



2025-26

Program Calendar

EXPERIENCE Assiniboine

**DISCOVER ASSINIBOINE
WITH THIS ONE-STOP SHOP!**

- ✓ Take our online career quiz and find a program that best fits you.
- ✓ Connect with a Recruiter



assiniboine.net/experienceassiniboine

A collage of three images showing students in different fields: a chef in a kitchen, a student looking at a laptop, and a student using a telescope. The images are set against a yellow and purple geometric background.

ASSINIBOINE Info Sessions

Curious about college? Explore your options!

Our information sessions give you an overview about the program you're interested in. Chat with faculty, ask questions and get to know Assiniboine!

Register today!

To sign up or for more information, including topics and upcoming dates and times, visit assiniboine.net/infosession.

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About Assiniboine

Assiniboine College has been providing exceptional learning experiences for more than 60 years. The college offers more than 70 certificate, diploma and post-graduate programs across a variety of disciplines including business, agriculture and environment, health and human services, culinary arts and hospitality, and trades and technology. The college also delivers apprenticeship programming in a range of skilled trades disciplines.

Assiniboine offers unparalleled learning environments and programming that is responsive to Manitoba labour market needs. Following the philosophy of 'learn by doing', programs combine theory with hands-on learning inside classrooms, labs, kitchens, shops, fields and the sustainable greenhouse.

The college welcomed more than 7,000 students in full-time and part-time on campus and distance programs last year. Assiniboine provides comprehensive educational opportunities throughout Manitoba, with campuses in Brandon, Dauphin, Winnipeg and Portage la Prairie. We are also a national leader in community-based delivery, and partner with communities and organizations across the province to deliver customized education and training, often in First Nations communities.

Since opening its doors in February, 1961 as the Brandon Vocational Training Centre, the college was 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 College.

Assiniboine is an accredited college with the Government of Manitoba.

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 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 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 national homeland of the Red River Métis. We acknowledge their welcome to the 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 2025-26 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 2025-26

2025

July to August	Registration period for new & returning students for fall term	September 30	National Day for Truth and Reconciliation (administrative offices closed)
July 1	Canada Day (administrative offices closed)	October 13	Thanksgiving Day (administrative offices closed)
July 2*	Classes commence for summer term (Refer to My Class Schedule for Refund Date (RD) and Voluntary Withdrawal Date (VW) as these dates vary by course, see policy A20)	October 20 to 24*	Fall Reading Week
July 11	Deadline for receipt of documented proof of Admission requirements for fall programs	October 31	Fall Graduation; visit assiniboine.net/graduation for applicable programs and dates
August 4	Terry Fox Day (administrative offices closed)	November to December	Registration period for new students for winter term
August 22	Last date of summer term classes	November 11	Remembrance Day (administrative offices closed)
August 27	Grade submission deadline for classes that ended August 22	December 19	Last day of fall term classes
September 1	Labour Day (administrative offices closed)	December 22	Grade submission deadline for classes that ended December 19 (noon)
September 2*	Classes commence for fall term Day & Evening classes commence at the Centres for Adult Learning (Refer to My Class Schedule for Refund Date (RD) and Voluntary Withdrawal Date (VW) as these dates vary by course, see policy A20)	December 25	Christmas Day (college is closed; no access)
		December 26	Boxing Day (administrative offices closed through to January 2)

2026

January 1	New Year's Day (administrative offices closed)	May 4*	Classes commence for spring term (Refer to My Class Schedule for Refund Date (RD) and Voluntary Withdrawal Date (VW) as these dates vary by course, see policy A20)
January 2*	College reopens after Christmas break	May 6	Grade submission deadline for classes that ended May 1
January 5*	Classes commence for winter term (Refer to My Class Schedule for Refund Date (RD) and Voluntary Withdrawal Date (VW) as these dates vary by course, see policy A20)	May 18	Victoria Day (administrative offices closed)
February 16	Louis Riel Day (administrative offices closed)	June	Graduation Ceremonies visit assiniboine.net/graduation for applicable programs and dates
March 2 to 6*	Spring Break	June 26*	Last day of spring term classes for classes that started May 4
April 3	Good Friday (administrative offices closed)		
April 6	Easter Monday (administrative offices closed)		
May 1*	Last day of winter term classes		

* 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, 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, depending on the program, applications are not typically processed until 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 an English-speaking secondary (high school), including Grade 11 or Grade 12 (not ESL), or post-secondary (university or college) level in Canada or a country on the test-exempt list;

OR

Graduation from an English-speaking Manitoban or Canadian high school with at least one Senior 4 Core English with a minimum of 70% or Grade 12 English with a minimum of 70%;

OR

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

Visit assiniboine.net/elp for a list of test exempt countries.

Assiniboine 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. With some exceptions, 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 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 the transcript is submitted, and admission requirements are not met, special circumstance admission processes will be followed. If the applicant is not admitted to the program, 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.

INDIGENOUS STUDENTS

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

Diversity and inclusion 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 makes 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.

In order to create the best learning environment, Assiniboine College invites students to self-declare. If you are First Nation, Non-Status, Métis or Inuit, there are many support services that can help enhance your success as a student and make life at the college a positive experience.

Our online application makes it easy for students to self-declare. Simply follow the prompts under "How to Apply".

For more information on self-declaration visit assiniboine.net/registrar or call 204.725.8700 ext 4036.

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.

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 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 from 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.

CREDIT 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 78 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/openprograms.

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. 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.

International 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 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 and amounts 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 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 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 mandatory health insurance while studying in Manitoba, unless they have comparable coverage to opt out. The college sends these funds to the insurance company on your behalf. The cost is payable to the college.

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:

- student progression toward completion of program requirements; and
- 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 - Refunds, Register, Adding and Dropping of 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 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 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 given the potential need to travel for work practicum.

ALL POLICIES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Visit assiniboine.net/policies for updated 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 (\$4,000 for international students) is required from applicants accepted for full-time, regular 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 \$58.50 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 ACSA office. The fee for this insurance is assessed and paid to Assiniboine with all other tuition and fees. The fee for individual coverage is \$248* 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 ACSA office.

Refer to accstudents.com for more information.

* Some restrictions may apply.

Note: International students are also enrolled with Student VIP for primary care, 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 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 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 - - Refunds, Registering, Adding and Dropping of 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 philanthropic 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.

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/graduatejobs 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 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 ACSA 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:

ACSA Office, Room 413 Victoria Avenue East
Monday to Friday: 8:30 a.m. to 4:30 p.m. (Starting September 1)

Contact Information:

Telephone: 204.725.8710
Email: accsa@assiniboine.net
Web: accstudents.com
Facebook: ACC Students' Association
Instagram: accsamb

ACSA UPASS

Under the ACSA 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.

This year, we are turning to a 2-in-1 card! Your Student Card will now also be your UPass Card.

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

STUDENT HEALTH INSURANCE PLANS

Students have access to a student health and dental plan, through Student VIP, to keep their expenses affordable while studying at Assiniboine. This plan includes coverage for prescription drugs, dental, vision, travel, and more! Full-time students are automatically assessed this fee alongside their tuition and fees every year, and part-time students can optionally enroll at select times through the year.

Student VIP also manages the compulsory international student health plan for all international students. This includes coverage for doctors visits, hospital and emergency visits, lab tests, and more.

Detailed plan information, including opt-in and opt-out options, are available at studentvip.ca/ACSA.

Contact Information

Should you have any questions about the plans, 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/ACSA.

I.M. WELL VIRTUAL COUNSELLING

I.M. Well is a free counselling program available to all students from all campuses and their immediate family members, courtesy of the ACSA. 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/imwell.

ATHLETICS

Assiniboine 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 winner goes on to represent Manitoba at the Canadian Collegiate Athletics Associations Nationals. The women's hockey team plays in the American Collegiate Hockey Association against schools in North America.

You must be a 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 X by following [@CougarsACC](https://www.instagram.com/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. Please check assiniboineshop.ca for hours of operation.

The bookstore is here to support students throughout their academic career from orientation to graduation. They offer Assiniboine exclusive clothing, diploma frames, textbooks and course related supplies. They also offer a large variety of snacks and convenience items. 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

Visit them online at assiniboineshop.ca or call 204.725.8721.

CHILD CARE AND DAYCARE

Finding reliable and quality daycare 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 child 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 assiniboine.net/childcare for more information.

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

Assiniboine Early Learning Centre

Assiniboine 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.

To add your name to the waitlist for future considerations, visit assiniboine.net/childcare.

Parkland Campus Kids Inc.

Assiniboine 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](https://www.instagram.com/CJ106FM), or find us on Facebook at [CJ106FM The Alternative Edge](https://www.facebook.com/CJ106FM).

Join our team. Volunteer or become a radio host.

Have you listened to Assiniboine 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 awards@assiniboine.net. Need more information? Register for a Financial Aid & Awards information session at assiniboine.net/infosession.

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, Workforce Training and Employment, 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, or Facebook Marketplace.

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

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 in Brandon 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.

New or returning students should check out this article on the knowledgebase at assiniboine.net/ITservices.

