focuses on scouting and the development of crop plans.

INTEGRATED PEST MANAGEMENT

AGRC-0094 | 6 credits

Principles of Integrated Pest Management (IPM) are introduced and include identifying, monitoring, forecasting and managing environmental and pest conditions that impact horticulture crops including weeds, viruses, bacteria, phytoplasmas, fungi, algae, protozoa, nematodes, arthropods and rodents. Students learn to diagnose problems, provide solutions and predict how the manipulation of growing conditions can impact other factors of production. Topics include basic chemistry, legislation and regulations, labeling, toxicity, handling practices, environmental protection, application equipment, emergency response and public relations. Students are responsible for completing an independent project that demonstrates problem-solving ability and innovation in the IPM field.

INTEGRATED PLANT MANAGEMENT

AGRC-0019 | 6 credits | D

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

INTEGRATION SEMINAR

ECED-0025 | 3 credits | D

Prerequisites: Two years experience in an early childhood setting.
Corequisite: PRAC-0018 Practicum - ECMGT

Using various group process strategies and problem-solving techniques, students prepare for practicum and are assisted to integrate the theory they have learned with their own experiences in an early childhood setting. Effectiveness of various administrative policies and practices are evaluated.

INTEGRATIVE CAPSTONE 1 - DGADS

MEDP-0106 | 6 credits

Prerequisites: COMM-0402 Typography & Brand, COMP-0620 Digital Art & Design Studio 1, BUSN-0194 Business & Entrepreneurship 1, COMM-0401 Storytelling & Content Writing

This course provides students with a work environment simulation. For the whole year, students produce commercial work for internal and external clients. They work with clients and practice communication, proposal writing, persuasion techniques, project management all the way to the delivery of the project. Students experience an open-minded environment that helps creatively problem solve creative business opportunities.

INTEGRATIVE CAPSTONE 1 - WBINV

MEDP-0108 | 6 credits

Prerequisites: MEDP-0103 Back-End Development, BUSN-0194 Business & Entrepreneurship 1, MEDP-0097 Front-End Development, COMP-0624 Software Skills, COMM-0401 Storytelling & Content Writing, MEDP-0100 Studio Skills, COMM-0402 Typography & Brand

This course provides students with a work environment simulation. For the whole year, students produce commercial work for internal and external clients. They work with clients and practice communication, proposal writing, persuasion techniques, project management all the way to the delivery of the project. Students experience an open-minded environment that helps problem solve creative business opportunities.

INTEGRATIVE CAPSTONE 2 - DGADS

MEDP-0107 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals, MEDP-0106 Integrative Capstone 1 - DGADS, COMP-0624 Software Skills, MEDP-0100 Studio Skills

This course provides students with a work environment simulation. For the whole year, students produce commercial work for internal and external clients. They work with clients and practice communication, proposal writing, persuasion techniques, project management all the way to the delivery of the project. Students experience an open-minded environment that helps creatively problem solve business opportunities.

INTEGRATIVE CAPSTONE 2 - WBINV

MEDP-0109 | 6 credits

Prerequisites: ARTS-0023 3D Development, BUSN-0195 Business & Entrepreneurship 2, MEDP-0108 Integrative Capstone 1 - WBINV, MEDP-0101 User Experience Design

This course provides students with a work environment simulation. For the whole year, students produce commercial work for internal and external clients. They work with clients and practice communication, proposal writing, persuasion techniques, project management all the way to the delivery of the project. Students experience an open-minded environment that helps creatively problem solve business opportunities.

INTERACTIVE COMMUNICATIONS

COMM-0400 | 6 credits

Convey messages clearly, directly, and succinctly for a range of audiences. A variety of texts and communication methods, styles, and structures are examined, as well as best practices and ethical considerations for each. Research and project planning skills are introduced in this course.

INTERACTIVE DEVELOPMENT

MEDP-0098 | 6 credits

Prerequisite: MEDP-0097 Front-End Development

Understand the context and standards set by the interactive designers, where the interactive developer job is to recommend the proper usage of emerging technologies to help enhance the user experience. Learn how to create a seamless process by establishing proper standards and frameworks for effective integration and execution of prototypes.

INTERIOR FINISHING

CPWW-0010 | 3 credits

Learn to select and apply interior finishes for walls, ceilings and floors. Students hang an interior door in one of several modes, install trim and study decorative details.

INTERMEDIATE MGMNT ACCOUNTING

ACCT-0052 | 6 credits

Prerequisite: ACCT-0050 Introductory Mgmnt Accounting

Apply accounting information to internal decision-making. 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.

INTERNATIONAL BUSINESS

MKTG-0032 | 6 credits | D

Prerequisite: MKTG-0044 Marketing Principles

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

INTERPERSONAL COMMUNICATION 42C

COMM-D035 | 0.5 high school credit

This course provides students with a general introduction to the theory and principles of interpersonal communication. Students develop and practice skills to improve communication effectiveness.

INTERPERSONAL COMMUNICATIONS

COMM-0035 | 3 credits | D

This course provides students with a general introduction to the theory and principles of interpersonal communication. Students develop and practice skills to improve communication effectiveness.

INTERPERSONAL COMMUNICATIONS

COMM-0038 | 3 credits

Explore effective interpersonal communication through self-examination, communication processes and the opportunity to practice by a variety of exercises.

INTRODUCTION TO EXCEL

COMP-0594 | 6 credits

This course prepares the Administrative Assistant student to use electronic spreadsheets in today's offices.

INTRODUCTORY MGMNT ACCOUNTING

ACCT-0050 | 6 credits

Prerequisite: ACCT-0004 Financial Accounting 2

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.

INVESTIGATIONAL TECHNIQUES

JSTC-XXXX | 6 credits

Corequisite: JSTC-XXXX Criminal Code

The ability to investigate a crime is basic to the police profession. This course provides students with the understanding of how to conduct an investigation. Students learn the principles of investigational procedures, investigational interviewing, informants, intelligence, and how to prepare for court.

J

JOB SKILLS DEVELOPMENT

PEDV-0145 | 3 credits | D, P

Learn how to promote yourself more effectively to get the job want. Develop the skills and strategies needed to successfully market skills so you can compete effectively in the job market. Emphasis is placed on understanding the job search process, preparing a résumé and cover letter, interview skills and business etiquette.

JUSTICE SYSTEM

LAWG-0006 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1.

Learn the history and implications of the Aboriginal Justice Inquiry and current alternative sentencing.

K

KEYBOARDING AND DOCUMENTS

COMP-0593 | 6 credits

This course combines keyboarding and document processing. In the keyboarding portion, the student gains mastery of the computer keyboard, learn proper keyboarding techniques, and keys letters, memos, tables, reports, and business forms. Increasing emphasis is placed on developing speed and accuracy. This hands-on course is designed to introduce Administrative Assistant students to word processing concepts and the production of routine business communication.

KEYBOARDING APPLICATIONS

COMP-0595 | 6 credits

Prerequisites: COMM-0382 Business English; COMP-0593 Keyboarding and Documents

This is a practical course that requires the application of effective writing skills and further develops good keyboarding techniques. It covers advanced features of words processing and desktop publishing. Speed and accuracy are emphasized for the production of office documents. This course is a continuation of Keyboarding and Documents and covers advanced features of word processing.

L

LABOUR RELATIONS

HRMG-0039 | 6 credits

Prerequisite: HRMG-0036 Human Resource Management

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

LANDSCAPE CONSTRUCTION

AGRC-0031 | 3 credits | D

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

LANDSCAPE DESIGN

AGRC-0030 | 6 credits | D

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

LANGUAGE AND LITERACY

ECED-0048 | 3 credits | D

Prerequisites: PSSY-0020 Child Development 2

Early childhood educators require knowledge and understanding of how to promote literate behaviours in early childhood programs. This course incorporates theory with related activities appropriate for literacy and language development required in the early childhood setting.

LAW 40S

LAWG-0040 | 1 high school credit | P

This course provides students with an introduction to the legal system as well as the principles, practices and consequences of law with regard to torts, contracts, crimes, property rights, family and inheritance. It also provides an Indigenous view of law in Manitoba.

LAW ENFORCEMENT/JUSTICE

JSTC-XXXX | 6 credits

As part of the Criminal Justice system, it is imperative that officers understand how court procedures affect their decisions in the performance of their duties. These procedures vary from issuing a provincial offence notice to compelling an accused to court and trial procedures and outcomes. Students employ the Criminal Code of Canada, the Charter of Rights and Freedoms, and case law to obtain a full understanding of these procedures. Students then explore many of the consolidated statutes of Manitoba. They learn to recognize the elements of an offence, enforcement requirements, court procedures, and a officer's legal authorities.

LEADERSHIP AND TEAM BUILDING

PEDV-0178 | 3 credits | D

This course introduces students to the principles, issues and skills involved in developing effective leadership and group communication abilities. It emphasizes leadership skills, group process and problem solving.

LEARNING STYLES

PSSY-0054 | 3 credits | D

Understand learning styles and the effects learning styles have on the individuals' ability to learn. Explore learning disabilities.

LEARNING STYLES 42C
PSSY-D054 | 0.5 high school credit
Understand learning styles and the effects learning styles have on the individual's ability to learn. Explore learning disabilities.

LEGAL AND ETHICAL ISSUES
LAWG-0024 | 3 credits
Acquire knowledge of the various laws, procedures and legal issues involved in social, educational, and cultural agencies and develop an awareness of the moral and legal responsibilities of the counsellor. This course is for Applied Counselling Skills students only.

LEGAL AND ETHICAL ISSUES
LAWG-0092 | 2 credits
Prerequisite: PSSY-0101 Counselling Skills Theory
Acquire knowledge of ethical and legal responsibilities in the counselling field. Situate counselling practices within the scope of law and ethical codes by analyzing ethical dilemmas and models of ethical decision-making.

LEGAL ISSUES
LAWG-0072 | 6 credits
This course provides legal education that encourages compliance with legal rules in a business setting reducing the occurrence and cost of violations, and recognition of the legal rights and privileges of employers, employees, and consumers. In this course, students learn about the Canadian legal system, forms of business organizations, contract law, tort law, employment standards, insurance law, bankruptcy and privacy law.

LEVEL 1 FINAL PRACTICAL COOK
COOK-0096 | 0 credit
This is the practical exam for Level 1 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 1 FINAL THEORY COOK
COOK-0098 | 0 credit
This is the theory exam for Level 1 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 2 FINAL PRACTICAL COOK
COOK-0097 | 0 credit
This the practical exam for Level 2 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LEVEL 2 FINAL THEORY COOK
COOK-0099 | 0 credit
This is the theory exam for Level 2 Cook for the Apprenticeship and Trades Qualification Board of Manitoba.

LIFE LICENSE QUALIFICATION
BUSN-0172 | 6 credits
Prerequisite: BUSN-0169 Personal Finance
The Life License Qualification Program, offered through IFSE, is a pre-requisite course that qualifies the student to write the licensing exam through the Insurance Council of Manitoba. Topics covered in this course include life insurance, accident and sickness insurance, segregated funds and annuities, and ethical and professional practice. Upon completion of the course, students should be able to evaluate appropriate insurance options as they relate to the financial planning process.

LIFE/WORK TRANSITION 40S
PEDV-0288 | 1 high school credit | P
The career development curriculum has been designed to connect school learning with workplace and other labour market realities. This course explores the many aspects of developing the skills necessary to obtain employment. It also focuses on maintaining positive attitudes to be successful in a career. Students will have an opportunity to increase their work experiences, build effective resumes, practice interview skills, and work on interdisciplinary skills necessary to build and keep positive personal and business relationships. The broad range of experiences may vary from community visitor presentations to volunteerism at community placements.

LITERATURE
ECED-0005 | 3 credits | D
Prerequisite: ECED-0004 Curriculum Planning 1
Early childhood educators require knowledge and understanding of literature for young children and how such experiences contribute to the child's development. This course incorporates theory with related activities appropriate for the literature curriculum in early childhood settings.

LIVE MULTI-CAM
MEDP-0090 | 6 credits
Prerequisites: MEDP-0086 Digital Video, MEDP-0095 Unscripted Video Production 2
Corequisite: MEDP-0082 Capstone
This advanced course provides students with additional skill sets in live multi-camera production. The course build upon the skills developed in Unscripted Video 1 and 2. Students develop leadership skills and provide direction to student crews on a range of multi-camera projects. They serve as senior producers, directors, technical directors and team leads. They develop advanced skills in the operation and configuration of production systems.

LIVE SOUND REINFORCEMENT
MEDP-0091 | 6 credits
Prerequisite: MEDP-0085 Digital Audio & Radio 3
Corequisite: MEDP-0082 Capstone
This advanced course provides additional skill sets in professional live sound reinforcement. Students study and practice the art and craft of microphone and loudspeaker placement, audio mixing and signal processing for live sound reinforcement applications. Advanced signal flow and equipment coordination are emphasized. Students examine an overview of what running a live sound small business entails.

LIVESTOCK PRODUCTION
AGRC-0294 | 6 credits
Corequisite: ENVR-0038 Environmental Land Management
Students explore the livestock enterprises common to Canadian food production on a national and provincial basis. Students learn about current and emerging on-farm production for each class of livestock and assess the strengths and weaknesses of each livestock sector. Reproduction, marketing, slaughter, and processing are included as part of on-farm production discussions. Digestive systems and nutritional requirements of ruminant and non-ruminant livestock are examined. Students learn to analysis feed components and forage quality while being introduced to ration formulation. Students compare forage razing systems, riparian management and pasture management systems including their role in greenhouse gas mitigation. Emphasis is on the fact that the consumers desired end product, determines on-farm production practices.

M

MACHINE SHOP PRACTICES
WRKP-0006 | 3 credits
Corequisites: METL-0001 Drilling Machines and Saws, METL-0004 Metallurgy
This course provides instruction in machine shop safety, precision measurement and the use of hand tools.

MANAGEMENT INFORMATION SYSTEMS
COMP-0601 | 6 credits
With the ever-increasing amount of information and data organizations collect, store, and use, it is critical to have an efficient and effective Management Information System. This is not a technology course, nor is it designed to teach you how to use computers, although there will be some exposure and skill development with various applicable software applications. The focus of the course is on how people, processes, data and technology can work together to produce information that can be used in decision-making and how to leverage information systems to effectively operate and grow a business.

MANUFACTURING TECHNIQUES
ELTE-0088 | 3 credits
Prerequisite: ELTE-0073 Electronic Circuits 1
Students use the electrical and drafting concepts acquired in previous courses to generate printed circuit board (PCB) layouts using Computer Aided Design software. Basic single and double-sided through the hole and Surface Mount Technology PCB are designed. Students will also learn to generate the required files and documents required to have the board manufactured. In-house manufacturing is then done on our Rapid Prototype CNC machine. This course provides training, as well as proper soldering, desoldering and techniques based on current industry standards and best practices.

MARKETING COMMUNICATIONS
COMM-0387 | 6 credits | D
Prerequisite: MKTG-0044 Marketing Principles; COMM-0006 Communications
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 | D, P
Gain the basic marketing skills required by employers for success in today's competitive marketplace. Understand 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.

MARKETING STRATEGY & ANALYSIS
MKTG-0066 | 6 credits
Design, develop and implement marketing strategies that create value for the business in the competitive environment. Explore the primary issue of creating and sustaining competitive advantages in the marketplace. Gain knowledge from identifying opportunities and threats through the analysis of complex and unfamiliar market environment.

MATH - AUTOMOTIVE
MATH-0109 | 1.5 credits
This course is designed to provide the student with the knowledge and ability to use mathematics with precision, resourcefulness, and confidence. Topics include an overview of the importance of math to the trade, and a review of general mathematical concepts with an emphasis on concepts that are related to the automotive trade.

MATH - HETCH
MATH-0113 | 3 credits
This course provides students with a review of foundational math concepts and operations in the context of the heavy equipment trade. Content includes fractions, decimals, percentages, ratios, Metric and Imperial systems of measurement as well as geometric formulas.

MATH - PIPING TRADES
MATH-0108 | 3 credits
Study mathematics related to the piping trades. This unit is designed to provide students with the knowledge of mathematics used in piping trades such as plumbing, steam fitting, gas fitting, sprinkler fitting and refrigeration. Topics include imperial and metric systems, formulas and formula transposition, areas and volumes, elevations and grade, offsets and percentages.

MATH FOR BUSINESS
MATH-0107 | 6 credits | D
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.

MATH FOR WELDERS
MATH-0101 | 3 credits
Part of being a good welder is having good math skills. Learn basic math skills including fractions and decimals, percentages and ratios, the Imperial and Metric systems, and geometric formulas. This course presents math skills the way welders use them.

MATHEMATICS (PE)
MATH-0050 | 3 credits
This is a skill development course in arithmetic, applied geometry and lower level algebra. Emphasis is on hand-held calculator skills and realistic applications.

MEATS AND POULTRY 1
COOK-0010 | 6 credits
Learn meat and poultry varieties, grading and inspection, cooking methods, seasoning and marinating techniques, testing for doneness and quality of finished products and presentation with accompaniments.

MEATS AND POULTRY 2
COOK-0089 | 6 credits
Prerequisite: COOK-0010 Meats and Poultry 1
This course expands on the skills and techniques previously developed and it introduces advanced techniques and procedures. Topics include understanding cuts of meat, classifications and wild meats.

MECHANICS (CIVIL)
MECH-0068 | 6 credits
This course deals with the basic concepts of statics as applied to the analysis of frames and the determination of centroids of geometric bodies.

MECHANICS (PE)
MECH-0083 | 3 credits
This is an introductory course on the study of statics and dynamics. This includes friction, types of motion, work, power, energy and some power mechanical transmission.

MEDICAL MICROBIOLOGY
SCIE-0073 | 3 credits
Focus on the types of microbes and their interactions with humans. Emphasis is given to the physiology of microorganisms, body responses to disease and the effects of microbes on organ systems. Labs consist of hands on experience with microscopes, animations and videos of microbiology lab techniques and results, sample collections and virtual lab experiences.

MEDICAL SIMULATION
OFAD-0007 | 6 credits
Prerequisites: HLTH-0157 Medical Terminology 2
Develop essential office skills for employment in a medical office setting. Topics of study include roles and responsibilities of the medical office administrator, Canada's health care system, legal/health and safety matters, general medical office procedures, file preparation and organization, medical tests and pharmacology.

MEDICAL TERMINOLOGY 1
HLTH-0113 | 6 credits | P
The language of medicine is a specialized vocabulary used by health care practitioners. Learn prefixes, suffixes, and root words to enable them to develop a medical vocabulary. Emphasis is placed on learning medical language as it relates to specific body systems, pathologies, and diagnostic testing so that the student can function effectively in medical environments. Spelling is emphasized.

MEDICAL TERMINOLOGY 2
HLTH-0157 | 6 credits | P
Prerequisite: HLTH-0113 Medical Terminology 1
The language of medicine is a specialized vocabulary used by health care practitioners. Learn prefixes, suffixes, and root words to enable them to develop a medical vocabulary. The emphasis is placed on learning medical language as it relates to specific body systems, pathologies, and diagnostic testing so that the student can function effectively in medical environments. Spelling is emphasized.

MEDICAL TRANSCRIPTION

COMP-0565 | 6 credits

Develop medical transcription skills. Learn about careers in medical transcription, professional standards, dictation systems, speech recognition, transcription resources and electronic templates. Accuracy of medical documentation is imperative. Proofreading and editing skills are practiced throughout the course. Workbook exercises and practice with transcribing medical reports solidifies student knowledge of the professional standards of medical documentation.

MEDICINAL AND AROMATIC PLANTS

AGRC-0070 | 3 credits | D

This is an introductory course to the production, processing and marketing of medicinal and aromatic plants on the prairies. It provides students with useful information and skills that could be applied in establishing or conducting an herb production, processing or marketing enterprise.

MENTAL HEALTH

HLTH-0006 | 3 credits | D, P

Focus on the general issues affecting mental health and mental illness, including topics such as personality and behaviour, anxiety, eating disorders, personality disorders, schizophrenia, mood disorders, abusive behaviours, psychogeriatrics, activities and therapies, and non-violent crisis intervention.

MENTAL HEALTH

HLTH-0182 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

This course focuses on the concepts of mental health and illness for all ages in today's society.

MENTAL HEALTH

HLTH-0296 | 3 credits

This course focuses on mental health and mental illness in all ages in today's society. It includes topics such as personality and behaviour, anxiety, eating disorders, personality disorders, schizophrenia, mood disorders, abusive behaviours, and psychogeriatrics. Treatment strategies and therapies will also be discussed.

MENTAL HEALTH 42C

HLTH-D006 | 0.5 high school credit

This course focuses on the general issues affecting mental health and mental illness. It includes topics such as personality and behaviour, anxiety, eating disorders, personality disorders, schizophrenia, mood disorders, abusive behaviours, psychogeriatrics, activities and therapies, and non-violent crisis intervention.

MENU PLANNING AND FOOD COSTING

COOK-0083 | 6 credits

Examine three major areas of cost control: food, beverage and labour costs. Learn to coordinate activities to prepare for banquets and dining room service. The use of computer software for ordering, inventory and cost control is included.

METAL FORMING MACHINES

METL-0014 | 3 credits

Prerequisite: WELD-0050 Shielded Metal Arc Welding

The course deals with the safety precautions and principles of operating machines such as hydraulic shears, hydraulic brakes, ironworkers and power band saws. Students will learn the skills required for layout, saw, shear, punch, bend, drill, shape, form, fit and assemble metal components.

METAL FORMING MACHINES

METL-0015 | 4.5 credits

Prerequisite: WELD-0031 Shielded Metal Arc Welding

The course deals with the safety precautions and principles of operating machines such as hydraulic shears, hydraulic brakes, ironworkers and power band saws. Students learn the skills and theory required to interpret drawings, layout, saw, shear, punch, bend, drill, shape, form, fit and assemble metal components.

METALLURGY

METL-0004 | 1.5 credits

Corequisites: METL-0001 Drilling Machines and Saws, WRKP-0006 Machine Shop Practices

This course covers basic properties of metals including manufacturing, heat treating, hardness testing, non-ferrous metals and alloys.

METALLURGY FOR WELDING

METL-0016 | 1.5 credits

Examine the basic metallurgical properties of steel and the changes that take place during cutting and welding operations. This course also covers basic properties of metals including manufacturing, heat treating, hardness testing, non-ferrous metals and alloys.

MICRO-CONTROLLER SYSTEMS

ELTE-0059 | 6 credits | P

Prerequisite: ELTE-0052 Digital Circuits, ELTE-0073 Electronic Circuits 1, COMP-0439 Computer Programming 1

An overview of architecture, instruction set and input/output (I/O) capabilities of a micro-controller based system. Flowcharting and assembly language programming are discussed along with the support hardware and memory mapping required for the micro-controller to operate. Simple I/O routines are written to control various devices such as motors, Light Emitting Diodes (LEDs), speakers, and Analog to Digital (A/D) converters. I/O interfacing using interrupts, counters and timing operations are presented. Students finish by using the 'C' programming language to program their I/O operations.

MILLING MACHINE OPERATIONS

METL-0003 | 9 credits

Prerequisites: METL-0001 Drilling Machines and Saws, DRFT-0012 Blueprint Reading - INMF, METL-0004 Metallurgy, WRKP-0006 Machine Shop Practices

Corequisite: METL-0002 Engine Lathe Operations

An introduction to the principles and safety precautions required to perform operations such as vertical and horizontal milling using a variety of cutting tool materials.

MOBILE APP DESIGN/ DEVELOPMENT

MEDP-0099 | 6 credits

Prerequisite: MEDP-0101 User Experience Design

Expand on the knowledge and skills acquired in prerequisite courses. Investigate user interaction principles and apply them to application development processes. Project work becomes more advanced with a focus on mobile application development for use on multiple platforms.

MULTIPLATFORM JOURNALISM 1

MEDP-0111 | 6 credits

Prerequisite: COMM-0398 Storytelling

Students wanting success in the modern media industry must be able to prepare and publish content across a wide variety of platforms. This course provides students with the particular tools and skills needed to prepare and distribute online, audio, and visual content. Students further develop the ability to use research to produce factual content rich in detail and substance. Students explore cultural competencies and how they may affect ethics in journalism.

MULTIPLATFORM JOURNALISM 2

MEDP-0112 | 6 credits

Prerequisite: MEDP-0111 Multiplatform Journalism 1

Journalism is about finding and sharing the stories of people in our communities—local, national and global. Apply the skills learned in Storytelling and Digital Journalism 1, seeking out those stories mostly unexplored by the mainstream media. These stories may be considered "investigative". Perhaps they concern hidden secrets or maybe these are stories concealed by systemic class and/ or racial pressures. There are many stories waiting to be told simply because nobody asked the right questions. Students are mentored in finding and sharing stories that matter.

MUNICIPAL COMPUTER APPS.

COMP-0514 | 7.5 credits

Learn to use computer software, (primarily AutoCAD 2004 and Land Development Desktop R4), to solve practical problems in Municipal Technology. Topics include working with point data, adjusting traverse data, creating surface models, designing earthwork and roadway projects, estimating volumes and designing subdivision layouts.

MUSIC AND MOVEMENT

ECED-0049 | 6 credits

Prerequisites: ECED-0004 Curriculum Planning 1

Explore modern day approaches to music and movement with the early learning and child care environment, both indoors and outdoors. The course guides students through the concepts and strategies to incorporate music and movement in the daily approach to curriculum planning. Students prepare and implement music and movement curriculum to support an anti-bias environment.

N

NATURAL RESOURCES FIELD LAB

AGRC-0292 | 6 credits

Prerequisites: AGRC-0162 Agro-Ecology Field Laboratory; COMP-0572 Natural Resources Technology

Learn basic field and lab measurement techniques which are commonly used in managing natural resources. Fieldwork is a major component of this course. This course provides learners with the concepts, principles and theories behind a variety of technology used by resource management organizations. Learn the applications of field-based and mapping technology used by the industry. Both spatial and non-spatial data systems are covered providing fundamental knowledge to enable learners to interact and provide basic services to organizations and specialists. Topics provide theory and hands-on proficiency in GPS and surveying equipment, data collection procedures, as well as data accuracy, analysis, and processing. Use software to download, manage, summarize, map and report on field-collected data.

NATURAL RESOURCES TECHNOLOGY

COMP-0572 | 6 credits

This course provides learners with the concepts, principles and theories behind a variety of technology used by resource management organizations. Students will learn the applications of field-based and mapping technology used by the industry. Both spatial and non-spatial data systems will be covered providing fundamental knowledge to enable learners to interact and provide basic services to organizations and specialists. Topics will provide theory and hands-on proficiency in GPS and surveying equipment, data collection procedures, as well as data accuracy, analysis, and processing. Learners will use software to download, manage, summarize, map and report on field-collected data.

NEGOTIATION THEORY & PRACTICE

HRMG-0013 | 3 credits | P

Examine the fundamental principles to successful negotiations. Topics include positional and principled negotiation and four prime principles of negotiation. Students have the opportunity of developing and role-playing a negotiation case study in this course.

NETWORK FUNDAMENTALS

COMP-0410 | 6 credits

This course follows the Cisco Networking Academy (CCNA) 1 curriculum. Students will be introduced to basic networking concepts and principles. Students will learn the Open System Interconnection (OSI) model and other industry standards, network technologies, basic network design and cabling techniques. Students will also be introduces to Cisco Router operation and configuration.