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 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
Monday: 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 (SSA) are available in person, at the Victoria Avenue East campus, the North Hill campus, the Parkland campus in Dauphin and at the Winnipeg campus as well as by phone or online at all locations.

Our goal is to help students achieve success at Assiniboine by providing them with support, referrals and information. To connect with the advisor for your program, visit assiniboine.net/studentservices or email studentservices@assiniboine.net.

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, and get a feel for the program to see if it is the right fit for them and their career goals. Visit assiniboine.net/infoession 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

Academic and Personal Advising

Embarking on their college journey, students encounter an array of exciting changes in their lives. These transformative experiences may present challenges, such as forging new friendships, adjusting to a vibrant living and learning environment, managing financial responsibilities, and navigating time management pressures. Student Success Advisors actively support students in developing proactive plans to seamlessly transition into, and thrive within the college learning environment. Alongside offering crucial information about courses, programs, and the institution, they provide valuable referrals to address learning, personal, and financial barriers. By recognizing hurdles early in the college year, and dealing with them immediately, students increase their chances for success. When academic or personal concerns arise, Student Success Advisors are ready to assist students in exploring effective strategies to get back on track.

TECHNOLOGY REQUIREMENTS

All programs at Assiniboine have certain technology requirements. Refer to assiniboine.net/tech for detailed information about the technical needs outlined by 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. Staff also help students one-on-one or in group workshops with specific topic areas, or to develop effective writing, math, computer skills, study skills, and more. The Learning Curve also provides 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 (proctoring) services for on-campus students to write missed tests/exams and testing for students with approved accommodations through Accessibility and Disability Services. Distance Education students that are within driving distance to Brandon are asked to write their exams in the Test Centre.

Staff are qualified to administer exams from other post secondary institutions, certification exams from online testing providers and timed typing tests.

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.

The primary objective of Accessibility and Disability Services is to provide assistance to students with disabilities and foster their academic success. Please do not hesitate to contact us if you require any help or support during your student journey.

We highly recommend contacting a student success advisor prior to beginning your program to allow ample time for arranging academic accommodations and support, and to facilitate a smooth transition into college.

When applying for Manitoba student aid, there is an opportunity to declare your disability on the application, which makes you eligible for Canada student grants aimed at providing necessary equipment and services.

If you are required to undergo admissions testing, it is important to contact the student success advisor for your program to make testing arrangements.

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

WHEELCHAIR ACCESSIBILITY

Assiniboine 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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

Graduates of this program may be eligible to receive credit for year one of Assiniboine's Legal Administration, Medical Administration or Office Management diploma programs. Eligibility is assessed upon application.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.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

Students in this program are required to bring their own laptop and smartphone for use on-campus. The laptop and smartphone must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

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.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/agribusiness.

Agribusiness

2025-26 PROGRAM REQUIREMENTS

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-0034	Co-op Work Placement - AGRB	3
AGRC-0295	Crop Pest Management	6
AGRC-0219	Crop Production Systems	6
ACCT-0058	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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates of this program are able to:

- Integrate and apply various agricultural business skills to industry expectations.
- Integrate and apply various field technical skills to industry standards.
- Develop specialized plans for the agribusiness sector, including commodity marketing plans, marketing and sales strategies, crop and livestock production plans, farm safety and environmental farm plans, agribusiness plans, soil management and soil fertility management plans, and succession/estate management plan.
- Apply agro-ecology and precision agriculture technology knowledge to make appropriate management decisions. Apply environmental land management practices to agricultural land use and landscapes.
- Employ precision agriculture skills and other technologies to solve problems in industry applications.
- Apply principles of macro and microeconomics, financial accounting, and math in the context of agricultural business practices.
- Analyze and evaluate financial statements, budgets, and investment decisions relevant to the agribusiness sector.
- Apply business principles and management techniques to agricultural operations and practices.

- Evaluate and implement risk management strategies for agricultural operations.
- Evaluate and apply supply chain management principles in the agribusiness sector.
- Design cropping systems and apply effective practices in crop production systems in Western Canada including integrated approaches.
- Develop Integrated Pest Management systems including assessment techniques, field scouting procedures, and appropriate record keeping.
- Apply occupational health and safety measures, demonstrate mental health awareness in agriculture, and use safe equipment operation and maintenance procedures for equipment used in agribusiness.
- Apply on-farm production knowledge including codes of practice; nutrition, feed and forage; safety protocols and biosecurity in various areas of Canadian livestock production.
- Apply knowledge of agriculture field equipment and their suitability to farm operations based on evaluation of key considerations including utilization, cost and return on investment.
- Demonstrate professionalism, ethical behaviour, critical thinking, creativity, effective communication, and conflict management strategies in the workplace.
- Demonstrate proficiency in computer applications and software relevant to the agribusiness sector.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy any of the following:

- A career in or supporting the agricultural and food production industry
- A business-focused program, including sales, budgets, operations, and planning
- Collecting, organizing, and analyzing data to solve problems
- Interpreting and applying various acts, regulations, policies, and procedures
- Learning new technologies and software applications
- Potential to work in a variety of urban and rural communities in both indoor and outdoor settings
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-op placement.

The industry and program environment often requires individuals to:

- Be able and willing to travel.
- Possess a valid driver's license, and access to a vehicle.
- Ability to quickly problem solve and deal with customer conflicts and complaints in a professional manner.
- Form and maintain strong customer and client relationships with diverse stakeholders including producers.
- Apply business practices to crop, livestock and or mixed farm operations.
- Manage product, price, placement and promotion to sell to and meet customer needs.
- Work in outdoor settings in varied terrain such as a greenhouse, field or pasture; manoeuvre around equipment, crops, and animals in all kinds of weather.
- Operate equipment as required.
- Be self-motivated and results-oriented with the ability to deliver strong results in an often-unsupervised environment

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Perform basic welding tasks.
- Identify and safely use a variety of hand tools.
- Access repair information using service manuals and/or digital resources.
- Diagnose and repair engines and engine support systems.
- Diagnose and repair hydraulic and pneumatic systems.
- Diagnose and repair drivetrain systems.
- Diagnose and repair steering, suspension, brake systems, wheel assemblies, and undercarriage.
- Diagnose and repair electrical and vehicle management systems.
- Diagnose and repair heating, ventilation and air conditioning (HVAC) systems.
- Diagnose and repair structural, components, accessories, and attachments.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

Agricultural Equipment Technician

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- An interest in mechanical systems and how they work.
- Physical fitness required to work with heavy machinery and equipment, lift heavy objects, and perform manual labor.
- Troubleshoot mechanical problems and come up with effective solutions.
- Pay close attention to detail to ensure that machinery and equipment are repaired and maintained properly.
- Working in a range of environmental conditions: from service shops to remote sites.
- Working in a collaborative team environment or independently as the situation requires.
- Continually learning and adapting to changing conditions and technological advancements in the field.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Move around and work within the environment, negotiating different areas including stairs, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, kneeling and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume areas with appropriate personal protective equipment.
- Interpret technical instructions, documents, drawings, specifications, regulations, bylaws and standards.
- Communicate effectively with others including suppliers, co-workers, safety inspectors, manufacturer representatives, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

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.

Applied Building Construction

2025-26 PROGRAM REQUIREMENTS

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-0067	Concrete Forming Technology	4.5
WRKP-0030	Construction Safety	3
MATH-0123	Construction Trades Geometry	3
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-0069	Woodworking Machines 1	4.5

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Interpret project plans and produce technical sketches and documents to support building construction and renovation projects.
- Select and use technologies to obtain, organize and communicate building construction and renovation information.
- Solve problems related to the implementation of building construction and renovation projects by using basic mathematics, building design and building science.
- Select, maintain and safely use hand tools, and portable and stationary power tools, when performing layout, cutting, fitting and assembly operations, and standard woodworking machinery.
- Complete building and renovation stages, from site layout and footings to the application of interior and exterior finishes, in accordance with blueprint specifications and conservation principles.
- Select a range of materials and equipment for their appropriate application to building construction and renovation projects.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Assist in the preparation of material estimations and quotes and complete all work in compliance with the rights and conditions of contractual obligations, provincial and/or national Building Codes, applicable laws, bylaws, standards and ethical practices in the construction, renovation and building fields.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

SUCCESS FACTORS

- You might be a good fit for this program if you would enjoy:
- A short, introductory program in carpentry and construction.
- A physically demanding occupation.
- Envisioning and building projects.
- Problem solving and critical thinking in a construction environment.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume-filled areas with appropriate personal protective equipment
- Interpret technical documents, drawings, specifications, building codes, regulations, bylaws and standards.
- Communicate effectively with others including suppliers, co-workers, other trades people, safety and building inspectors, manufacturer representatives, customers, and apprentices.
- Work in industry-specific shifts, schedules, and conditions
- Be reliable, punctual, and regularly attend work.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Working outdoors in extreme weather conditions.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/appliedbuilding.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Install, service, and maintain wiring systems.
- Install, service, and maintain motors and control systems.
- Discuss signalling and communication systems.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- A short, introductory program in the electrical trade.
- Technical aptitude for understanding electrical systems and circuitry.
- The physical ability required to work in tight spaces, climb ladders, and lift heavy objects.
- Troubleshooting electrical problems.
- Are meticulous and pay close attention to detail.
- Are safety conscious and able to communicate effectively.
- Are adaptable to changing situations and work effectively in a variety of settings.
- Are self-motivated and able to stay on task without direct supervision.
- Are able to work safely and effectively in a variety of settings.
- Can work in a collaborative team environment or independently as the situation requires.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Move around and work within the environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume-filled areas with appropriate personal protective equipment.
- Interpret drawings, specifications, building codes, regulations, laws and standards.
- Communicate effectively with others including suppliers, co-workers, other trades people, safety and building inspectors, manufacturer representatives, and customers.
- Work in shifts and meet deadlines under conditions that are unique to the industry.
- Be reliable, punctual, and regularly attend.
- Listen to and follow directions accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Working outdoors in extreme weather conditions.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/appliedelectrical.