NETWORK PROTECTION

NETW-0004 | 6 credits

Prerequisites: NETW-0014 Advanced Operating Systems, NETW-0017 Routing 3, NETW-0009 Networking 5

Examine threats and vulnerabilities computer networks are exposed to. Topics include reconnaissance, cryptography, penetration testing, virtual private networks (VPN), intrusion prevention systems (IPS), next-generation firewalls (NGFW), network monitoring and advanced security best practices. Protect the network from malicious activity to maintain integrity, confidentiality, and availability of data and devices in a practical laboratory environment.

NETWORK ROUTING

COMP-0441 | 6 credits

Prerequisite: COMP-0410 Network Fundamentals

Learn Cisco router configurations, Access Lists, routed and routing protocols and are introduced to switches. This course follows the Cisco Networking Academy (CCNA) 2 curriculum.

NETWORKING 1

NETW-0005 | 6 credits

Install, configure and troubleshoot a modern desktop network operating system. Topics include: basic and advanced installation methods, hardware management, network connectivity, file system security, group policy, software security, user account creation and management of operating system. Students construct and administer peer-to-peer networks.

NETWORKING 2

NETW-0006 | 6 credits

Prerequisite: NETW-0005 Networking 1

Install and manage server-based network operating systems. Topics include: configuration of server software, network security administration, global policy objects and optimization of a network server. Build and administer a server-based network.

NETWORKING 3

NETW-0007 | 6 credits

Prerequisite: NETW-0006 Networking 2

Configure various physical and logical topologies for an Active Directory based network. Topics include: multiple authentication policies, DNS (Domain Name Services), subnetting, site objects, and complex domain configurations. Install and configure networking services in a networking laboratory.

NETWORKING 4

NETW-0008 | 6 credits

Prerequisite: NETW-0007 Networking 3

Configure a network infrastructure to support Active Directory based networks. Topics include: the OSI (Open Systems Interconnect) model, name resolution, DHCP (Dynamic Host Configuration Protocol), routing, NAT (Network Address Translation), IPSec (Internet Protocol Security), and VPN (Virtual Private Networking).

NETWORKING 5

NETW-0009 | 6 credits

Prerequisite: NETW-0008 Networking 4

Plan, implement and maintain a network infrastructure. Topics include: firewall configuration, WSUS (Windows Server Update Services), virtualization of resources, RDS (Remote Desktop Services), IIS (Internet Information Services), PKI (Public Key Infrastructure) and WDS (Windows Deployment Services).

NETWORKING 6

NETW-0010 | 6 credits

Prerequisite: NETW-0009 Networking 5

Design, implement and secure an enterprise network infrastructure and directory services topology to meet the needs of a business. Topics include: network topologies, name resolution, securing connections to public and private resources, virtualization of various resources, cloud computing services, web sites, and traffic management. Students practice configuration tasks both in a physical laboratory and public cloud environment.

NETWORKING 7

NETW-0011 | 6 credits

Prerequisite: NETW-0010 Networking 6

Corequisite: NETW-0012 Networking 8

Set up, manage, maintain, and support a messaging system for an existing network. Topics include: supporting email client software and administration of the underlying infrastructure to deliver messages to the appropriate recipient or destination network. Practice and enhance the skills needed for message delivery in a networking laboratory.

NETWORKING 8

NETW-0012 | 6 credits

Prerequisite: NETW-0010 Networking 6

Corequisite: NETW-0011 Networking 7

Advance skills in configuring and managing network servers to provide advanced services to the network. Topics include: high availability solutions using clustering methods (availability), Branch-Caching (network efficiency), claims based file security (security), virtualized application delivery (network efficiency and availability), Direct Access and Federated Trusts and Rights Management Services (access and security). Create accurate documentation on all solutions.

NETWORKING 9

NETW-0013 | 6 credits

Prerequisite: NETW-0012 Networking 8

Install, configure and manage Microsoft's System Center Suite for a variety of tasks to serve the network's users and workstations. Topics include: installation, configuration, deployment of services, application delivery, data collection and queries, security update management, anti-virus reporting and management and operating system deployment in task sequences.

NURSERY CROP PRODUCTION

AGRC-0071 | 3 credits | D

This course covers the principles and practices of the production of trees, shrubs and perennial plants. Production in fields and containers is addressed in the commercial business environment. The historical evolution of the prairie industry is discussed as it relates to current crop management practices. Note: It is strongly recommended that students have completed AGRC-0017 Applied Botany, AGRC-0018 Soils for Horticulture, AGRC-0020 Safe Work/Pesticides, AGRC-0019 Integrated Pest Management and AGRC-0027 Woody Landscape Plants prior to registering for this course.

NURSERY/ORNAMENTAL HORT

AGRC-0286 | 6 credits

Learn about general production methods and management techniques for field and container grown nursery and ornamental crops including annuals, trees, shrubs and perennial plants. The course will also focus on the production practices of selected potted and cut flower crops grown in greenhouses. Perform various propagation techniques including seeding, micropropagation, cuttings, grafting, division, layering, and propagation through specialized plant parts. The course will also provide information on principles of landscape design using different plant materials.

NURSING ARTS AND ASSESSMENT 1

HLTH-0010 | 6 credits

Prerequisite: PRAC-0218 Practicum 1 - NURSD

This course has a laboratory component that focuses the learner on developing basic knowledge and nursing skills required to assist the clients in the promotion of independence, activity, comfort and personal care. Learners develop skills and medical terminology related to nursing practice.

NURSING ARTS AND ASSESSMENT 2

HLTH-0015 | 6 credits

Prerequisite: PRAC-0219 Practicum 2 - NURSD

Build on the knowledge and skills acquired in term one, and develop clinical nursing skills required in caring for clients with assessment, planning, implementing and evaluating strategies that promote the client's health.

NURSING ARTS AND ASSESSMENT 3

HLTH-0186 | 9 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

Enhance your knowledge and skills acquired in the previous terms, and focus on the development of clinical nursing skills to care for clients of all ages.

NUTRITION

HLTH-0002 | 3 credits | D, P

Focus on the basic principles of promoting and maintaining a client's health and wellness related to diet, including topics such as menu planning, special therapeutic diets, mealtime, food handling and storage. This course includes a campus laboratory component.

NUTRITION

HLTH-0236 | 3 credits

Explore the relationship between food and its use by the human body for energy, structure and optimal health. Study the body's normal nutritional needs and recommended daily dietary allowances for calories, protein, fats, carbohydrates, vitamins and minerals. Engage in course theory to consider important concepts related to medical conditions and to evaluate nutrition throughout the lifespan and in the prevention of diseases.

NUTRITION 42C

HLTH-D002 | 0.5 high school credit

Focus on the basic principles of promoting and maintaining a client's health and wellness related to diet, including topics such as menu planning, special therapeutic diets, mealtime, food handling and storage. This course includes a campus laboratory component.

NUTRITIONAL COOKING

COOK-0065 | 3 credits

Focus on the most common nutritional requests: reduced fat, reduced salt, reduced sugar, reduced calories, more complex carbohydrates and protein from sources other than red meat. Dietary guidelines, food allergies and institutional cooking are also included.

O

OBSERVATION & REPORT WRITING

COMM-0189 | 3 credits | D

Educators need to know that accurate written observation is required in order to understand and report the behaviour of children. This course provides an opportunity for students to become skilled in writing observations, research papers, reports, summaries and analyses. Appropriate documentation for the workplace is covered in this course.

OBSERVATION/REPORT WRITING 42C

COMM-D189 | 0.5 high school credit

Educators need to know that accurate written observation is required in order to understand and report the behaviour of children. This course provides an opportunity for students to become skilled in writing observations, research papers, reports, summaries and analyses. Appropriate documentation for the workplace is covered in this course.

OCCUPATIONAL HEALTH & SAFETY

HLTH-0277 | 6 credits

Learn the importance of having a safety first attitude and the responsibilities of owners, supervisors and employees in applying safe work skills. From primary production to agri-retail service and input supply, businesses require detailed safety systems and programs to manage and control hazards. As agribusinesses grow larger and become specialized with larger equipment, the need for customized components within a safety system increases. Training and certification for Workplace Hazardous Materials Information System (WHMIS 2015), updated with the Globally Harmonized System of Classification, Transportation of Dangerous Goods (TDG), for safe shipping, transporting, receiving and handling of crop protection products and Anhydrous Ammonia is also provided. Safety requirements for businesses covered provincially (Workplace Safety and Health Act – W210) and federally (The Canada Labour Code) is discussed. Gain hands-on experience implementing a safety and health system for an employer in a group project and host a safety workshop showcasing their applied safety training.

OFFICE COMMUNICATIONS 1

COMM-0372 | 6 credits

This course teaches the principles of English-language grammar and style for use in an office setting. Course topics include effective written communication, correspondence formats, critical thinking and transcription.

OFFICE COMMUNICATIONS 2

COMM-0373 | 6 credits

Prerequisite: COMM-0372 Office Communications 1

This course immerses students in the conventions of professional written communication and basic research methods. Topics include correspondence, proposals, press releases, technical documentation, editing, research documentation and report writing.

OFFICE MANAGEMENT 1

OFAD-0023 | 6 credits

Learn how to function in an office managerial role. Topics include leadership, scheduling, collaboration, effective decision making and conflict resolution.

OFFICE MATHEMATICS

MATH-0104 | 6 credits

Gain a working knowledge of basic arithmetic and mathematics. This course reviews the basics of arithmetic, graphing and algebra to develop skills for solving practical problems encountered in business. Course topics include manipulation of whole numbers, fractions, decimals, percentages, exponents, basic algebra, ratios, proportions, graphing and graphical solutions.

OFFICE PROCEDURES 1

OFAD-0022 | 6 credits

An overview of general office procedures. Topics include office reception procedures, work and time management procedures, filing, meetings and meeting minutes, handling telephone calls, processing mail and appointment scheduling.

OFFICE PROCEDURES 1

OFAD-0025 | 6 credits

An introduction to the world of business. Gain practical experience in typical office environment and perform routine duties common to majority of all office positions.

OFFICE PROCEDURES 2

OFAD-0024 | 6 credits

Prerequisite: OFAD-0022 Office Procedures 1

Learn to set the order of priority for given tasks, utilize office equipment, employ office administration skills, demonstrate employability skills, proofread and communicate, utilize Robert's Rules of Order to effectively chair meetings, and will work in groups, as well as individually, to complete hands-on tasks similar to industry expectations.

OFFICE PROCEDURES 2

OFAD-0026 | 6 credits

Prerequisite: OFAD-0025 Office Procedures I

In this course, office procedures skills are developed to a higher level and the importance and function of secretarial public relations are examined. Students are prepared further for their work practicum and the employment application process.

ONLINE MANAGEMENT SYSTEMS

MEDP-0105 | 6 credits

Prerequisite: MEDP-0101 User Experience Design

This course provides students with the skills desired by current web development agencies. Management systems that provide the services used by web technologies are examined and implemented. Students utilize and customize current Content Management Systems (CMS) or other online content management services.

ONLINE MARKETING

MKTG-0068 | 6 credits

Prerequisites: BUSN-0195 Business & Entrepreneurship 2, MEDP-0096 Editorial Design & Production, MEDP-0101 User Experience Design

Create strategic marketing campaigns and develop the necessary marketing materials required. Examine current copyright laws, as well as explore ethics in the digital communication world. Develop a brand in a digital environment, analyze how the user interacts with the brand, and propose changes based on these analytics.

OPERATING SYSTEMS FUNDAMENTALS

NETW-0001 | 6 credits

Prerequisite: NETW-0005 Networking 1

Examine different operating systems. Research, install and configure operating systems on desktop computers. Topics include: planning, configuration, installation, administration, process and storage management, basic security practices and performance evaluation. Practice working with operating systems through the command line for greater control and efficiency.

OPERATIONAL TECHNOLOGY

JSTC-XXXX | 6 credits

Move through three units containing 12 modules and learn how to optimize time spent on computers using current word processing and spreadsheet management software. Gain many technological skills, including radio procedures, messaging, researching, record management, word processing, data basing and global positioning. The theories covered in this course are common to most systems used by public safety organizations across Canada.

ORGANIZATIONAL BEHAVIOUR

PSSY-0004 | 6 credits

Develops knowledge of behaviour science theory and concepts useful in organizations. Topics include: perception, values and attitudes, foundations of group behaviour, teamwork, leadership, organizational culture and organizational change.

ORGANIZATIONAL BEHAVIOUR

PSSY-0090 | 6 credits | P

Study behaviour science theory and concepts useful in organizations. Topics include perception and learning, stress management, applied performance practices, team dynamics, decision-making, power and influence, as well as organizational structure, design, culture and change.

ORGANIZATIONAL BEHAVIOUR 1

PSSY-0001 | 3 credits | D

Study behaviour science theory and concepts useful in organizations. Topics include: perception and learning, stress management, applied performance practices and team dynamics.

ORGANIZATIONAL BEHAVIOUR 2

PSSY-0002 | 3 credits | D

Prerequisite: PSSY-0001 Organizational Behaviour

Building on Organizational Behaviour 1, focus on decision-making, power and influence in the workplace, as well as organizational structure, design, culture and change.

ORGANIZATIONS AND MANAGEMENT

BUSN-0168 | 6 credits | D

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.

ORIENTATION & SHOP SKILLS

WRKP-0061 | 10.5 credits

Prepare for progression into other program areas by building a solid foundation of shop skills. Become familiar with college facilities, resources and extracurricular activities. Major course topics include: shop safety procedures, the correct use and maintenance of hand tools, power tools and shop equipment. Demonstrations of precision measuring, fastener identification and tightening procedures are required. Learn basic automobile maintenance. Work practices, proper tool selection and referral to service manuals are emphasized.

ORIENTATION AND SAFETY

WRKP-0032 | 4.5 credits

Corequisite: WELD-0051 Oxyacetylene Principles

Focus on shop safety, equipment safety and welding safety. Learn about Apprenticeship and how it relates to the welding trade. Gain knowledge in climbing, rigging and hoisting.