Applied Plumbing Installation

- Parkland campus, (rotating start)
- Six-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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
MATH-0095	Applied Plumbing Math	3
DRFT-0010	Blueprint Reading (PIPET)	3
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
PRAC-0325	Practicum – APPLG	1
WELD-0040	Related Welding	1.5
PIPE-0012	Residential Drainage System	6
PIPE-0013	Residential Venting Systems	6
SCIE-0008	Science	3
PIPE-0002	Tools and Materials Practical	15
PIPE-0016	Tools and Materials Theory	9

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations
- Install, test, and service drainage, waste and vent (DWV) systems
- Install, test, and service water distribution systems
- Install, test, and service fixtures and appliances
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- A strong technical aptitude for understanding complex piping systems and how they work.
- Physical fitness required to work in tight spaces, climb ladders, and lift heavy objects.
- Troubleshooting problems to come up with effective solutions.
- Be meticulous and pay close attention to detail to ensure that piping systems are installed and maintained properly.
- Prioritize safety and follow appropriate safety procedures to prevent accidents and injuries.
- Provide excellent customer service and handle client concerns or complaints.
- Adapt to changing situations and work effectively in a variety of settings.
- Working independently or in small teams.
- Piping trades workers must be self-motivated and able to stay on task without direct supervision.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

Applied Plumbing Installation

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume-filled areas with appropriate personal protective equipment.
- Work with biological and other hazardous elements.
- Interpret technical documents, drawings, specifications, codes, regulations, bylaws and standards.

- Communicate effectively with suppliers, co-workers, trades people, safety and building inspectors, manufacturer representatives, customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Working outdoors in extreme weather conditions.
- Working in a collaborative team environment or independently as the situation requires.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/appliedplumbing.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
PEDV-0356	College Foundations	0
COMM-0045	Communications	3
ELEC-0001	Electrical Science	3
ELEC-0039	Electrical/Electronic Systems	13.5
MECH-0054	Gas Engines	15
MATH-0138	Math – Automotive	3
WRKP-0061	Orientation & Shop Skills	10.5
MECH-0056	Power Trains Automotive	15
PRAC-0339	Practicum – AUTO	1
WELD-0001	Welding 1	3

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Diagnose and repair engine and engine support systems.
- Diagnose and repair vehicle electronic communications systems.
- Diagnose and repair driveline systems.
- Diagnose and repair electrical and HVAC systems.
- Diagnose and repair steering and suspension, braking, control systems, tires, hubs and wheel bearings.
- Diagnose and repair restraint systems, body components, accessories and trim.
- Diagnose and repair hybrid and electric vehicles.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

Automotive Technician

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- Working with cars and trucks.
- Using thinking skills and visual analysis to diagnose and repair problems.
- Working independently or in a collaborative team environment as the situation requires.
- Continually learning and adapting to technological advancements in the field.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, negotiating different areas.

- Use hand-eye coordination and manual dexterity to complete specific tasks.
- Work in an environment that includes noise, fumes, odours, hazardous compounds, drafts, vibrations, and confined spaces.
- Complete responsibilities requiring standing and bending.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Research technical information.
- Read various documents including repair manuals, manufacturers' bulletins and safety documents.
- Complete workplace documents such as written or electronic quotes, work order descriptions, inspection reports and incident reports.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/automotive.

Baking Foundations

- North Hill campus, Manitoba Institute of Culinary Arts (May start for international students, September start for domestic students)
- Winnipeg campus (November start, international students)
- Ten-month certificate (domestic students)

CAREER OPPORTUNITIES

Prepare for a variety of careers within the foodservice and hospitality industry, including positions such as baker, pastry chef, pâtissier, bakery assistant, third or second cook, culinary apprentice, kitchen manager, catering manager, chef de parti or sous chef.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- IELTS score of 6.0 with no subscore less than 5.5 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.

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

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
IAPP-0002	CDN Intercultural Awareness	6
IAPP-0003	Seminar	4.5
IAPP-0001	Student Success	6
IAPP-0004	Workplace Communication	6

Required Advanced Courses

HLTH-0030	1st Aid - Emergency	0
COOK-0296	Baking Fundamentals	3
COOK-0308	Bakeshop Management	3
COOK-0309	Cakes	9
COOK-0310	Cookies	3
WRKP-0021	Fire Safety	0
COOK-0014	FoodSafe 1	0
COOK-0311	Desserts	6
COOK-0312	Pastry	6
COOK-0267	Preserves and Jellies	3
COOK-0313	Quick Breads	3
COOK-0269	Special Baking Presentations	3
HLTH-0047	WHMIS 1	0
HOSP-0037	Workplace Essentials - Canada	3
COOK-0314	Yeast Doughs	9

Baking Foundations

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates of this program are able to:

- Identify the workings and the effects of ingredients on one another and predict how the end product will be affected.
- Perform problem-solving and troubleshooting recipes.
- Perform basic techniques involved in the daily production of a bakery and pastry shop.
- Recognize and produce both classical and modern baked goods.
- Apply food safety principles and practices as identified by health regulations.
- Apply basic mathematical principles and recipe conversions, bakery formulations, and percentages.
- Demonstrate an understanding of kitchen etiquette and professionalism.
- Apply proper sanitation and safety techniques while demonstrating proper safe work procedures on equipment.
- Apply purchasing principles to the operation of a bakery, and/or pastry shop.
- Demonstrate baking theory and principles in the production of quality desserts.
- Demonstrate an understanding of baking and pastry foundations.
- Practice skills used in the daily operation of a bakery, including cost controls, food costs, percentages, labour costs, and inventory controls.

SUCCESS FACTORS

You are a good fit for this program if you enjoy:

- Developing your baking skills to a professional level.
- Using your creativity, your keen sense of taste and smell, and a good aptitude for details.
- Precision work, including measurements, preparation and organization.
- A fast-paced, dynamic environment with a focus on team work, high quality production and customer service.
- A physically demanding work environment, with attention to detail, concentration and repetitive production work.

The industry and program environment require individuals to:

- Work hospitality industry hours, which can range from early morning to late in the evening and often include weekends and holidays.
- Have physical strength and stamina as well as the mobility and motor skills to undertake the required tasks.
- Handle stressful situations appropriately, including dealing with the public.
- Maintain a cooperative spirit while working in a hot, crowded environment.
- Groom and dress according to industry expectations.
- Develop good habits and discipline, arrive on time, in a clean uniform, ready to work.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/baking.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
COMP-0556	Accounting Software	6
ACCT-0003	Financial Accounting 1	6
ACCT-0004	Financial Accounting 2	6
ACCT-0050	Introductory Mgmt Accounting	6
HRMG-0117	Payroll Administration	3
COMP-0597	Software Applications	6
BUSN-0171	Taxation 1	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/bookkeeping.

Business Administration

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

The Business Administration program is designed with an 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 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

The Business Administration diploma program is accredited by the Accreditation Council for Business Schools and Programs (ACBSP), an international quality assurance body.

The ACBSP accreditation is evidence that the program is committed to providing the highest quality business education. Students will find credentialed faculty, a challenging education experience, and a goal of continuous improvement that keeps curriculum relevant and up-to-date. Graduates from an ACBSP accredited program also stand out with employers.

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.

YEAR ONE & YEAR TWO REQUIRED COURSES ALL SPECIALIZATIONS 2025-26

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

 Victoria Avenue East Campus  Parkland Campus

CAREER OPPORTUNITIES

Graduates find employment in a wide-range of challenging and rewarding careers. Potential career opportunities may include accounting technician, bookkeeper, accounts payable clerk, accounts receivable clerk, payroll clerk, and tax return specialist.

Some graduates decide to pursue university studies in accounting and work towards obtaining their Chartered Professional Accountant (CPA) designation.

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 Mgmt Accounting	6

Elective courses

Choose one of the following:

ACCT-0051	Sage Accounting Software	6
BUSN-0171	Taxation 1	6

Business Administration

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS


You might be a good fit for this program if you would enjoy:

- Problem solving.
- Working with numbers.
- Organizing and structuring business processes.
- Contributing to business decisions.
- Working with technology.

The industry and program environment require individuals to:

- Have excellent attention to detail.
- Have a strong financial and numerical aptitude.
- Use analytical and problem-solving skills.
- Demonstrate ethical and moral values in their daily work.
- Have strong communication and technological skills.
- Be extremely organized.
- Demonstrate continuous learning.
- Be able to sit for extended periods.

Financial Services Specialization

 Victoria Avenue East Campus

CAREER OPPORTUNITIES

Graduates find employment in the financial services industry working as financial advisors, investment managers and insurance 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-0256	Life License Qualification	6
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PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Guiding clients towards attaining their financial goals through tailored advice and strategies.
- Thriving in a dynamic and customer-centric business environment that emphasizes prompt service and efficient solutions.
- Building meaningful connections with diverse individuals and establishing trust to effectively address their financial needs.
- Leveraging your skills across various business lines, including banking, investing, lending, and insurance, to provide comprehensive financial solutions.

The industry and program environment require individuals to:

- Proactively initiate conversations and establish rapport with individuals from diverse backgrounds.
- Demonstrate the ability to maintain focus and work effectively during extended periods of sitting.
- Exhibit strong attention to detail, ensuring accuracy in data analysis, market trends assessment, and risk evaluation.
- Utilize analytical skills to interpret complex information and make informed decisions in line with market dynamics.
- Cultivate and nurture relationships to foster trust and gain a comprehensive understanding of clients' unique needs.
- Uphold high ethical standards by maintaining confidentiality, prioritizing clients' best interests, and adhering to industry regulations.
- Adapt to ever-evolving market conditions and changes in regulatory landscapes, demonstrating flexibility and resilience.
- Employ problem-solving skills to identify challenges, develop innovative solutions, and optimize outcomes for clients.
- Exhibit excellent time management and organizational skills, effectively prioritizing tasks and meeting deadlines.

Business Administration

Human Resource Management Specialization

 Victoria Avenue East Campus  Parkland Campus

CAREER OPPORTUNITIES

Graduates can anticipate applying their business management skills in areas relating to personnel administration: staffing, training and development, labour relations, and compensation management. 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

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Working with people and engaging in problem solving.
- Specializing and focusing on strategic Human Resource management.
- Building positive relationships.
- Navigating sensitive conversations.
- Setting an example for others by respecting the privacy, confidentiality, and dignity of others.
- Facing complex challenges and finding practical solutions.

The industry and program environment require individuals to:

- Engage in ongoing professional development to remain knowledgeable about current practices.
- Commit to high standards of ethical conduct including maintaining confidentiality, respecting human rights, and avoiding conflicts of interest.
- Build relationships throughout the organization and collaborate with other departments.

- Demonstrate empathy and emotional intelligence.
- Pay attention to detail and engage in continuous improvement.

Marketing Specialization

 Victoria Avenue East Campus

CAREER OPPORTUNITIES

Graduates find employment 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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Generating new ideas and innovative solutions.
- Thinking creatively and strategically.
- Using data and analytics to make informed decisions.
- Delivering impactful presentations.
- Building relationships with clients and collaborating with team members.
- Keeping up with emerging trends, technologies, and consumer preferences. Flexibility allows marketers to adjust strategies and tactics to stay relevant and effectively respond to market shifts.

Business Administration

The industry and program environment require individuals to:

- Have excellent written and verbal communication skills to effectively communicate with clients, colleagues, and stakeholders.
- Think analytically and critically in order to make informed decisions that will benefit the organization.
- Be adaptable to new changes and trends in the industry and be able to adjust their work accordingly.
- Manage their time effectively and prioritize tasks to meet deadlines.
- Lead teams and manage projects effectively to ensure organizational success.

- Have a good understanding of technology and be able to utilize it in their work to streamline processes and increase efficiency.
- Possess a good understanding of financial management and be able to make financial decisions that benefit the organization.
- Have excellent customer service skills to provide quality service and maintain positive relationships with clients.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

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.

2025-26 PROGRAM REQUIREMENTS

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-0067	Concrete Forming Technology	4.5
WRKP-0030	Construction Safety	3
MATH-0123	Construction Trades Geometry	3
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-0068	Stair Building	4.5
CPWW-0005	Wood Frame Construction	6
CPWW-0069	Woodworking Machines 1	4.5
CPWW-0070	Woodworking Machines 2	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Carpentry and Woodworking

PROGRAM LEARNING OUTCOMES

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Interpret project plans and produce shop drawings to support construction and renovation projects.
- Select a range of materials and equipment for their appropriate application to building construction and renovation projects.
- Select, maintain and safely use hand tools, and portable and stationary power tools, when performing layout, cutting, fitting and assembly operations, and standard woodworking machinery.
- Solve problems related to the implementation of building construction and renovation projects by using basic mathematics, building design and building science.
- Apply surface preparation, stains and finishes to specifications.
- Construct cabinetry projects according to specifications, plans and cutting lists.
- Use a variety of layout and joinery techniques to design and construct projects.
- Complete building and renovation projects, ranging from site layout and footings to the application of interior and exterior finishes.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- Working with wood and other materials to construct, install, and repair structures and fixtures.
- Thinking creatively and finding solutions to unexpected problems.
- Managing projects and time effectively to meet deadlines.
- A physically demanding occupation.
- Envisioning and building projects.
- Working in a collaborative team environment or independently as the situation requires.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, navigate different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete tasks requiring standing, kneeling, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume-filled areas with appropriate personal protective equipment.
- Interpret documents, drawings, specifications, building codes, regulations, bylaws and standards.
- Communicate effectively with suppliers, co-workers, other trades people, safety and building inspectors, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Work outdoors in extreme weather conditions.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/carpentry.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

Civil Technician

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Participate in the design and modeling phase of civil engineering projects by applying engineering concepts, basic technical mathematics and principles of science to the review and production of project plans.
- Carry out sustainable practices in accordance with contract documents, industry standards and environmental legislative requirements.
- Collaborate with the project team and communicate effectively with project stakeholders to support projects.
- Collect, process and interpret technical data to produce written and graphical project-related documents.
- Use industry-specific electronic and digital technologies to support projects, such as surveying or AutoCAD.
- Assist in the scheduling, cost estimation and monitoring of the progression of civil engineering projects by applying principles of construction project management.

- Perform quality control testing and the monitoring of equipment, materials and methods involved in the implementation and completion of projects.
- Apply teamwork, leadership and interpersonal skills when working individually or within multidisciplinary teams.
- Develop and use strategies to enhance professional growth and ongoing learning in the civil engineering field.
- Comply with workplace health and safety practices and procedures in accordance with current legislation and regulations.
- Complete duties and assist in monitoring that work is performed in compliance with contractual obligations, applicable laws, standards, bylaws, codes and ethical practices in the civil engineering field.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- A one-year entry level program in an engineering related field
- Working in areas such as construction design and supervision, highways and transportation
- Good visualization skills, enjoys math solutions, and working with computers
- Planning, decision making and coordination of infrastructure projects
- Interested in drafting, surveying and modeling; road and highway analysis and municipal infrastructure design; concrete, soil and asphalt testing;
- A valid driver's license and access to a vehicle is strongly recommended given the need to travel for co-op placement.

The industry and program environment require individuals to:

- Work in a variety of environments including laboratories, offices and industrial areas and working conditions may include a combination of indoor and outdoor work.
- Keep up with technological advances
- Tolerate environmental conditions, and potential hazards from heavy equipment construction materials when performing field work.

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 College.

Applicants with a Civil Technician certificate from another institution will be required to provide course outlines for assessment at the time of application.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
Group A		
MATH-0084	Calculus and Statistics	9
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

Practical Credit

Work Placement may be taken after successful completion of Group A or Group B.

COOP-0028	Co-op Work Placement - CVLTM	12
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* Program scheduling and availability is subject to change.

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Collect, process, analyze and coordinate technical data to produce written and graphical project-related documents.
- Use industry- specific electronic and digital technologies to support civil engineering projects.
- Participate in the design and modeling phase of civil engineering projects by applying engineering concepts, technical mathematics and principles of science to the review, production and/ or modification of project plans.
- Contribute to the scheduling and coordination and cost estimation of civil engineering projects and monitor their progression by applying principles of construction project management.
- Coordinate and perform quality control testing and evaluate equipment, materials and methods used in the implementation and completion of civil engineering projects.
- Complete duties and monitor that work is performed in compliance with contractual obligations, applicable laws, standards, bylaws, codes and ethical practices in the civil engineering field.
- Promote and carry out sustainable practices in accordance with contract documents, industry standards and environmental legislative requirements.
- Facilitate the collaboration and interaction among the project team and project stakeholders to support civil engineering projects.
- Apply teamwork, leadership, supervision and interpersonal skills when working individually or within multidisciplinary teams to complete civil engineering projects.
- Develop and use strategies to enhance professional growth and ongoing learning in the civil engineering field.
- Comply with workplace health and safety practices and procedures in accordance with current legislation and regulations.