ORIENTATION/SHOP SKILLS-HDET

WRKP-0036 | 12 credits

This course prepares students for progression into other program areas by building a solid foundation of shop skills. Become familiar with college facilities, resources and extracurricular activities. Major course topics include: shop safety procedures, the correct use and maintenance of hand tools, power tools and shop equipment. Demonstrations of precision measuring, fastener identification and tightening procedures are required. Learn metal fabrication, basic machinery maintenance, and safe machinery operation. Safe work practices, proper tool selection and referral to service manuals are emphasized.

OVERVIEW OF EARLY CHILDHOOD

ECED-0031 | 3 credits | D

This course provides an overview of the field of early childhood education. Students are introduced to a variety of early childhood settings directly through five days of practical experience and indirectly through course work. Comparisons are made of routines, schedules, activities and the role of staff within the settings. Influences on early childhood education outside of the setting are identified and described.

OXYACETYLENE PRINCIPLES-INMF

WELD-0051 | 3 credits

Corequisite: WRKP-0032 Orientation and Safety

Classroom lectures and shop demonstrations emphasize personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. This course includes a period of demonstration and instruction in practical gas welding as well as brazing of mild steel. It also includes theory and demonstrations of oxyacetylene cutting of mild steel.

OXYACETYLENE PRINCIPLES-WLDR

WELD-0053 | 2.25 credits

Corequisite: WRKP-0032 Orientation and Safety

Classroom lectures and shop demonstrations emphasize personal and shop safety, proper handling and use of equipment and theory and operation of equipment components. This course includes a period of demonstration and instruction in practical gas welding as well as brazing of mild steel. Learn different welding positions as well as different welding joints. It also includes theory and demonstration of oxyacteylene cutting of mild steel.

P

PATISSERIE 1

COOK-0074 | 6 credits

An introduction to the basic principles and techniques of baking. Become familiar with the formulas, measuring and ingredients used in the baking process through the production of pies, yeast products, cakes, desserts, cookies and pastries.

PATISSERIE 2

COOK-0067 | 6 credits

Prerequisite: COOK-0074 Patisserie 1

Examine the procedures for making breads and other yeast products, cakes, icings, pies, frozen desserts and related items. Develop skills in the preparation of yeast products, quick breads, choux paste, cookies and puff pastry.

PATISSERIE 3

COOK-0090 | 6 credits

Prerequisite: COOK-0067 Patisserie 2

Focus on advanced fermented and yeast-raised products, advanced cake decorating and dessert plating techniques, chocolate creations and classical pastries and tortes including creams, custards, puddings, frozen desserts and sauces.

PAVEMENT MIX DESIGN

ENGR-0042 | 9 credits

Evaluate of concrete pavement structures. Examine Portland cement concrete structures and Hot Mix Asphalt cement structures using for roadway surfaces. Pavement management systems are introduced and reviewed.

PERFORMANCE MANAGEMENT

BUSN-0177 | 6 credits

Prerequisite: ACCT-0050 Introductory Mgmt Accounting

Corequisite: ACCT-0052 Intermediate Mgmt Accounting

This course provides the skills and knowledge necessary to understand a business and the environment in which it operates, to identify and analyze critical threats and opportunities, to plot a strategic direction, and to manage performance. Attention is given to the importance of governance and corporate social responsibility.

PERSONAL AND CAREER DEVELOPMENT

HRMG-0116 | 6 credits

This skill-development course is designed to produce a deeper understanding of self and others. This is achieved by participation in self-reflective activities, practice with human relationship development, and receiving feedback. Examine topics related to human relations, getting to know yourself, strategies for improving human relations, team building, special challenges in human relations, and planning for success. Studying and practicing these topics boost relationship competencies and assist in creating a positive professional presence.

PERSONAL FINANCE

BUSN-0169 | 6 credits

Use current financial planning software to support the financial plans created for clients. Use the software to outline and deliver financial plans, which cover such topics as inflation, historical returns, comprehensive and periodic retirement goals, major purchase goals, education goals, insurance goals, capital growth, RRSPs, payouts from RRIFs and LRIFs, and loan and mortgage calculations. This course also uses a real time investment simulator (Investopedia.com) model to teach the principles of investing in the financial markets. The course uses a case study to provide the student experience in portfolio management through the creation of a diversified portfolio. The course culminates with the student presenting the portfolio to the instructor in an interactive fashion.

PERSONAL MANAGEMENT

PEDV-0322 | 6 credits | D

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.

PERSONAL SELLING

MKTG-0033 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

Create and role-play consultative sales presentations. Topics include the steps in a sales presentation as well as sales force management. Various role-play situations enable students to apply the selling principles and techniques.

PESTICIDES IN AGRICULTURE

PEST-0103 | 6 credits

Prerequisite: MATH-0106 Agribusiness Math

Learn the unique properties of pesticide products, proper use, handling and storage of pesticides, safety and health precautions for the student and the environment, and emergency responses and procedures. Focus on proper application and dispensing of agricultural pesticides in accordance with federal and provincial legislation. Demonstrate pesticide rate calculations, sprayer calibration techniques and proper pesticide complaint handling procedures. A focus is placed on pesticide rotation to prevent the development of pesticide resistance. This course prepares the student for the Pesticide Core and Agriculture Ground exams required for licensing as a pesticide applicator/dispenser.

PHARMACOLOGY 1

HLTH-0184 | 3 credits

Prerequisite: PRAC-0219 Practicum 2 - NURSD

An introduction to the basic concepts and principles, including pharmacokinetics, pharmacodynamics, pharmcotherapeutics, and the practical nurse's role in drug therapy.

PHARMACOLOGY 2

HLTH-0185 | 3 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

Cover the advanced concepts and principles, including pharmacokinetics, pharmacodynamics, pharmcotherapeutics and the practical nurse's role in drug therapy.

PHILOSOPHY AND CURRICULUM

ECED-0052 | 3 credits

Prerequisite: ECED-0051 Curriculum Development

Evaluate the historical approaches to curriculum. Using this information, develop your own personal philosophy and then compare this to program philosophies already looked at. The indicators of quality and methods of evaluation for quality in a program are explored and practiced.

PHOTOGRAPHY

MEDP-0092 | 6 credits

Prerequisite: COMP-0619 Digital Toolkit 3

Corequisite: MEDP-0082 Capstone

This advanced course provides additional skill sets in photography and sill image acquisition. Fine tuning and the advancement of skills in studio and on location portrait, event, corporate and landscape photography and still image post-production will be the emphasis here. Students examine a thorough overview of what running a small, photography business entails.

PHYSICAL EDUCATION 40F

HLTH-0226 | 1 high school credit | P

This course is designed to promote healthy lifestyle. Study topics related to fitness management, mental health, substance use and abuse, prevention and the social impact of sport. The focus is on health and planning.

PHYSICAL HEALTH ASSESSMENT

HLTH-0011 | 3 credits | D

Prerequisite: PRAC-0219 Practicum 2 - NURSD

Physical health assessment is an integral aspect of nursing practice. Develop a systematic approach in obtaining complete and accurate historical information from clients, performing a physical examination and making clinical assessments regarding clients' needs. Differentiate between normal and abnormal findings. Emphasis is placed on the physical, psychosocial and cultural needs of individuals across the lifespan.

PHYSICS 30S

SCIE-0011 | 1 high school credit | P

This course assists students in interpreting the environment around them. Throughout this course, students are involved in the investigation of motion, work and energy. Topics include: linear kinetics, vectors, Newton's laws, projectile and circular motion, momentum and impulse, work and energy, heat concepts and home energy conservation.

PHYSICS 40S

SCIE-0003 | 1 high school credit | P

Study waves and sound, electrical and magnetic fields, static and direct current electricity, electromagnetic induction and alternating current electricity. The course is a mixture of theory and problem solving. It is designed to provide basic concepts, processes and skills necessary for students who wish to pursue careers in the areas of engineering and electronics.

PIPING DESIGN

ENGR-0060 | 1.5 credits

Learn the mechanical properties of ferrous and non-ferrous materials including piping, piping components and valves. Discover how proper design can help mitigate problems, such as water hammer, in the piping system.

PLANT PHYSIOLOGY & TAXONOMY

SCIE-0038 | 6 credits

The morphological, anatomical, and physiological characteristics of vascular plants within the Aspen Parkland and Boreal Forest are the foci of this course. Emphasis is placed on using appropriate terminology to identify and classify flora within local communities. Field trips and lab work provide opportunity for students to recognise common plant families and use taxonomic keys for identification. Habitat, ethnobotany, and plant ecological relationships supplement plant identification and classification.

PLAY

ECED-0020 | 3 credits | D

Prerequisites: ECED-0004 Curriculum Planning 1, ECED-0001 Guiding Children's Behaviour

An introduction to the value of play in children's learning and development. Focus on how play changes as children reach each stage of development, what factors influence children's play, and the early childhood educator's role in children's play.

PLUMBING SYSTEMS PRACTICAL

PIPE-0004 | 12 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical

Corequisite: PIPE-0003 Plumbing Systems Theory

This course gives students an opportunity to fabricate and assemble piping systems that are used in rural and urban settings. The emphasis is on application of code in the construction of systems for safe water supply and hygienic waste disposal.

PLUMBING SYSTEMS THEORY

PIPE-0003 | 9 credits

Prerequisites: PIPE-0001 Tools and Materials Theory, PIPE-0002 Tools and Materials Practical

Corequisite: PIPE-0004 Plumbing Systems Practical

An introduction to the principles and practices of water supply and waste disposal systems in rural and urban settings. The emphasis is on the interpretation of codes to ensure safe and hygienic water supplies.

POLICING PRINCIPLES/ PROCEDURES

JSTC-XXXX | 6 credits

Prerequisites: JSTC-XXXX Criminal Law, JSTC-XXXX Law Enforcement/Justice

Corequisite: JSTC-XXXX Applied Training

Many duties of a police officer are non-criminal in nature, yet because they involve direct contact with the general public or involve a threat to personal and public safety, they require very specialized skills. Police officers must understand these situations and know how to deal with them. This course examines many of these situations and exposes students to procedures.

POST-HARVEST HANDLING OF CROPS

AGRC-0072 | 3 credits | D

The principles of post-harvest handling, storage, and transportation of fruits, vegetables and herbs are covered in this course. Learn handling and storage practices to maintain the quality of fresh fruits and vegetables of importance in the Canadian Prairies; what constitutes high quality produce; when a crop should be harvested for optimum quality; specific storage environments required by various crops; and causes of quality loss during storage and transportation. Storage and handling of fresh herbs will also be discussed. Before enrolling in this course, it is recommended that you be familiar with the types and botanical structures of various fruit and vegetable products through experience or completing Applied Botany.

POWER TRAINS

MECH-0148 | 12 credits

A large variety of powertrain designs are used on modern equipment to carry power from the engine to where it is converted to useful work. In this course, students learn the fundamentals of operation of various types of clutches, manual transmissions, drivelines, PTOs, differentials, drive axles, final drives and clutch steering systems. Practical training focuses on the service, diagnosis and repair of these components. Students learn terminology and safe work practices for common braking systems and wheels, tires, rims and wheels.

POWER TRAINS AUTOMOTIVE

MECH-0056 | 15 credits

Prerequisite: WRKP-0009 Orientation and Shop Skills

Learn the theory, operation and repair of various drive train components such as transaxles, clutches, differentials and axles. Also learn the theory, operation and repair of standard transmissions, and theory, operation and testing of automatic transmissions.

PRACTICUM - ADMST

PRAC-0272 | 3 credits

This three-week work placement with a business firm provides students with a realistic office experience.

PRACTICUM - AELCT

PRAC-0297 | 1 credit

Prerequisites: ELEC-0019 Electrical Code 1, Cumulative weighted grade point average (CWGPA of 2.0 or greater)

Students spend approximately 120 hours on the job to gain experience in a work environment. The work practicum is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus submission of evaluation by the employer. Work experience acquired prior to registration in the program in not eligible for this credit.

PRACTICUM - APLBC

PRAC-0300 | 1 credit

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater, WRKP-0030 Construction Safety

Students spend three weeks on the job to gain experience in a work environment. The work practicum is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus submission of evaluation by the employer. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - APLCN

PRAC-0273 | 2.5 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater, PEDV-0321 Counselling Practicum Prep

During this guided and supervised learning experience, students develop, apply and demonstrate integrated counselling knowledge and skills. Practicum placements are comprised of 100 hours and may include social services, schools, corrections, youth groups or other similar settings.

PRACTICUM - AUTO

PRAC-0164 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater.

Students spend approximately three weeks on the job to gain experience in a work environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - CARP

PRAC-0031 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately three weeks on the job to gain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - DGADS

PRAC-0295 | 1 credit

Prerequisite: MEDP-0107 Integrative Capstone 2 - DGADS, Cumulative weighted grade point average (CWGPA) of 2.0 or greater.

Eligible students are assigned to an unpaid position for 320 hours to gain experience in a related industry firm. The work practicum is subject to prior approval of and monitoring by a faculty member. Placements are designed to complement the training and experience level achieved by the student. Credit is based on successful completion of the work practicum plus submission of evaluation by the employer. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - ECMGT

PRAC-0018 | 2 credits | D

Corequisite: ECED-0025 Integration Seminar

This practicum gives students the opportunity to become familiar with the day-to-day experiences of a manager. The student "shadows" the manager and completes tasks as assigned. Self-evaluation is an important part of the learning process during this practicum.

PRACTICUM - EDAST

PRAC-0165 | 2 credits | D, P

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

The practicum correlates with the theory and skills taught in other courses in the program. It enables students to integrate theory into practice. This practicum is under the close supervision of college instructors. Pre and post-conferences are provided to relate theory to practices. Students have practicum experiences in educational settings.

PRACTICUM-HETCH

PRAC-0290 | 3 credits

Students spend a minimum of 120 hours on the job to gain experience in a work environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - HRTPR

PRAC-0264 | 3 credits

This course requires a minimum of 120 hours of horticulture related experience. The work practicum is subject to approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus a presentation based on the student's work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - INMF

PRAC-0056 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately one month on the job to obtain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - MDCOM

PRAC-0294 | 1 credit

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater, MEDP-0082 Capstone

Eligible students are assigned to an unpaid position for 320 hours to gain experience in a related industry firm. The work practicum is subject to prior approval of and monitoring by a faculty member. Placements are designed to complement the training and experience level achieved by the student. Credit is based on successful completion of the work practicum plus submission of evaluation by the employer. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - NTWTN

PRAC-0292 | 1 credit

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater, NETW-0013 Networking 9, NETW-0017 Routing 3, NETW-0004 Network Protection

During a period of eight weeks, students are assigned to unpaid positions in computer-related fields or to instructor-assigned duties, to observe, practice and work in employment situations. In all cases, placements are designed to complement the training and experience level achieved by the student, and to enhance student employability.

PRACTICUM - OFAD

PRAC-0266 | 6 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

A work practicum placement consists of an eight week (240 hours) placement in business and industry. During this experience, the student is expected to perform tasks under direct or indirect supervision by the employer. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work practicum for approval by the designated faculty member.

PRACTICUM - PIPE

PRAC-0037 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately three weeks on the job to gain experience in a work environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM - STFDS

PRAC-0263 | 3 credits

This course requires a minimum of 120 hours of food systems related experience. The work practicum is subject to prior approval of and monitoring by a faculty member. Credit is based on successful completion of the work practicum plus a presentation based on the student's work experience. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - WBINV

PRAC-0296 | 1 credit

Prerequisite: MEDP-0109 Integrative Capstone 2 - WBINV, Cumulative weighted grade point average (CWGPA) of 2.0 or greater.

Eligible students are assigned to an unpaid position for 320 hours to gain experience in a related industry firm. The work practicum is subject to prior approval of and monitoring by a faculty member. Placements are designed to complement the training and experience level achieved by the student. Credit is based on successful completion of the work practicum plus submission of evaluation by the employer. Work experience acquired prior to registration in the program is not eligible for this credit.

PRACTICUM - WELD

PRAC-0242 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend approximately one month on the job to obtain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM 1 - CHCA

PRAC-0074 | 3 credits

Prerequisites: HLTH-0175 Daily Living Theory, HLTH-0176 Daily Living Laboratory, HLTH-0003 Growth and Development, WRKP-0002 Health, Environment & Safety, COMM-0037 Human Relations/Communications, HLTH-0002 Nutrition, Immunizations, proof of current certification in cardiopulmonary resuscitation (CPR) - Health Care provider Level C, current Criminal Record Check, current Child Abuse Registry Check and initial Nonviolent Crisis Intervention Training (Unit 1 through 10).

This 120-hour clinical practicum correlates with the theory and personal care skills taught in term one, and is designed to introduce students to the real world of health care. Learners focus on the application of basic skills of the health care aide in order to meet the needs of the client in personal care homes, long-term care facilities and acute care settings. It enables students to integrate theory to practice in the clinical area. This practice is under the close supervision of the college facilitator.

PRACTICUM 1 - ELEC

PRAC-0076 | 2 credits

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater and ELEC-0020 AC Theory Devices & Circuits, ELEC-0019 Electrical Code 1, ELEC-0018 Residential & Premise Wiring.

Students spend approximately two weeks on the job to gain experience in a work environment. Credit is subject to the approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM 1 - NURSD

PRAC-0218 | 1 credit

Prerequisites: SCIE-0005 Anatomy & Physiology 1, HLTH-0183 Canadian Nursing Principles, COMM-0038 Interpersonal Communications, PSSY-0026 Psychology, PSSY-0079 Sociology

This one-week practicum offers the learner an opportunity to observe the determinants of health in relationship to the local environment. Learners explore agencies providing health promotion and illness prevention services and observe individuals of all ages functioning within the community setting.

PRACTICUM 1 - OFAD

PRAC-0026 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

A work practicum placement consists of a four-week (120 hours) placement in business and industry. During this experience, the student is expected to perform tasks under direct or indirect supervision by the employer. Credit is given subject to the student submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work practicum for approval by the designated faculty member.

PRACTICUM 2 - OFAD

PRAC-0027 | 3 credits

Prerequisite: PRAC-0026 Practicum 1 – OFAD, Cumulative weighted grade point average (CWGPA) of 2.0 or greater

A specialized work practicum placement consists of a four-week (120 hours) placement in business and industry that is applicable to the student's area of specialization study. During this experience, the student is expected to perform tasks under direct or indirect supervision by the employer. Credit is given subject to the student and employer submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work practicum for approval by the designated faculty member.

PRACTICUM 1 - PWRNG

PRAC-0301 | 6 credits

Gain valuable on the job training and experience in a power plant work environment. Students must submit evidence that the work practicum has been successfully completed.

PRACTICUM 2 - ELEC

PRAC-0077 | 3 credits

Prerequisites: Cumulative weighted grade point average (CWGPA) of 2.0 or greater and PRAC-0076 Practicum 1 - ELEC, ELEC-0015 Electrical Code 2, ELEC-0016 Solid State Theory & Diodes, ELEC-0014 Commercial Wiring.

Students spend approximately three weeks on the job to gain experience in an industrial environment. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed.

PRACTICUM 2 - NURSD

PRAC-0219 | 1 credit

Prerequisites: SCIE-0006 Anatomy & Physiology 2, HLTH-0012 Gerontological Nursing, HLTH-0007 Human Growth and Development, HLTH-0010 Nursing Arts and Assessment 1, HLTH-0236 Nutrition, PRAC-0218 Practicum 1 - NURSD

This one-week practicum provides the learner with the opportunity to integrate theory learned in term two into practice. The learner cares for the gerontological client, accurately measuring vital signs and assisting with activities of daily living.

PRACTICUM 2 - OFAD

PRAC-0027 | 3 credits

Prerequisites: PRAC-0026 Practicum 1 - OFAD plus cumulative weighted grade point average (CWGPA) of 2.0 or greater

A specialized work practicum placement consists of a four-week (120 hours) placement in business and industry that is applicable to the student's area of specialization study. During this experience, the student is expected to perform tasks under direct or indirect supervision by the employer. Credit is given subject to the student and employer submitting evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work practicum for approval by the designated faculty member.

PRACTICUM 2 - PWRNG

PRAC-0307 | 6 credits

Prerequisite: PRAC-0301 Practicum 1 - PWRNG

Gain valuable on the job training and experience in a power plant work environment. Students must submit evidence that the work has been successfully completed.

PRACTICUM 3 - NURSD

PRAC-0220 | 3 credits

Prerequisites: SCIE-0073 Medical Microbiology, HLTH-0015 Nursing Arts and Assessment 2, HLTH-0184 Pharmacology 1, HLTH-0011 Physical Health Assessment

This three-week practicum provides the learner with a supervised experience in the long-term care setting. Learners are expected to integrate theory and practice while caring for the elderly in a structured environment. The learner studies the practical nurses' role and responsibilities for safe administration of medication by a variety of selected routes.

PRACTICUM 4 - NURSD

PRAC-0221 | 8 credits

Prerequisites: HLTH-0133 Health Restoration & Reorg 1, HLTH-0134 Health Restoration & Reorg 2, HLTH-0185 Pharmacology 2, HLTH-0186 Nursing Arts and Assessment 3

This eight-week practicum provides the learner with an opportunity to integrate theory with clinical practice under the supervision of a nursing faculty member. Learners provide care to clients of all ages who are in the acute stage of their illness/disease. Practicum settings include: surgery, medicine, maternity, pediatrics, and community.

PRE-CALCULUS MATH 30S

MATH-0023 | 1 high school credit | P

This course is designed primarily as a high-level study of mathematics with an emphasis on problem solving and mental mathematics. Topics include quadratic functions, trigonometry, algebra, analytic geometry, consumer math and logic. A TI-83 (Texas Instruments) graphing calculator is required for this course.

PRE-CALCULUS MATH 40S

MATH-0024 | 1 high school credit | P

Prerequisite: MATH-0023 Pre-Calculus Mathematics 30S

This course prepares students who intend to study mathematics at the post-secondary level. Topics include transformations, circular functions, exponential and logarithmic functions, permutations and combinations, probability and statistics and conic sections. A TI-83 (Texas Instruments) graphing calculator required for this course.

PRECISION AGRICULTURE

COMP-0570 | 6 credits

Corequisite: AGRC-0293 Integrated Crop Management

Get familiar with data collection techniques, equipment and software commonly used in precision agriculture. Focus is on the use and application of tools related to Global Positioning Systems (GPS). Learn proficiency in GPS equipment by incorporating the fundamental concepts of what makes GPS work. The concepts of different coordinates systems are also integrated. How to plot and read the coordinates of positions on a map and a recreational grade GPS will also be studied. Become proficient in data collection and mapping field collected data as well as sourcing and interpreting various agricultural GIS data layers available. Emphasis is on decision-making using many different Precision Agriculture models and spatial data layers.

PRESENTATION SKILLS & GRAPHICS

COMM-0110 | 3 credits

Produce and present professional presentations.

PRESENTATIONS AND PROMOTIONS

COMP-0563 | 6 credits

Focus on tools and techniques for designing and delivering effective presentations, as well as creating promotional material. Demonstrate proficiency using presentation and desktop publishing software. Use presentation software to create effective slide presentations and desktop publishing software to design and produce professional, quality documents including brochures and newsletters.

PRIVATE LAW

LAWG-0091 | 6 credits

Learn procedures unique to private practice legal environments. Topics are related to the areas of civil litigation, corporate and commercial law, and wills and estates. Emphasis is placed on preparing legal documents and correspondence as well as billing procedures and law office management software programs.

PRODUCTION LAB

MEDP-0093 | 6 credits

This course allows for specific training on specialized equipment with a rotating schedule. Receive instruction in smaller groups on industry-standard equipment and software such as cameras, audio boards, microphones, audio equipment set-up, radio automation software, etc.

PROFESSIONAL COMMUNICATIONS

COMM-0338 | 6 credits | P

Prerequisite: COMM-0337 College Writing

Further develop the ability to communicate effectively with varied audiences. Whether it be fellow professionals or individuals in need of care and assistance, social service workers must acquire and utilize effective communication skills.

PROFESSIONAL DEVELOPMENT

PEDV-0179 | 3 credits | D

Review basic professional development, including an introduction to ethics, basic writing skills, basic principles of communication, and identification of personal goals.

PROFESSIONAL DEVELOPMENT

PEDV-0313 | 6 credits

Perform at a high level as a stakeholder in the agriculture and environmental industries. Topics include preparing for and understanding the workplace, striving for performance, interacting efficiently, and sharing the organizational vision.

PROFESSIONAL LEADERSHIP

PEDV-0011 | 3 credits

Prerequisite: PRAC-0221 Practicum 4 - NURSD

This course prepares learners for their role in the nursing profession. It includes the opportunity for learners to examine personal, professional and leadership qualities that enhance their performance as a member of the health care team.

PROFESSIONAL PRACTICE

PEDV-0279 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Learn the skills necessary for practicing competent, ethical leadership. Through assigned class work and activities, students are provided opportunities for the practice of leadership skills.

PROFESSIONAL SELLING

MKTG-0065 | 6 credits

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

Create and role-play consultative sales presentations—both business-to-business and business to person. Topics include the steps in a sales presentation, as well as sales force management. Various role-play situations enable students to apply the selling principles and techniques.

PROFESSIONALISM

PEDV-0009 | 3 credits | D

This course provides early childhood educators with the knowledge essential to providing quality early childhood care and education, demonstrating professional and ethical behaviour and growing as advocates for the rights of children and families.

PROFESSIONALISM

PEDV-0132 | 3 credits | D

This course provides educational assistants, functioning as team members, with the knowledge essential to provide quality education, demonstrating professional and ethical behaviour in the educational setting.

PROFESSIONALISM 42C

PEDV-D132 | 0.5 high school credit

This course provides educational assistants, functioning as team members, with the knowledge essential to provide quality education, demonstrating professional and ethical behaviour in the educational setting.

PROGRAMMING FOR GIS

GEOS-0016 | 6 credits | D

Prerequisites: COMP-0230 GIS 2, GEOS-0006 GIS Database Management 2

An introduction to GIS programming software to create applications using the graphical user interface (GUI). Develop visual and event-oriented approaches to programming. Instruction covers the development interface, the use of most available controls and their properties, cutting-edge interface design methods, debugging techniques and programming tips. This integrates GIS programming skills in a variety of different situations such as custom geoprocess analysis and web integration.

PROGRAMMING FUNDAMENTALS

COMP-0623 | 6 credits

An introduction to many of the common coding concepts that comprise a solid foundation in just about any programming language. Processes of project and file management are further expanded on for work in networked environments.

COURSE DESCRIPTIONS

PROJECT ADMINISTRATION

BUSN-0151 | 9 credits

Understand of the content and organization of contract documents and how they are used in the estimating, bidding and construction phases of a project. Learn the basic procedures for preparing detailed quantity take-offs, pricing of labour and materials, project management and contract administration. The project management portion of the course introduces concepts such as Gantt and PERT charts, task dependencies, resource allocations and critical path planning. Learn practical application using Microsoft Project and apply these skills to complete the scheduling for an appropriate project.

PROJECT MANAGEMENT

BUSN-0128 | 3 credits | P

In today's fast-paced world, and as competition rapidly becomes time and cost-based, organizations that practice sound project management methods gain a competitive advantage over others. In this course, the fundamentals of project management are taught. Learn how to scope, plan and execute projects. Systematic methods and tools to help break down projects into a manageable structure that allows for efficient scheduling, control and evaluation processes are also taught. Learn project control using earned value analysis, and how to manage, or be part of, a project team. New and state-of-the-art project structures and methods are studied including Six Sigma and LEAN principles.

PROJECT PLANNING & EVALUATION

BUSN-0156 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Learn how to plan short-term and long-term projects. Develop a community-based project with built-in measurement tools in order to assess social impact. The course provides the link between project planning and evaluative measurement.