Civil Technology

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Building on your Civil Technician certificate for career advancement to technologist level.
- Learning advanced theory and practical technology skills including computer-aided design and modeling, field surveying, 3D modeling, and laboratory testing.
- Project management, team environments, and leadership challenges.
- Being part of major infrastructure projects across the region and in your community
- A valid driver's license and access to a vehicle is strongly recommended given the need to travel for co-op placement.

The industry and program environment require individuals to:

- Work in a variety of environments including laboratories, offices and industrial areas and working conditions may include a combination of indoor and outdoor work.
- Work outdoors which could include conducting field inspections or investigating topography, soil, drainage and water supply systems, road and highway systems, or buildings and structures.
- Keep up with technological advances in surveying, environmental monitoring, data management and civil design that has allowed for work to be completed more quickly than in the past.
- Tolerate environmental conditions and potential hazards from equipment and construction materials when performing field work.
- With experience, civil engineering technologists can progress to construction supervisors, project engineers or managers, construction estimators, or construction managers

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/civiltechnology.

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
- Proof of current certification in cardiopulmonary resuscitation - Health Care Provider (CPR-HCP) or Basic Life Support (BLS)

Students in this program must obtain the following **prior** to their clinical placements in the program:

- Current Canadian criminal record vulnerable sector check
- Current adult abuse registry check
- Current child abuse registry check
- Up to date immunization

It is the student's responsibility to ensure they request, pay for, and obtain these checks in the necessary time frames.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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 eligible for practicum. If you fall into one of these categories, please contact the School of Nursing prior to applying.

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.

Comprehensive Health Care Aide

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Provide personal care and assistance in a safe, organized, and competent manner.
- Provide person-centred care and assistance that recognizes and respects the uniqueness of each individual client.
- Promote the physical, psychological, social, cognitive, and/or spiritual well-being of clients and families.
- Provide care and assistance for clients experiencing health, cognitive and/or mental health challenges.
- Interact with other members of the health care team in ways that contribute to effective working relationships and the achievement of goals.
- Communicate clearly, accurately, and in sensitive ways with clients and families within a variety of contexts.
- Recognize and respond to one's own self-development, learning, and health enhancement needs.
- Perform the care provider role in a reflective, responsible, accountable, and professional and ethical manner.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- A career in the healthcare field.
- Providing basic care and assistance to patients.
- Working in a collaborative interdisciplinary team environment.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with others including co-workers and patients.
- Demonstrate flexibility and adaptability to changing environments and work-related challenges.
- Evaluate the safety of a work site and potential hazards.
- Listen to direction and act on that accordingly.
- Move safely around the learning environment, skills lab, patient rooms and in a variety of clinical settings.
- Safely perform procedures and delegated tasks as directed by nursing and hospital staff.
- Safely perform static and physical tasks, such as standing, lifting, and kneeling.
- Provide proof of up-to-date immunization, current (within 6 months) criminal record vulnerable sector check, current adult abuse registry check, and current child abuse registry check prior to practicum placement or working.
- Work in shifts, schedules, and conditions that are unique to the industry.

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 2025-26. 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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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-0038	Solid State Theory	3
ELEC-0022	Three-phase Theory	3

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations
- Install, service, and maintain wiring systems
- Install, service, and maintain motors and control systems
- Discuss signalling and communication systems
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- Technical aptitude for understanding electrical systems and circuitry
- The physical ability required to work in tight spaces, climb ladders, and lift heavy objects.
- Troubleshooting electrical problems
- Are meticulous and pay close attention to detail
- Are safety conscious and able to communicate effectively
- Are adaptable to changing situations and work effectively in a variety of settings.
- Are self-motivated and able to stay on task without direct supervision.
- Are able to work safely and effectively in a variety of settings.
- Can work in a collaborative team environment or independently as the situation requires.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have strength, dexterity, balance and stamina.
- Work in environments with noise, dust and/or fumes with appropriate personal protective equipment.
- Interpret drawings, specifications, codes, regulations, laws and standards.
- Communicate effectively with suppliers, co-workers, other trades people, safety and building inspectors, manufacturer representatives, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to and follow directions accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Work outdoors in extreme weather conditions.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/ce.

Culinary Arts

- North Hill campus, Manitoba Institute of Culinary Arts (September and January 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

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
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
Year Two		
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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Culinary Arts

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Provide advanced culinary preparation and presentation for a variety of food service environments using a range of classical and contemporary techniques.
- Apply food and bake science to food preparation to create a desired end product.
- Contribute to and monitor adherence of others to the provision of a well-maintained kitchen environment and to the service of food and beverage products that are free from harmful bacteria or other contaminants, adhering to health, safety, sanitation and food handling regulations.
- Ensure the safe operation of the kitchen and all aspects of food preparation to promote healthy workspaces and the responsible, efficient use of resources.
- Create menus that reflect knowledge of nutrition and food ingredients, promote general health and well-being, respond to a range of nutritional needs and preferences and address modifications for special diets, food allergies and intolerances, as required.
- Apply fundamental business principles and recognized industry costing and control practices to food service operations to promote a fiscally responsible operation.
- Apply basic knowledge of sustainability, ethical and local food sourcing, and food security to food preparation and kitchen management, recognizing the potential impacts on food production, consumer choice and operations within the food service industry.
- Use technology, including contemporary kitchen equipment, for food production and promotion.
- Perform effectively as a member of a food and beverage preparation and service team and contribute to the success of a food-service operation by applying self-management and interpersonal skills.
- Develop strategies for continuous personal and professional learning to ensure currency with and responsiveness to emerging culinary techniques, regulations, and practices in the food service industry.
- Contribute to the development of marketing strategies that promote the successful operation of a food service business.
- Contribute to the business management of a variety of food and beverage operations to foster an engaging work environment that reflects.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Cooking and experimenting in the kitchen.
- An opportunity to learn from and interact with different Chef Instructors and exposure to a variety of worldviews, techniques, and culinary styles.
- Using your creativity, your keen sense of taste and smell, and your interest in precision work.
- Using your organizational skills and ability to multitask.
- A physically demanding occupation that involves rapid problem-solving and critical thinking.
- Working in a collaborative team environment.
- Continually learning and adapting to changing conditions in a fast-paced environment.
- Being versatile enough to assist with any task that needs doing within the kitchen.
- A customer service focus.

The industry and program environment require individuals to:

- Work shift work, including early mornings, late evenings, holidays and weekends, and the number of hours worked each week varies depending on the type of position and assignment or establishment.
- Participate in live restaurant and event operations during the program which falls outside of the typical day schedule and includes early mornings, evenings and weekend hours.
- Work with alcohol, meat, and a variety of culinary traditions.
- Work under a great deal of pressure to provide quick and quality service.
- Have physical strength and stamina as well as mobility and motor skills to undertake the required tasks.
- Groom and dress according to industry expectations.
- Develop good habits and discipline, arrive on time, in a clean uniform, and ready to work.

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 2025-26. 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech, Creative Media programs for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Digital Art and Design

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Develop and implement design concepts for web and interface design, graphic, motion graphics, and digital art using industry-standard tools and software.
- Create visually engaging designs that effectively communicate messages and meet the needs of target audiences across different mediums, including websites, apps, print materials, virtual reality, augmented reality, and various other media presentations.
- Apply principles of design and aesthetics to their work, including color theory, typography, composition, and visual hierarchy.
- Use industry-appropriate design software and technology, and other industry-standard tools, to create and produce professional-quality design work.
- Develop and present design solutions that meet the needs of clients and stakeholders, while also demonstrating their ability to think critically and creatively.
- Collaborate effectively with others, including clients, team members, and stakeholders, while demonstrating effective communication skills, problem-solving skills, and the ability to work well in a team.
- Adapt to new technologies and design trends, demonstrating a willingness to learn and grow as designers and artists.
- Demonstrate professionalism and self-awareness while giving and receiving constructive feedback to improve their skills knowledge and professional practice.
- Complete work within industry standards and best practices, including legal and ethical and accessibility considerations.
- Apply critical thinking and problem-solving skills to address challenges and develop solutions in a fast-paced environment.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Art and drawing.
- Collaborating and connecting with others.
- Listening to others and turning their words into a visual reality
- Telling compelling stories.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism and attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static and physical tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining equipment of various sizes.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/digitaldesign.