PROPAGATION

AGRC-0023 | 6 credits | D

Theoretical and practical information for plant propagation, including information necessary for understanding the physiological and physical processes involved in propagation and the required skills to carry out various propagation techniques.

PROPOSAL WRITING AND RESEARCH

COMM-0204 | 3 credits | P

Learn to develop proposals to meet community needs or implement new projects. The course provides an overview of basic research issues of data collection, sampling and questionnaire design and evaluation. Students are required to address these research issues in their proposal. Learn format, components, structure and organization of a formal proposal.

PSYCHOLOGY

PSSY-0026 | 3 credits

Begin to examine basic concepts and principles of individual behaviour. Nursing requires effective interpersonal skills and an ability to relate to people in a broad range of circumstances.

PSYCHOLOGY

PSSY-0105 | 3 credits

Begin to examine basic concepts and principles of individual behaviour. Social service workers require effective interpersonal skills and an ability to relate to people in a broad range of circumstances. Topics covered include the biological basis of behaviour, sensation and perception, theories of learning, cognition, mental abilities, and personality.

PSYCHOLOGY 40S

PSSY-0078 | 1 high school credit | P

This course exposes students to the major topics found in the field of psychology. It also emphasizes the issues that are of particular direct interest and relevance to students completing high school. Explore the scientific methods upon which psychology is based. Apply what you learn to your daily life.

PUMP SYSTEMS

ENGR-0061 | 1.5 credits

Learn about the design, principles of operation, and maintenance of various pumps. Complete pump calculations based on a variety of pumping systems.

R

REAL ESTATE & TRUST ACCOUNTING

LAWG-0069 | 6 credits

Prerequisite: COMP-0129 Word Processing 1

An introduction to the land registry system in Manitoba and the law dealing with the purchase and sale of real property, including the handling of the proceeds of sale in accordance with the Law Society Trust Accounting Rules. Prepare the basic conveyance documents (Transfer, Mortgage and Discharge) and other correspondence relating to residential, farm land and condominium transactions, from written or oral instructions or dictated tapes.

RECLAMATION AND REMEDIATION

ENVR-0036 | 6 credits

Prerequisites SCIE-0039 Ecology and ENVR-0037 Soils and Water

An introduction to the principles and practices associated with contaminated soils, disturbed site mitigation and restoration ecology. Areas of study include, Manitoba's acts and regulations governing cleanup of contaminated sites, the various physical, chemical and biological approaches to remediation of contaminated lands, the ecological relationships at various spatial scales as they apply to restoration, the restoration of various prairie ecosystems (forest, grasslands, and freshwater), and the management of invasive species.

REFRIGERATION (PE)

ENGR-0019 | 6 credits

Learn about the different types of commercial and industrial refrigeration systems including the use of different types of refrigerants, equipment, applications, safety controls, and the maintenance and operation procedures of each plant. Refrigeration theory along with heat gains and losses will also be discussed.

REFRIGERATION AND HEATING

ENGR-0062 | 3 credits

Prerequisite: ENGR-0019 Refrigeration (PE)

Learn about the different types of commercial and industrial refrigeration systems including the use of different types of refrigerants, equipment, applications, safety controls and the maintenance and operation procedures of each plant. Discuss different types of heat exchangers, cooling towers, and fired heaters used in industrial processes.

RELATED WELDING

WELD-0040 | 1.5 credits

An introduction to the use of oxyacetylene brazing, welding and cutting in a safe and acceptable manner.

REMOTE SENSING/ IMAGE ANALYSIS

GEOS-0025 | 6 credits

Prerequisite: GEOS-0026 GIS Analysis, GEOS-0018 Cartography

Implement the fundamental skills and principles involved in acquiring, manipulating, analyzing, interpreting, and presenting remotely sensed data. The data is presented or integrated with other data forms for direct implementation within a GIS. Learn to manipulate digital and non-digital images using a variety of software packages. An overview of digital image processing techniques for commercial and research-based remotely sensed earth resource monitoring systems is provided. Emphasis is on the use and interpretation of passive (optical) satellite imagery using both automated and semi-automated information extraction. Learners are introduced to microwave sensing (radar). Various standard image enhancements, formats and analysis procedures are practiced.

REPORT WRITING

COMM-0270 | 3 credits

Prerequisite: COMM-0178 Technical Writing

Corequisite: ELTE-0084 Technical Project

Build on written and oral communication skills principles learned in the Technical Writing course. Develop formal report writing and professional presentation skills. These acquired skills are used to write reports for capstone technical projects. These projects and reports are presented and defended to a group of peers, instructors and an industry panel.

REPORT WRITING (CIVIL)

COMM-0139 | 3 credits

Prerequisite: COMM-0138 Communications (Civil)

Polish the communications skills learned in Communications (Civil). Emphasis is on producing written reports and giving oral briefings common to a scientific, engineering or industrial environment. Instruction also includes job placement and interview skills.

RESEARCH AND REPORT WRITING

COMM-0232 | 3 credits | D

Prerequisite: COMM-0006 Communications

Develop the skills to research and collect data from various information sources and to write business reports and proposals that communicate clearly and effectively.

RESEARCH AND REPORT WRITING

COMM-0386 | 6 credits | D

Prerequisite: COMM-0006 Communications

Gain research skills for gathering, interpreting, and applying both primary and secondary research materials. Topics include surveys, statistics, academic documentation, project design, proposals and reports.

RESIDENTIAL & PREMISE WIRING

ELEC-0018 | 12 credits

This hands-on course covers all aspects of wood frame residential wiring. Rough wire a simulated dwelling unit using non-metallic sheathed cable and finish with standard receptacles, switches, lights and electric heaters. The project includes service equipment and grounding. All work is done in accordance with the Canadian Electrical Code. Installation and termination of coaxial cable (RG6), installation, termination and testing of category three (telephone), category five (computer network) and multi-made, fiber-optic cable are also performed.

RETAIL MANAGEMENT

MKTG-0052 | 6 credits

Address 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 and strategic planning. Develop a retail marketing plan.

ROADWAY DESIGN 1

ENGR-0040 | 7.5 credits

This course consists of the field methods of laying out simple and vertical curves and calculations pertaining to them, special problems in curves, construction survey procedure, and data collection and stakeout with Total Station.

ROADWAY DESIGN 2

ENGR-0043 | 9 credits

This course consists of design of horizontal and vertical alignments using RTAC design criteria, cross-sectional elements, earthwork calculations including mass diagram, run-off calculations and culvert design.

ROOF FRAMING

CPWW-0007 | 6 credits

Prerequisite: CPWW-0013 Construction Trades Geometry

Learn how to calculate, lay out, cut and install rafters for equal slope gable and hip roofs.

ROUTING 1

NETW-0015 | 6 credits

Examine the architecture, structure, functions and components of the Internet and other computer networks. Build and configure simple local area networks (LAN), perform basic router and switch configurations, and implement the Internet Protocol (IP). Topics include: IPv4 & IPv6, the OSI model, basic device configuration, simple security best practices and industry standard cabling procedures. Plan, build and troubleshoot simple networks in a routing laboratory.

ROUTING 2

NETW-0016 | 6 credits

Prerequisite: NETW-0015 Routing 1

Learn to install and manage server based network operating systems. Topics include: configuration of server software, network security administration, global policy objects and optimization of a network server. Students build and administer a server-based network.

ROUTING 3

NETW-0017 | 6 credits

Prerequisite: NETW-0016 Routing 2

Examine the architecture, components, operations, and security to scale for large complex networks including wide area network (WAN) technologies. Topics include: OSPF, Access Control Lists (ACLs), Network Address Translation (NAT), security best practices, network scalability and automation. Configure, troubleshoot, and secure enterprise network devices and use application programming interfaces (APIs) to enable network automation in a routing laboratory.

S

SAFE WORK/PESTICIDES

AGRC-0020 | 3 credits | D

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.

SAFETY AND ENVIRONMENT

WRKP-0016 | 6 credits

An introduction to safety problems and safe practices in the workplace, and an appreciation of the potential environmental impact of air, water, waste and noise. Some discussion on the handling of waste and perception of risk, environmental responsibility and sustainable development is included.

COURSE DESCRIPTIONS

SAGE ACCOUNTING SOFTWARE

ACCT-0051 | 6 credits

Prerequisite: ACCT-0003 Financial Accounting 1

Complete computerized accounting cycles for a variety of organizations using SAGE 50 Accounting Software. Exposure to components in this accounting suite include: General Journal/Ledger, Accounts Payable/Receivable, Payroll, Inventory and Order Entry. Functionality related to System Set-up, Sales Taxes, Banking, Periodic Processing and Financial Reporting are also explored. Apply computerized accounting techniques to each step of the accounting cycle.

SCHOOL AGE CARE

ECED-0050 | 6 credits

Prerequisite: PSSY-0020 Child Development 2

Study the development of the school age child and adolescent. Through the study of theory, research and observation, explore the physical, cognitive, language, social and emotional development milestones of children ages six to twelve, as well as the stages of development that mark the transitions through adolescence. Research a variety of critical issues that accompany these ages.

SCIENCE

ECED-0010 | 3 credits | D

Prerequisites: ECED-0004 Curriculum Planning 1, PSSY-0020 Child Development 2

This course is about discovering what science is. It's about the tools of science (the scientific process) rather than the content or concepts. It's about learning to see (identifying) the ways children engage in making sense of their world (scientific investigation and experimentation), and the ways early childhood educators can help children in their discovery of the meaning (scientific laws) of the world of which they are a part.

SCIENCE

SCIE-0008 | 3 credits

Study the physical properties of liquids and gases as applied to pressures and friction loss in the piping trades.

SEAFOOD COOKERY

COOK-0091 | 6 credits

Work with a large variety of fish and seafood products to learn proper handling, preparation and cooking. This course includes filleting and determining quality and freshness of both fresh and frozen products.

SELF GOVERNMENT

LAWG-0084 | 3 credits | P

Learn the history and current development of self-government initiatives and implications of the dismantling of Indian Affairs Canada.

SELF UNDERSTANDING 1

PSSY-0050 | 3 credits | D

Focusing on the self, the course assists in examining the multidimensional facets of one's identity, personal development and definitions of quality of life.

SENIOR PRACTICUM ACUTE CARE

PRAC-0222 | 6 credits

Prerequisites: HLTH-0019 Community Nursing, HLTH-0182 Mental Health, PEDV-0011 Professional Leadership

This six-week practicum provides the learner with the opportunity to synthesize acquired knowledge and skills and gain competence in the role and responsibilities of the graduate Practical Nurse in the acute care setting. The preceptor process is used to empower the learner to function independently.

SENIOR PRACTICUM CHCA

PRAC-0040 | 3 credits | D

Prerequisites: PRAC-0074 Practicum 1 - CHCA, HLTH-0003 Growth and Development, HLTH-0005 Health Issues/Community Health, HLTH-0006 Mental Health

This 120-hour clinical practicum includes clinical experience designed to introduce students to the role of the health care aide in both the institution and community environments. It correlates with the community health theory taught in terms one and two. Integrate theory to practice in the clinical area, under the supervision of a preceptor and the college facilitator. This clinical provides students with experience in community care, acute care, psychogeriatrics/mental health and personal care home settings.

SENIOR PRACTICUM LONG TERM

PRAC-0049 | 3 credits

Prerequisites: PEDV-0011 Professional Leadership, HLTH-0019 Community Nursing, HLTH-0182 Mental Health

This three-week practicum provides the learner with the opportunity to synthesize acquired knowledge and skills and gain competence in the role and responsibilities of the graduate Practical Nurse in the long term care setting. The preceptor process is used to empower the learner to function independently.

SHIELDED METAL ARC WELDING

WELD-0031 | 9 credits

Prerequisite: WELD-0053 Oxyacetylene Principles

This course focuses on basic shielded metal arc welding (SMAW-Arc) and consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. It includes demonstrations and instruction of flat, horizontal, vertical and overhead positions, as well as an explanation and demonstration of test procedures.

SHIELDED METAL ARC WELDING

WELD-0050 | 10.5 credits

Pre-requisite: WELD-0051 Oxyacetylene Principles

This course focuses on basic shielded metal arc welding (SMAW-Arc) and consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. It includes demonstrations and instruction of flat, horizontal and vertical positions, as well as an explanation and demonstration of test procedures.

SHOP LAYOUT

CPWW-0003 | 3 credits

Develop the skills needed to prepare shop drawings using drafting conventions and commonly available shop tools.

SKILLS EDUCATION SUCCESS 41G

PEDV-0006 | 0.5 high school credit | P

This course, which focuses on building skills that lead to academic success, is a requirement for all full-time students. Topics include communication skills, time management, goal setting, study techniques, test preparation and co-operative learning strategies.

SMART CHOICES

HOSP-0052 | 0 credit

Smart Choices is a new responsible service training program, focussing on current laws, safety requirements, and responsible strategies when serving and selling liquor. This training helps people who sell and serve liquor and those who offer gambling in their establishments, understand the legal requirements and put in place responsible strategies to reduce risks and harm. This certification is a legal requirement in Manitoba for anyone serving in, supervising, managing or owning a licensed establishment to increase public safety. Certification through Manitoba Tourism and Education (MTEC) will be awarded after successfully completing the exam.

SOCIAL SERVICE FOUNDATIONS

PSSY-0091 | 3 credits | P

In order for a social service worker to function within a community, they must have an understanding of the factors that influence the quality of life for those living in that community. This course will provide students with the basic understanding of both external and internal factors that influence day to day life.

SOCIAL WELFARE IN CANADA

PSSY-0092 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Examine the underlying causes of social welfare in the Canadian context and programs, initiatives and community services that are in place to address these causes.

SOCIAL WELFARE POLICY

PSSY-0088 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Examine provincial legislation, regulations, and social services policy which directs how services are to be provided at the community level.

SOCIO-ENVIRONMENTAL MANAGEMENT

ENVR-0040 | 6 credits

Ecological and social dynamics influencing natural resource and environmental management are studied via readings, case studies and discussions. Explore theories and methods used by natural resource professionals to engage stakeholders.

SOCIOLOGY

PSSY-0071 | 3 credits | D, P

An introduction to theoretical approaches of sociology. Investigate the structure of groups, organizations and societies, and how people interact within these environments.

SOCIOLOGY

PSSY-0079 | 3 credits | D

Explore the process of socialization and discusses how culture affects the totality of our lives. 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.

SOCIOLOGY

PSSY-0106 | 3 credits

An introduction to the theoretical approaches of sociology. Investigate the structures of groups, organizations, and societies, and how people interact within these environments.

SOFTWARE APPLICATIONS

COMP-0597 | 6 credits | D

Develop the fundamental computer skills necessary in business. Learn how to manage files on a network and utilize techniques to improve data security. Use text processing software to create, format and share a variety of documents including memos, letters, one-page publications, reference lists and long documents. Prepare spreadsheets that incorporate various formulas and functions, formatting techniques, 'what-if' options to enhance data analysis and data integrity features. Lastly, prepare effective electronic presentations using presentation software.

SOFTWARE APPLICATIONS

COMP-0603 | 6 credits | D

Develop the fundamental computer skills necessary in business. Learn how to manage files on a network and utilize techniques to improve data security. Use text processing software to create, format, and share a variety of documents including memos, letters, one-page publications, reference lists, and long documents. Prepare spreadsheets that incorporate various formulas and functions, formatting techniques, 'what-if' options to enhance data analysis, and data integrity features. Lastly, students prepare effective electronic presentations using presentation software.

SOFTWARE APPLICATIONS 1

COMP-0564 | 6 credits

Gain strong knowledge of two software applications-electronic spreadsheets and database management. Acquire skills to create, edit, format and print worksheets as well as use formulas, functions and charts to enhance usability and readability of numeric data. Learn how to operate database application software to design and create databases, add and modify data and extract information using queries and reports.

SOFTWARE APPLICATIONS 2

COMP-0566 | 6 credits

Prerequisite: COMP-0564 Software Applications 1

This continuation course build on the skills developed in Software Applications 1. Topics will include tables, working with multiple worksheets, templates, macros, data validation and more advanced functions within the spreadsheets application. Advanced queries, enhanced table design and custom forms and reports within the database management software will also be covered.

SOFTWARE CAPSTONE

COMP-0567 | 6 credits

Prerequisite: COMP-0566 Software Applications 2; COMP-0046 Word Processing 2, COMP-0563 Presentations & Promotions

In this high-level course, develop advanced skills in word processing, spreadsheet, database management and presentation software as well as become adept at integrating data between the applications. Acquire the skills and knowledge required to write applicable Microsoft certification exams at the Master level, as well as be prepared to compete in software applications competitions provincially and nationally. Troubleshooting, working with PDF documents, and using alternate software solutions for word processing and presentations will also be covered.

SOFTWARE SKILLS

COMP-0624 | 6 credits

An introduction and overview of the industry standard software tools used for media production. Select appropriate strategies and tools to develop digital content. Best practices in production collaboration and management methods are emphasized. Gain an introductory understanding of the tools necessary to edit content.

SOIL & SOIL FERTILITY

AGRC-0290 | 6 credits

Prerequisite: AGRC-0162 Agro-Ecology Field Laboratory, MATH-0106 Agribusiness Math

Investigate the nature and properties of soils, i.e. how physical, chemical, and biological properties and processes within soils influence the crop growth and development. Analyze the key topic of development, degradation and conservation of soil resources. Methods of soil sampling and soil test interpretation are also discussed in details to help students understand the nutrient requirements of crops of Western Canada. Learn to determine crop nutrient requirements, deficiency symptoms and select proper fertilizer application techniques based on sustainable soil management practices. This course also prepares students for decision-making as it relates to crop nutrient requirement calculations, fertility planning and application of agricultural fertilizers using suitable agricultural machinery.

SOILS AND WATER

ENVR-0037 | 6 credits

Prerequisites: AGRC-0162 Agro-Ecology Field Laboratory, ENVR-0044 Aquatic Ecosystems

An introduction to the important and dynamic roles soils play within prairie ecosystems, including the hydrologic and nutrient cycles. Studies include, but not limited to, distinguishing the features of a soil profile (horizons and physical characteristics), classifying soil properties and soil formation factors, identifying soil constituents (organic matter, sand, silt, and clay), determining basic soil characteristics (texture, structure, etc.) and their relation to soil properties, and understanding soil water, its movement, storage and uptake by plants.

SOILS FOR HORTICULTURE

AGRC-0018 | 6 credits | D

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

SOLID STATE THEORY

ELEC-XXXX | 3 credits

Prerequisite: ELEC-0022 Three-phase Theory

Learn theory of operation of semi-conductor devices, diodes, rectification zener diodes and SRCs. Perform calculations involving rectification and instantaneous voltages. Labs are performed to verify calculated results.

SPECIAL CULINARY PROJECTS

COOK-0112 | 9 credits

Select, plan, design and create your own special project. Possibilities include culinary competition showpieces, food sculptures, wedding cakes and hot food competition entry.

SPIRITS 1

HOSP-0030 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course provides learners with the theoretical knowledge of spirit production along with sensory analysis of various spirits. Focus on spirit classifications from world regions including the history of the spirit industry, pairing spirits with various foods and bartending exercises. Increase knowledge through bartending labs where recipes ranging from classic to trendy are prepared. Skills, including stirring, shaking, building and layering are emphasized, in addition to bartending etiquette and operation. Students study spirit recipes and are tasked with developing and presenting their own recipes as part of the final exam. This course reviews the rules and practices of responsible alcohol service.

STAFFING

HRMG-0040 | 6 credits

Prerequisite: HRMG-0036 Human Resource Management

The ability to anticipate workforce needs and recruit and retain qualified employees can be a key factor in the success of any business. This course gives students the tools necessary to develop skills in the areas of human resource planning, recruitment and selection, and performance management. The development and application of these skills form the basis for ensuring that staffing decisions are made in alignment with an organization's overall strategy and in compliance with relevant legislation.

STATISTICS 1

MATH-0002 | 6 credits | D

Get acquainted with the concepts of statistical methods and theory as applied to economic and business data. Examine frequency, distribution, probability, probability distribution, sampling, estimation and hypothesis testing.

STATISTICS 2

MATH-0003 | 6 credits | D

Prerequisite: MATH-0002 Statistics 1

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

STATISTICS FOR LIFE SCIENCES

M0ATH-0072 | 6 credits | D

An overview of graphing and sampling distributions, probability and inference, regression and correlation. It provides an introduction to the principles of experimental design and the techniques of analysis of variance in a manner that emphasizes and illustrates the real-world aspects of statistical analysis. Gain an understanding of estimation and hypothesis testing, design of experiments, analysis of categorical data, analysis of covariance and data management.

STEAM TURBINES

ENGR-0063 | 3 credits

Prerequisite: ENGR-0018 Engines (PE)

Develop understanding of steam turbine principles, construction, design, operation, and control including the design, and operation of steam turbine condensers

STOCKS, SOUPS AND SAUCES 1

COOK-0174 | 6 credits

Cover basic areas of stocks, thickening agents, soups and sauces.

STOCKS, SOUPS AND SAUCES 2

COOK-0092 | 3 credits

Prerequisites: COOK-0174 Stocks, Soups and Sauces 1

Cover advanced areas of stocks, thickening agents, soups and sauces.

STORYTELLING

COMM-0398 | 6 credits

Since before the birth of civilization, human beings have used stories to understand and explain the world. Today, stories are incorporated into many forms of informational communication including podcasts, documentaries, news and sports reporting, and so on. This course provides students with the foundational skills to craft original, compelling, and informative stories. This course also exposes students to aspects of indigeneity by exploring the history and importance of oral storytelling.

STORYTELLING & CONTENT WRITING

COMM-0401 | 6 credits

Since before the birth of civilization, human beings have used stories to understand and explain the world. Today, stories are incorporated into many forms of digital communication. This course provides students with the foundational skills to craft original, compelling stories to help make an impression with audience. This course exposes students to aspects of indigeneity by exploring the history and importance of oral storytelling.

STRATEGIES AND DECISIONS

INDG-0007 | 6 credits

Learn about current practices/activities that support and enable organizational high performance and accountability. It provides information on how to enhance decision-making, planning, performance management, accountability and policy development. This course focuses on the student's role as a financial manager and enhances their ability to make sound and informed decisions as their Indigenous organization seeks high performance.

STRENGTH OF MATERIALS 1

ENGR-0003 | 3 credits

Prerequisite: MECH-0068 Mechanics (Civil)

This is a basic course in strength of materials, which includes stress and deformation in deformable bodies. Moment of inertia calculations for simple and complex shapes are included along with shear and moment calculations, and diagrams for structural beams. Demonstrations of materials testing illustrate the physical behaviour of engineering materials.

STUDIO SKILLS

MEDP-0100 | 6 credits

An introduction to the technical gear needed to capture and edit professional quality video, audio, and images. Focus is placed on the professional details, fundamental skills, and best practices for successfully acquiring, sequencing, and presenting media content. Troubleshoot technical issues related to cameras, video and audio gear, as well as how to communicate amongst team members using industry terminology and procedures.

SURVEYING 1

ENGR-0001 | 6 credits

Become familiar with survey equipment and its use, including horizontal measurement, levelling, calculation and measuring angles and topographic surveys.

SURVEYING 2

ENGR-0009 | 6 credits

Prerequisite: ENGR-0001 Surveying 1

This course consists of traverses and calculations pertaining to systems of township layout and monumentation, the determination of areas and volumes.

SUSTAINABLE GREENHOUSE MNGMT

AGRC-0287 | 6 credits

Examine the sustainable production, handling and marketing of greenhouse-grown vegetables and herbs in seasonal and year-round greenhouse operations. Topics include environment control systems, planning and planting schedule, media control and plant management, water systems, composting, water nutrient capture, cleaning and sanitation. Sustainable approaches to greenhouse management will be explored through in-class activities and other assignments. Complete an independent project that demonstrates problem-solving ability and innovation in greenhouse management.

T

TAXATION 1

BUSN-0171 | 6 credits | D

Prerequisite: ACCT-0004 Financial Accounting 2

Cover 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.

TAXATION 2

BUSN-0178 | 6 credits | D

Prerequisite: BUSN-0171 Taxation 1

Cover 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.

TEACHING STRATEGIES

ECED-0013 | 6 credits | D

Prerequisites: ECED-0001 Guiding Children's Behaviour, PSSY-0020 Child Development 2

Focus on methods of playroom management and teaching strategies that are appropriate to meeting the needs of children. Examine guidance techniques and discipline methods based on theoretical principles of child behaviour.

TECHNICAL MATH

MATH-0063 | 3 credits | P

Review set theory and numbering systems, as well as the properties, graphing and manipulation of linear, quadratic, logarithmic, exponential, polynomial and rational functions. Students are able to solve and graph equations and inequalities that involve a variety of function groups. Trigonometric functions and identities as well as rectangular and polar conversions are introduced in this course. Students are introduced to complex variables and functions of complex variables.

TECHNICAL WRITING

COMM-0178 | 3 credits | P

Learn clear, correct and concise technical writing in the electronics field. Learn how to organize technical information, illustrate documents, define and describe technical objects and processes, write routine letters, memos and instructions, laboratory reports and an operating manual. Write a resume and an application letter for the co-op work placement, and give short, informative presentations to small groups.

TECHNOLOGY FOUNDATIONS 1

NETW-0018 | 6 credits

Learn fundamental digital/electronics skills and shop practices required to work in the computer job market. Through a theoretical and practical approach, learn basic skills such as DC electronics fundamentals, logic gates, meters and safety in the workplace.

TECHNOLOGY FOUNDATIONS 2

NETW-0019 | 6 credits

Prerequisite: NETW-0018 Technology Foundations 1

Learn how to harness the strength of PowerShell scripting to automate any network tasks and manage Windows Servers. Topics start at the basic introduction to PowerShell and navigate into the essentials required for scripting such as variables, programming loops, functions, etc. Create scripts that enumerate computer hardware, manipulate the registry and file system, manage users in Active Directory and even automate the setup and configuration of Microsoft Roles and Features on the network.

TERRAIN ANALYSIS

SCIE-0079 | 6 credits

An introduction to the various landforms that make up terrain and the processes involved in its creation. Focus on the external earth processes such weathering, mass-wasting, fluvial, and glacial processes and their resultant landforms. Apply knowledge to interpret terrain using topographic maps, store pairs of aerial photos and other remotely sensed imagery.

TERRESTRIAL ECOSYSTEMS

AGRC-0291 | 6 credits

Prerequisite: AGRC-0162 Agro-Ecology Field Laboratory

An overview of the principal factors (climate, soils, geology, plants, animals, microorganisms) and processes (fire, productivity/biomass, carbon sequestration) determining the distribution of global terrestrial ecosystems. The course focus is on applying ecological concepts and principles to the design and management of prairie landscapes agricultural, forested and urban.

THE FOOD INDUSTRY

AGRC-0288 | 6 credits

Visit a variety of food related industries; explore and learn different concepts and skills set related to the industry. Gain experience by working closely with a diverse range of industry operations and procedures while acquiring knowledge and advanced industry-specific skills. Various aspects of food production and processing facilities operations, regulations, and practical application and implementation of quality programs are also reviewed in this course. The knowledge and skills acquired in this course will prepare students for specialized careers in the food industry and for advanced studies at the university level.

THERMAL AND HVAC STUDIES 1

ENGR-0050 | 1.5 credits

This course provides students with the skills to solve problems related to thermodynamics. This course covers temperature scales, heat transfer, steam generation, and laws for perfect gases. Density and pressure, temperature and heat, force, pressure, calorimetry, expansion and contraction, and the laws of thermodynamics are also discussed.