Early Childhood Education

- Victoria Avenue East campus (September start)
- Parkland campus (September start; every other year)
- Accelerated Mentorship
- Accelerated Online
- Qualifications Recognition
- 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 vulnerable sector check
- Current child abuse registry check

Note: Admission requirements may differ by delivery type.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

Early Childhood Education

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
Year One		
PRAC-0318	Applied Practical Skills 1	1
ECED-0056	Art, Literature and Play	6
PSSY-0114	Children's Health & Well-Being	6
PEDV-0356	College Foundations	0
COMM-0411	Communication Essentials	6
PSSY-0115	Family Dynamics	6
ECED-0058	Guiding Young Children	6
INDG-0010	Indigenous Perspectives	6
PSSY-0117	Infant and Toddler Development	6
ECED-0061	Overview of Early Learning	6
PSSY-0118	Preschool Development	6
PEDV-0368	Professional Practice	6
Year Two		
PRAC-0319	Applied Practical Skills 2	1
PSSY-0113	Building Partnerships	6
ECED-0057	Creative Play and Design	6
ECED-0051	Curriculum Development	6
PSSY-0116	Inclusion in Early Learning	6
ECED-0059	Language and Emerging Literacy	6
ECED-0060	Music & Movement Through Play	6
ECED-0062	School Age Development	6
ECED-0063	Science Through Play	6
ECED-0013	Teaching Strategies	6
PEDV-0369	The Reflective Professional	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Establish inclusive, culturally responsive, healthy, and safe play-based learning environments for all children, staff, and families.
- Facilitate physical, sensory, cognitive, communicative, creative, and self-development among young children through curriculum planning.
- Facilitate positive relationships among children and adults in guiding children's behavior to support holistic wellbeing.
- Collaborate effectively with families and the community.
- Demonstrate professional conduct, documentation, and effective communication skills as an early childhood educator.
- Incorporate Indigenous perspectives and topics that honour and respect First Nations, Metis, and Inuit cultures through inclusive practices in early learning and childcare.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Being part of a licensed profession and work in a regulated environment.
- Teaching and guiding young children.
- Planning and conducting activities.
- Working in a collaborative team environment or independently as the situation requires.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Follow clear rules and use organized methods to guide activities.
- Adhere to early childhood education professional and ethical guidelines.
- Complete responsibilities requiring crouching, stooping, bending, and standing.
- Stand and move about the learning environment and child care setting for an extended period of time.
- Work in shifts, schedules, and conditions that are unique to the industry.
- Communicate effectively with others including coworkers, children, community members, and caregivers.
- Be reliable, punctual, and regularly attend work.
- Listen to direction and act on that accordingly.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/ece.

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 vulnerable sector 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Engage in caring, responsive relationships with children and families that value and respect social, cultural and linguistic diversity.
- Implement inclusive learning and care strategies that support equitable, accessible and meaningful learning opportunities.
- Follow established procedures and policies to maintain health and safety practices that support healthy development and wellbeing.
- Use established observation strategies, documentation and communication skills.
- Comply with current legislation, regulations and agency policies and procedures in daily work.
- Work collaboratively with others to maintain quality education and care.
- Develop and implement an ongoing professional learning plan to enhance performance as an educational assistant.

Education Assistant

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- A short program leading to employment in an educational setting.
- Assisting English language learners as well as individuals with exceptionalities to develop academic and life skills.
- Continually learning and adapting to changing conditions and advancements in the field.
- Working with children under the guidance of teachers and an multidisciplinary team.

The industry and program environment require individuals to:

- Be certified in cardiopulmonary resuscitation (CPR) Level C.
- Be reliable, punctual, and regularly attend work.
- Communicate and collaborate effectively with others such as teachers, rehabilitation counsellors, speech-language pathologists and occupational therapists.
- Complete responsibilities requiring stooping, bending, sitting, and standing.
- Comply with current legislation, regulations and policies and procedures.
- Follow standardized work methods and processes while working with individuals to support learning at the level of knowledge required of the students (e.g., in English, Mathematics, etc.).
- Listen to direction and act on that accordingly.
- Move around and work within the learning environment.
- Provide current criminal record vulnerable sector check and current child abuse registry check.

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 2025-26. Refer to assiniboine.net/programs for the latest information about this program.

Food Processing (Animal Proteins)

- Victoria Avenue East campus (May start for international students, September start for domestic students)
- Eight-month certificate (domestic students)/Eleven-month certificate (international students)

CAREER OPPORTUNITIES

Find innumerable employment opportunities in all aspects of the meat cutting industry. Prospective employers include federal and provincial abattoirs, specialty meat operations, supermarkets, custom processors, case ready and wholesale operations, large-scale animal processing plants, and independently owned storefronts.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- IELTS academic test with an overall score of 5.5 with no subscore less than 5.0 or equivalent score on other acceptable English Language Proficiency assessment.
- 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

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

- Lift 25 lbs from floor to shoulder and 40 lbs from knee to waist
- Walk up and down stairs many times during the day
- Stand on concrete floors for approximately 8 hours per day
- Be in cold temperatures for extended periods of time, including going into a refrigerator and freezer.

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.

Food Processing (Animal Proteins)

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
IAPP-0002	CDN Intercultural Awareness	6
IAPP - 0003	Seminar	4.5
IAPP-0001	Student Success	6
IAPP-0004	Workplace Communication	6

Required Advanced Courses

HLTH-0030	1st Aid - Emergency	0
MTPR-0012	Bovine Species - Front Quarter	3
MTPR-0013	Bovine Species - Hind Quarter	3
PEDV-0356	College Foundations	0
COMM-0384	Communication - Retail Meats	6
MTPR-0003	Curing and Smoking	6
WRKP-0021	Fire Safety	0
COOK-0014	FoodSafe 1	0
MTPR-0014	Meat Composition & Nutrition	6
MTPR-0005	Ovine Species & Seafood	3
MTPR-0006	Pork	6
MTPR-0015	Pork-International Cuts	9
MTPR-0016	Poultry	3
PRAC-XXXX	Practicum - MTPR	1
HLTH-0282	Safety, Tools & Sanitation	3
MTPR-0009	Sausage Making	3
MTPR-0010	Value Added Processing	3
HLTH-0047	WHMIS 1	0

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Understand the fundamentals of meat theory including meat structure, nutrition, grading and inspection.
- Order, judge and select meats.
- Use safe and sanitary practices relating to meat storage and handling.
- Prepare fresh meat (poultry, beef, pork, goat and lamb), fish, poultry and value-added items.
- Process pork carcasses into primal cuts.
- Butcher and package pork primal cuts into value-added specifications for local, national and international premium markets.
- Carry out other tasks related to the processing of meat for shipping to customers or storage.
- Care for and safely operate hand tools and power meat-cutting equipment.
- Provide quality customer service during the Retail Meat Store training component.
- Engage in business fundamentals, including purchasing, receiving, marketing strategies, inventory control and product merchandising.
- Apply business math techniques in profit principles, retail pricing and spreadsheet analysis.
- Adhere to Hazard Analysis and Critical Control Points (HACCP), Canadian Food Inspection Agency (CFIA) and food safety standards.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Working in the meat industry in Canada, including a paid practicum placement in the industry for 12 weeks.
- Learning about practical cutting methods, preparation of specialty meats, storing and handling meats and general operation and maintenance of shop equipment, sausage-making and value-added meat products.
- A physically demanding occupation in an industrial environment.

The industry and program environment require individuals to:

- Have physical strength and stamina as well as mobility and motor skills to undertake the required tasks.
- Have good manual dexterity.
- Ability to perform repetitive physical tasks and stand for long periods of time.
- Use knives and other equipment to disassemble hog (pork) and beef product for further processing
- Ability to work in a wide range of environmental conditions from cool to warm and wet to dry, and to work in refrigerated environments for long periods.
- Stand for long periods of time, while using saws, meat grinders and slicers, knives, and many other types of kitchen equipment.
- Cooperate with others in a diverse team environment.
- Ensure safe and hygienic practices are applied to all tasks.
- Adhere to strict personal hygiene standards.
- Work shift work as this is reflective of typical work hours in industry, and the environment can often be loud.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/foodprocessing.

Heavy Equipment Technician

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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

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.

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2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Perform basic welding tasks.
- Identify and safely use a variety of hand tools.
- Access repair information using service manuals and/or digital resources.
- Diagnose and repair engines and engine support systems.
- Diagnose and repair hydraulic and pneumatic systems.
- Diagnose and repair drivetrain systems.
- Diagnose and repair steering, suspension, brake systems, wheel assemblies, and undercarriage.
- Diagnose and repair electrical and vehicle management systems.
- Diagnose and repair heating, ventilation and air conditioning (HVAC) systems.
- Diagnose and repair structural, components, accessories, and attachments.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

Heavy Equipment Technician

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- An interest in mechanical systems and how they work.
- Physical fitness required to work with heavy machinery and equipment, lift heavy objects, and perform manual labor.
- Troubleshoot mechanical problems and come up with effective solutions.
- Pay close attention to detail to ensure that machinery and equipment are repaired and maintained properly.
- Working in a range of environmental conditions: from service shops to remote sites.
- Working in a collaborative team environment or independently as the situation requires.
- Continually learning and adapting to changing conditions and technological advancements in the field.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Move around and work within the environment, negotiating different areas including stairs, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, kneeling and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume areas with appropriate personal protective equipment.
- Interpret technical instructions, documents, drawings, specifications, regulations, bylaws and standards.
- Communicate effectively with others including suppliers, co-workers, safety inspectors, manufacturer representatives, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/heavyequip.

Horticultural Production

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

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Horticultural Production

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Identify a wide range of plants and understand their basic characteristics and growth requirements.
- Apply basic horticultural practices, including planting, pruning, and fertilizing, to maintain healthy plants in a variety of settings.
- Identify and manage common pests and diseases that affect plants, using integrated pest management strategies.
- Propagate plants using a variety of techniques, including seed propagation, vegetative propagation, and tissue culture.
- Apply sustainable and environmentally friendly practices to horticultural activities, such as composting, water conservation, and soil conservation.
- Understand and apply the principles of plant nutrition and soil science to promote healthy plant growth and development.
- Operate and maintain basic horticultural equipment and tools.
- Manage and operate a greenhouse facility, including understanding the principles of greenhouse design, climate control, and irrigation systems.
- Cultivate and manage a variety of crops in a greenhouse environment, including understanding plant physiology, growth requirements, and pest and disease management strategies specific to greenhouse crops.
- Understand and comply with relevant safety regulations and guidelines, including those related to chemical handling, equipment operation, and personal protective equipment.
- Effectively communicate horticultural information and recommendations to clients, colleagues, and the public, using both written and oral communication skills.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- A nine-month program leading to employment in food production or the greenhouse industry.
- Have an interest in plants and the natural environment, and enjoy working with your hands and being outdoors.
- Expanding knowledge and skills in plant cultivation, propagation, and management.
- Pursuing careers in the horticulture industry, including greenhouse management, and nursery production.
- May want to start your own greenhouse or small-scale plant production operation.
- Have a passion for plants and a desire to make a positive impact on the food supply chain or natural environment.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Have physical strength and stamina as well as the mobility and motor skills to undertake the required tasks
- Work in outdoor settings in varied terrains such as a greenhouse, field or pasture; maneuver around equipment and plants.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/horticultural.

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

Students in this program are required to bring their own laptop and smartphone for use on-campus. The laptop and smartphone must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

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.

Land and Water Management

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Demonstrate a comprehensive understanding of environmental science, including principles of ecology, geology, hydrology, and soil science.
- Apply advanced skills and techniques for the monitoring, assessment, and management of land and water resources, including the use of GIS and other geospatial tools.
- Evaluate the environmental impacts of various land use practices, and develop strategies to mitigate negative impacts and promote sustainable land management.
- Analyze and evaluate the regulatory and policy frameworks governing land and water management, and develop strategies to navigate complex legal and regulatory environments.
- Design and implement environmental management plans, in collaboration with stakeholders, that promote sustainable land and water use practices.
- Apply techniques for land reclamation and restoration, including soil remediation, erosion control, and habitat restoration.
- Evaluate the economic and social implications of different land and water use practices, and develop strategies to optimize sustainable and equitable land use.

- Apply advanced techniques for water management, including water conservation, water quality monitoring, and water treatment.
- Evaluate the impact of climate change on land and water resources, and develop adaptation strategies to mitigate risks and promote resilience.
- Communicate effectively with diverse stakeholders, including landowners, policymakers, community members, and industry professionals, about land and water management issues and solutions.
- Apply principles of environmental ethics and sustainability to their work in land and water management
- Identify and address environmental risks and hazards associated with land and water management, using a proactive and preventive approach.
- Develop and implement effective strategies for rural planning and development, using principles of sustainability and community engagement.
- Identify and apply best practices for environmental stewardship, including the responsible use of natural resources and the promotion of biodiversity.
- Evaluate the effectiveness of different land and water management practices, using quantitative and qualitative methods, and continuously improve their skills and knowledge through ongoing professional development.

SUCCESS FACTORS

- You might be a good fit for this program if you would enjoy:
- A career managing land and water resources, and ensuring their long-term sustainability
- Appreciate working outdoors in a variety of terrains and regions
- Learning how to incorporate sustainable land and water management practices across a variety of landscapes
- Collecting, organizing, and analyzing data to solve problems
- Interpreting and applying various acts, regulations, policies, and procedures
- Potential to work in a variety of urban and rural communities and different ecological settings
- A valid driver's license and access to a vehicle is strongly recommended given the need to travel for outdoor field lab activities and your work co-op placement.

The industry often requires individuals to:

- Be able and willing to travel.
- Possess a valid driver's licence, access to a vehicle.
- Work in outdoor settings in varied terrain.
- Ability to quickly problem solve and deal with stakeholder conflicts and complaints in a professional manner
- Have physical strength and stamina as well as the mobility and motor skills to undertake the required tasks.
- Operate equipment as required

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/landandwater.

Legal Administration

- Victoria Avenue East campus (September start)
- 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

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

2025-26 PROGRAM REQUIREMENTS

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. Practicum 1 may be taken between year one and year two.

RELATED PROGRAMS

- Medical Administration (page 55)
- Office Management (page 58)
- Office Skills (page 59)

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Apply legal terminology, principles, and procedures in legal administrative tasks and duties.
- Utilize various software applications and technology to manage legal documents, data, trust accounting and communication.
- Communicate professionally with legal professionals, clients, and other stakeholders, both orally and in writing.
- Conduct legal research and compile information from a variety of sources to assist in the preparation of legal documents, including contracts, agreements, land conveyancing documents and court filings.
- Manage the day-to-day operations of a legal office or department, including scheduling appointments, managing client files and billings, and coordinating meetings and events.
- Maintain a high level of confidentiality and integrity in all legal matters, including adherence to professional ethical standards and the rules.
- Adapt to the ever-changing legal landscape, including changes in legislation and regulation.
- Utilize critical thinking and problem-solving skills to identify solutions to legal administrative challenges.
- Utilize Microsoft Office, accounting software, and other industry-standard software programs for a variety of administrative tasks.
- Use communication and interpersonal skills to interact professionally with colleagues and clients.

Legal Administration

- Apply problem-solving techniques to resolve complex issues that may arise in office settings.
- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Anticipate and action solutions to needs of the office.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.
- Present information clearly and concisely in a variety of formats.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Interest in law and justice.
- Maintaining excellent attention to detail and being meticulous in your work.
- Managing multiple tasks and deadlines.
- Working closely within a team of legal professionals.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Pass a criminal record and vulnerable person checks.
- Work a variety of shifts, including nights, evenings, and weekends.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Work collaboratively with team members and contribute effectively to group projects.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain a high level of confidentiality and integrity in all legal matters, including adherence to professional ethical standards and the rules.
- Demonstrate flexibility and adaptability to changes in the work environment.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/legal.

Mechatronics Engineering Technology

- North Hill campus, Len Evans Centre for Trades and Technology (September start)
- Three-year diploma

CAREER OPPORTUNITIES

Graduates are able to work as a technologist in automation, control system design, electronics design, mechanical design, robotics, manufacturing, product development, and instrumentation engineering.

ADMISSION REQUIREMENTS

- A complete Manitoba Grade 12 or equivalent
- Applied 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech, Creative Media programs for detailed information.

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.

Mechatronics Engineering Technology

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
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Year One

XXXX-XXXX	Advanced Electrical Circuits	6
XXXX-XXXX	Basic Electrical Circuits	6
PEDV-0356	College Foundations	0
XXXX-XXXX	Computer Foundations	6
XXXX-XXXX	Elect. & Instrumentation Lab	3
XXXX-XXXX	Foundations of Drawings	6
XXXX-XXXX	Materials & Machining 1	3
XXXX-XXXX	Math	6
XXXX-XXXX	Math for Technology	6
XXXX-XXXX	Physics	6
XXXX-XXXX	Physics for Technology	6
XXXX-XXXX	Technical Reading & Writing	6

Year Two

XXXX-XXXX	Codes & Practices	3
XXXX-XXXX	Complex Mechatronic Systems	6
XXXX-XXXX	Computer Aided Design	6
XXXX-XXXX	Communication Devices	6
XXXX-XXXX	Digital Fundamentals & PLC	6
XXXX-XXXX	Electrical Components	6
XXXX-XXXX	Field Measuring Devices	3
XXXX-XXXX	Introduction to Manufacturing	3
XXXX-XXXX	Introduction to Robotics	3
XXXX-XXXX	Pneumatics & Hydraulic	6
XXXX-XXXX	Professional Development	6
XXXX-XXXX	Programming Fundamentals	6

Year Three

XXXX-XXXX	Automation Systems	6
XXXX-XXXX	Capstone - Project	6
XXXX-XXXX	Capstone - Proposal	3
XXXX-XXXX	Integrated Automation	6
XXXX-XXXX	Internet of Things	6
XXXX-XXXX	Manufacturing Processes	6
XXXX-XXXX	Mechanics & Machine Elements	6
XXXX-XXXX	Motor Control	3
XXXX-XXXX	Process Control Technologies	6
XXXX-XXXX	Professionalism & Ethics	0
XXXX-XXXX	Robotic Applications	6
XXXX-XXXX	Robotic Basics	6
XXXX-XXXX	Science & Society	6

Optional Co-op

COOP-XXXX	Co-op Work Placement	3
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To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Fabricate and build electrical, electronic, and mechanical components and assemblies in accordance with operating standards, job requirements, and specifications.
- Analyze, interpret, and produce electrical, electronic, and mechanical drawings and other related technical documents and graphics necessary for electromechanical design in compliance with industry standards.
- Select and use a variety of troubleshooting techniques and equipment to assess, modify, maintain, and repair electromechanical circuits, equipment, processes, systems, and subsystems.
- Modify, maintain, and repair electrical, electronic, and mechanical components, equipment, and systems to ensure that they function according to specifications and to optimize production.
- Design and analyse mechanical components, processes, and systems by applying engineering principles and practices.
- Design, analyze, build, select, commission, integrate, and troubleshoot a variety of industrial motor controls and data acquisition devices and systems, digital circuits, passive AC and DC circuits, active circuits and microprocessor-based systems.
- Install and troubleshoot computer hardware and programming to support the electromechanical engineering environment.
- Analyse, program, install, integrate, troubleshoot and diagnose automated systems including robotic systems.
- Establish and maintain inventory, records, and documentation systems to meet organizational and industry standards and requirements.
- Select and purchase electromechanical equipment, components, and systems that fulfill job requirements and functional specifications.
- Specify, coordinate, and apply quality-control and quality-assurance programs and procedures to meet organizational standards and requirements.
- Work in compliance with relevant industry standards, laws and regulations, codes, policies, and procedures.
- Develop strategies for ongoing personal and professional development to enhance work performance and to remain current in the field and responsive to emergent technologies and national and international standards.
- Contribute as an individual and a member of an electromechanical engineering team to the effective completion of tasks and projects.
- Design and analyze electromechanical systems by interpreting fluid mechanics and the attributes and dynamics of fluid flow used in hydraulic and fluid power systems.