THERMAL AND HVAC STUDIES 2

ENGR-0051 | 1.5 credits

Prerequisite: ENGR-0050 Thermal and HVAC Studies 1

In addition to Thermal and HVAC Studies 1, this course will teach the student about the different properties of air, airflow through distribution systems, and the different types of duct systems used in air handling systems. Learn about air conditioning systems and the equipment, applications, operation and maintenance of these systems. Heat recovery, effective energy use, and alternative energy will also be discussed.

THREE-PHASE THEORY

ELEC-0022 | 3 credits

Prerequisite: ELEC-0020 AC Theory Devices & Circuits

Learn theory covering three phase systems (generation and utilization), devices and circuits.

TOOLS AND MATERIALS PRACTICAL

PIPE-0002 | 15 credits

Corequisite: PIPE-0001 Tools and Materials Theory

An introduction to the use of tools, materials and the manipulative skills involved in the piping trades. Work on shop projects using these skills and tools.

TOOLS AND MATERIALS THEORY

PIPE-0001 | 12 credits

Corequisite: PIPE-0002 Tools and Materials Practical

Study tools and materials used in the piping trades and the design of piping systems using elevation views. Study the basic tools, materials and practices used in the various piping trades including plumbing, steam fitting, gas fitting and sprinkler fitting.

TOOLS AND MATERIALS THEORY

PIPE-0016 | 9 credits

Corequisite: PIPE-0002 Tools and Materials Practical

Study tools and materials used in the piping trades and the design of piping systems using elevation views. Study the basic tools, materials and practices used in the various piping trades including plumbing, steam fitting, gas fitting and sprinkler fitting.

TOURISM

HOSP-0003 | 3 credits

This introductory course familiarizes students with the various components of the Canadian tourism industry and some of the critical issues facing the industry today. Specifically, the course focuses on the organization of the sectors, travel motivators, components of the industry, measuring and forecasting demand, planning and development, the impact of deregulation of the airline industry, consumerism and the future of the hospitality industry.

TRAINING AND DEVELOPMENT

HRMG-0034 | 6 credits | D

Prerequisite: HRMG-0036 Human Resource Management

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

TRAUMA AND CRISIS

PSSY-0103 | 3 credits

Learn how individuals, families and communities respond biologically, socially and culturally to trauma and crisis. Learn effective trauma and crisis intervention, planning and counselling skills.

TURFGRASS MANAGEMENT

AGRC-0032 | 6 credits | D

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

TYPOGRAPHY & BRAND

COMM-0402 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals, COMP-0624 Software Skills

Examine design solutions and explore a world of typographic communication with the use of principles of composition, typography, and colour in a two-dimensional space. Examine the impact of brands in the marketplace and businesses. Use letterforms, interactions between type and image, visual hierarchy to evoke a story. Vocabulary and communications are integrated into the course content, so projects can be explained and critique based on principles of design and target audiences for print and on-screen media. Implement design thinking process to acquire proper feedback and create different iterations of their designs.

U

UNDERSTANDING ADDICTIONS

PSSY-0093 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Learn what an addiction is, the needs of people with addictive behaviours and types of addictions. Rehabilitative processes are also studied.

UNDERSTANDING CHILD ABUSE

PSSY-0021 | 3 credits | D

An introduction to the early childhood educator's role and responsibilities in recognizing, reporting, handling and assisting in the prevention of child abuse and neglect.

UNSCRIPTED VIDEO PRODUCTION 1

MEDP-0094 | 6 credits

Prerequisite: MEDP-0086 Digital Video

This course provides students with an entry-level skill set in workflows and best practices required to produce unscripted live and live-to-record content. Work as a member of a production team to produce a range of multi-camera projects and single camera projects. Engage as playback operators, graphics operators, audio assistants, camera operators and production assistants and other field production, studio or control room crew positions. Learn the basics of multi-camera theory, production systems and technology and develop skills through hands-on practical application of technique. Teamwork, terminology, workflows and practical application are essential elements of this course that enables students to perform duties as members of a multi-camera production crew.

UNSCRIPTED VIDEO PRODUCTION 2

MEDP-0095 | 6 credits

Prerequisite: MEDP-0094 Unscripted Video Production 1

This course provides students with advanced skill sets in workflows and best practices required to produce unscripted live and live-to-record content for a range of different types of content. This course builds upon the fundamentals of live production learned in Unscripted Video Production 1. Engage as producer, director, technical director, audio engineer, and serve as a senior member of a production crew. Develop advanced skill sets in multi-camera production through hands-on practical application of technique. Team leadership, production management and the use of advanced production systems are essential elements of this course that enables students to perform duties as leaders and senior members of a multi-camera production crew.

USER EXPERIENCE DESIGN

MEDP-0101 | 6 credits

Prerequisites: MEDP-0097 Front-End Development, COMM-0401 Storytelling & Content Writing, COMM-0402 Typography & Brand

User Experience Design is the process of how the user interacts with the product, system or service—whether they are on a mobile, tablet, screen, 3D environment or physical space. Learn the process and elements of UXD create stronger user experiences, taking into consideration the accessibility of these projects.

V

VEGETABLE & FRUIT PRODUCTION

AGRC-0289 | 6 credits

This course covers classification of the different types of fruits and vegetables, cultural requirements and crop management, as well as produce handling and marketing. Examine and apply the concepts of sustainability, production programming, soil and fertility management, equipment selection, irrigation, integrated pest management, harvesting and post-harvest management, cooling and storage of fresh fruits and vegetables.

VEGETABLE PRODUCTION

AGRC-0021 | 3 credits | D

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

VEGETABLES/FRUITS/ STARCHES 1

COOK-0087 | 6 credits

Gain a basic understanding of how to prepare and cook vegetables, fruits and starches. Learn how to handle, as well as the proper techniques to preserve quality and how to retain texture and nutritional value.

VEGETABLES/FRUITS/ STARCHES 2

COOK-0093 | 3 credits

Prerequisite: COOK-0087 Vegetables/Fruits/Starches 1

Gain advanced knowledge of preparing and cooking vegetables, fruits, starches and farinaceous products.

VIDEO JOURNALISM

MEDP-0110 | 6 credits

Prerequisites: MEDP-0086 Digital Video, MEDP-0112 Multiplatform Journalism 2

The economics of the news business combined with the miniaturization of technical equipment have created new challenges and opportunities for the acquisition of video. The aim of visual journalism is to make the complicated easier to understand, giving background, context and insight. This course builds on the skills and knowledge of earlier courses to develop students' abilities to think about, develop and deliver impactful visual stories using their own knowledge and technical resources. Students enhance their use of still cameras, video cameras and audio equipment as tools for communication in a mobile multimedia and social environment. In this course, students develop the skills and creativity to engage and inform audiences through insightful, compelling and shareable visual journalism.

VIOLENCE & RECONCILIATION

PSSY-0089 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

Examine the various forms of violence and abuse that are prevalent in society today and the strategies that can be implemented to reconcile these issues. Topics include the cycle of violence, power and control, the role of media, forms of violence and abuse (partner, sexual, child and elder abuse), criminal and gang violence and prevention and treatment strategies to address all of these violence issues.

VOICE COMMUNICATIONS

ELTE-0089 | 3 credits

Prerequisite: ELTE-0087 Communication Circuits, COMP-0441 Network Routing

This course provides students with the fundamentals used in voice communication systems. Learn voice and audio sampling theory, audio codecs, transmission fundamentals and protocols. Through lab activities, students build and test a small VoIP system.

W

WASTEWATER TREATMENT

ENGR-0064 | 1.5 credits

Understand the need for, design, processes, and control of wastewater treatment systems. Learn the components of maintenance and administration programs for utilities and process facilities.

WATER AND WASTE

SCIE-0081 | 9 credits

An introduction to the design of water supply, waste water disposal and land drainage systems, with special emphasis on piping. Practical application is done with respect to the design of the subsurface works for a subdivision selected as a thesis project.

WELDING 1

WELD-0001 | 3 credits

Learn the basics of oxyacetylene, arc, and mig welding as applied to the mechanical trade.

WELDING AND PRESSURE VESSELS

WELD-0062 | 1.5 credits

Discuss various welding techniques used in the construction and repair of equipment used in power plants. Become familiar with the ASME Section 8 code in relation to pressure vessels.

WHMIS 1

HLTH-0047 | 0 credit

If you work in the proximity of hazardous materials, this awareness course is for you. As an introduction to Workplace Hazardous Materials Information System (WHMIS), this course covers safe work habits with hazardous materials, Material Safety Data Sheets (MSDS), and labeling of hazardous materials. This course is presented in a straightforward, non-technical manner.

WINE 1

HOSP-0031 | 3 credits

Prerequisite: HOSP-0052 Smart Choices

This course provides learners with theoretical knowledge of Viticulture and Viniculture practices in wine making along with sensory analysis related to wine classifications and pairing with food. Focus on wine styles and regions throughout the world, along with the history of wine making, geography regulations and legislation. Examine and discuss various styles of wine from world-wide regions through structured tastings. Apply knowledge of wine and food in a practical setting at the annual Manitoba Institute of Culinary Arts Wine and Food Festival. Learners are tested in a practical exam with a blind tasting final exam. This course reviews the rules and practices of responsible alcohol service.

WINE PRODUCTION

HOSP-0024 | 3 credits

Experience wine tasting, experiment with wine/food pairing and gain insight into the practice of vinification (wine-making). Discover the tools of the wine-maker and the processes of wine-making, and study how various factors can influence the nature and quality of the wine. This learning opportunity is enhanced by a field school component, included with the cost of tuition, held in major vineyards and wineries of one of Canada's premier grape-growing regions.

WIRE FEED PROCESSES

WELD-0041 | 9 credits

Prerequisite: WELD-0031 Shielded Metal Arc Welding

Focus on basic gas metal arc welding (GMAW-MIG), flux core arc welding (FCAW) and metal core arc welding (MCAW). This course also consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. In addition, it introduces knowledge of the procedures used to deposit a weld bead using wire feed process equipment in various positions.

WIRE FEED PROCESSES

WELD-0052 | 7.5 credits

Prerequisite: WELD-0050 Shielded Metal Arc Welding

This course focuses on basic gas metal arc welding (GMAW-MIG), flux core arc welding (FCAW) and metal core arc welding (MCAW). This course also consists of classroom instruction and shop demonstrations emphasizing personal and shop safety, proper handling and use of equipment, and theory and operation of equipment components. In addition, it introduces knowledge of the procedures used to deposit a weld bead using wire feed process equipment in various positions.

WIRELESS DATA SYSTEMS

ELTE-0085 | 3 credits

Prerequisite: ELTE-0063 Communications Theory

This course provides students with the fundamentals of wireless data systems, transmission fundamentals, wireless communication networks, protocols, and principles of wireless networking. It also covers the basic of satellite communications, cellular networks, local loops, and mobile IP and wireless access protocols. The course looks into the specific architectures, protocols, and components of fixed and mobile data networks.

WIRELESS SYSTEMS

ELTE-0086 | 6 credits

Prerequisites: ELTE-0063 Communications Theory, ELTE-0080 Communication Systems, ELTE-0061 Antennas & Transmission Lines

Understand the propagation of radio and microwave frequencies both indoor and outdoor. Calculate and predict signal levels and losses in various systems due to Free Space Loss (FSL), as well as other attenuating factors. Industry standard software to design and analyze the performance of a point-to-point microwave link. Lab work for this course includes the configuration and commission of a microwave radio link using Industry Canada standards.

WOOD FRAME CONSTRUCTION

CPWW-0005 | 6 credits

Learn terminology, techniques and applicable codes relating to wood frame house construction. Practical elements include joist and plate layout and construction of floor, wall and ceiling components.

WOODWORKING MACHINES 1

CPWW-0002 | 3 credits

Prerequisite: CPWW-0031 Hand Tools

An introduction to basic stationary and portable power equipment through introductory machine woodworking exercises.

WOODWORKING MACHINES 2

CPWW-0006 | 9 credits

Prerequisites: CPWW-0002 Woodworking Machines 1, CPWW-0031 Hand Tools

Study woodworking machines in detail through demonstration and programmed exercises. The course also includes a breakdown of advanced woodworking procedures.

WOODY LANDSCAPE PLANTS

AGRC-0027 | 3 credits | D

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

WORD PROCESSING 1

COMP-0129 | 6 credits | P

Learn keyboarding by touch technique, basic word processing concepts using Microsoft Word and formats of business documents such as memoranda, letters, reports and tables. Practice proofreading and communication skills, and develop efficient production skills through repetitive and concentrated practice.

WORD PROCESSING 2

COMP-0046 | 6 credits

Prerequisite: COMP-0129 Word Processing 1

Improve keyboarding speed and accuracy, learn advanced word processing concepts, format business documents such as memoranda, letters, reports, tables, itineraries, minutes and agendas, and practice proofreading and communication skills. Develop superior production skills through repetitive and concentrated practice.

WORD PROCESSING 32C

COMP-D501 | 0.5 high school credit

Prerequisite: COMP-D006 Computer Systems 32C, COMP-D501 Word Processing 32C is a dual credit with COMP-0058 Word Processing

Learn to create, save, edit and print business documents, including memoranda, letters, envelopes, labels, tables, forms and long reports in proper format. Cover word processing features, including page set-up, formatting and document checking.

WORD PROCESSING SKILLS

COMP-0020 | 3 credits P

Work in a collaborative environment to learn the computer skills necessary to communicate with others, manage their work, and create a variety of files commonly found in the culinary industry. Utilizing web-based research skills, learn about various applications and complete practical projects to develop skills in those applications.

X

XR SOLUTIONS

MEDP-0102 | 6 credits

Prerequisites: COMP-0623 Programming Fundamentals, MEDP-0101 User Experience Design

This advanced course in an introduction to the potential of emerging visual technologies that extend, replace, and enhance our realities. Learn processes for producing content and adding functionality for Virtual Reality, Augmented Reality, and Mixed Reality applications. Apply skill sets/concepts previously learned to new problems/tasks.

WINE PRODUCTION

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WIRELESS SYSTEMS

ELTE-0086 | 6 credits

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