Mechatronics Engineering Technology

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- A career in an emerging field with evolving technologies.
- Excellent problem solving and troubleshooting skills.
- Proficiency in math and physics.
- Precision and attention to detail.
- Technical aptitude.

The industry and program environment require individuals to:

- Be adaptable to new changes and trends in the industry and be able to adjust their work accordingly.
- Be committed to ongoing learning and professional development to stay current with industry trends and best practices.
- Have a solid understanding of physics, calculus, robotics, and circuitry, as well as aspects of fluid mechanics, control theory, and computer programming.
- Have excellent attention to detail.
- Have physical strength and stamina as well as the mobility and motor skills to undertake the required tasks.
- Operate equipment as required.
- Tolerate environmental conditions, such as potential hazards from equipment when performing field work.
- Use problem-solving skills to address challenges and provide effective solutions.
- Work in a collaborative team environment or independently as the situation requires.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/mechatronics.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech, Creative Media programs for detailed information.

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.

Media and Communications

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
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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-0113	Advanced Digital Audio	6
MEDP-0114	Advanced Journalism	6
MEDP-0081	Advanced Radio	6
MEDP-0089	Film and Factual Production	6
MEDP-0090	Live Multi-Cam	6
MEDP-0115	Photography & Cinematography	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Perform technical skills including camera operation, audio recording, lighting, editing and post-production for television, radio, film, digital, and audio content creation.
- Develop and execute effective storytelling techniques.
- Analyze audience and client needs in order to develop content that is relevant and engaging to their intended demographic.
- Communicate and collaborate creatively, meaningfully, and respectfully with team members.
- Apply critical thinking and problem-solving skills to independently address challenges and develop solutions in a fast-paced media environment.
- Complete work to meet industry standards and best practices, including legal and ethical considerations and social responsibility.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Adapt to changing technologies and trends, demonstrating a willingness to learn and grow as a professional in a dynamic and evolving industry.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Being curious about the world and eager to learn.
- Talking to people and learning their stories.
- Creating and sharing audio, video and written content.
- Learning and playing with new technology and equipment.
- Working as part of a creative team.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Work a variety of shifts, including nights, evenings and weekends.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining equipment of various sizes in a variety of environments.
- Use and keep up to date with changes in technology, and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/mediacommunications.

Medical Administration

- Victoria Avenue East campus (September start)
- 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, massage therapy clinics, and physiotherapy clinics.

ADMISSION REQUIREMENTS

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

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TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

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

2025-26 PROGRAM REQUIREMENTS

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. Practicum 1 may be taken between year one and year two.

RELATED PROGRAMS

- Legal Administration (page 50)
- Office Management (page 58)
- Office Skills (page 59)

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Utilize Microsoft Office, accounting software, and other industry-standard software programs for a variety of administrative tasks.
- Use communication and interpersonal skills to interact professionally with colleagues and clients.
- Apply problem-solving techniques to resolve complex issues that may arise in office settings.
- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Present information clearly and concisely in a variety of formats.
- Anticipate and action solutions to needs of the office.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.
- Apply administrative skills and medical knowledge to assist medical professionals in various medical settings.
- Execute medical office procedures, including scheduling appointments, medical record-keeping, and maintaining patient confidentiality and privacy.
- Use effective communication skills to interact with patients/clients and other stakeholders to ensure efficient and accurate healthcare service delivery.
- Complete work within Canadian healthcare laws, regulations, and policies, including those related to patient rights, privacy, confidentiality, and medical ethics.
- Utilize transcription software and other technology tools to accurately transcribe and maintain medical records and documentation.

Medical Administration

- Apply critical thinking and problem-solving skills to address challenges and provide solutions in a fast-paced medical environment.
- Collaborate effectively with team members and healthcare providers to ensure the smooth and efficient operation of medical offices and clinics.
- Maintain professional development and stay up-to-date with changes in the medical field, including new technologies and regulations.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy or have:

- Being detail-oriented and organized.
- Passion for healthcare and helping others.
- Using organizational and multitasking skills to manage a variety of administrative tasks.
- Working in a fast-paced and dynamic environment.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Work a variety of shifts, including nights, evenings, and weekends.
- Communicate effectively with team members and clients.
- Pass a criminal record and vulnerable person checks.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology, and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain confidentiality and adhere to privacy policies and regulations.
- Demonstrate flexibility and adaptability to changes in the work environment.

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

Although students work in specialized labs on campus, they are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

Network Administration Technology

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Design, install, configure, and manage local and wide area networks (LANs and WANs), networks, and related computer equipment.
- Analyze network requirements and make recommendations for hardware, software, and network design.
- Configure, monitor, and maintain network security protocols and systems to ensure data confidentiality, integrity, and availability.
- Troubleshoot and diagnose network problems, and implement effective solutions to restore network functionality.
- Establish and maintain effective communication with network users to understand and meet their needs, and provide timely support and assistance.
- Develop and implement backup and disaster recovery plans to ensure business continuity and minimize downtime in the event of a network failure.

- Configure and manage servers and related hardware and software to support internet, extranet, and intranet websites and services.
- Monitor and optimize network performance to ensure efficient and effective data transfer and access.
- Demonstrate effective project management skills in the planning, implementation, and maintenance of computer networks.
- Adhere to ethical and legal standards related to network administration and information technology, including privacy, security, and intellectual property rights.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Working with computers and technology.
- Troubleshooting technical issues.
- Solving problems or puzzles.
- Working closely with team members.
- Learning new tools and techniques and growing as a professional.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining equipment of various sizes.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Adhere to ethical and legal standards related to network administration and information technology, including privacy, security, and intellectual property rights.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/nat.

Office Management

- Victoria Avenue East campus (September start)
- 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

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

2025-26 PROGRAM REQUIREMENTS

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 1q	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	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. Practicum 1 may be taken between year one and year two.

RELATED PROGRAMS

- Legal Administration (page 50)
- Medical Administration (page 55)
- Office Skills (page 59)

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Utilize Microsoft Office, accounting software, and other industry-standard software programs for a variety of administrative tasks.
- Use communication and interpersonal skills to interact professionally with colleagues and clients.
- Apply problem-solving techniques to resolve complex issues that may arise in office settings.
- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Present information clearly and concisely in a variety of formats.
- Anticipate and action solutions to needs of the office.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.
- Maintain administrative procedures and systems to ensure efficient and effective office operations in both public and private sectors.
- Demonstrate leadership skills in managing a team, delegating tasks, and resolving conflicts using effective communication and interpersonal skills.
- Maintain human resources policies and practices, including recruitment, training, performance evaluation, and professional development programs.

Office Management

- Understand the legal and ethical implications of workplace policies and practices, ensuring compliance with relevant legislation and regulations.
- Employ research tools and methods to write professional reports.
- Process payroll transactions to comply with government and organizational requirements.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Being detail-oriented and organized.
- Using computers and various software programs in the office environment.
- Identifying problems, evaluating options, and developing solutions. Think creatively and make sound decisions.
- Managing multiple tasks, projects, and deadlines simultaneously.
- Working independently and meeting deadlines.
- Working professionally and collaboratively with internal and external stakeholders.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Adjust their work style to meet the needs of different situations or people.
- Communicate effectively with team members and clients.
- Work collaboratively with team members and contribute effectively to group projects.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Display strong problem-solving skills to address issues as they arise and develop creative solutions to complex problems.
- Be reliable, punctual and regularly attend work.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain confidentiality and adhere to privacy policies and regulations.
- Demonstrate flexibility and adaptability to changes in the work environment.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

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

Office Skills

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
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 50)
- Medical Administration (page 55)
- Office Management (page 58)

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Utilize Microsoft Office, accounting software, and other industry-standard software programs for a variety of administrative tasks.
- Use communication and interpersonal skills to interact professionally with colleagues and clients.
- Apply problem-solving techniques to resolve complex issues that may arise in office settings.
- Demonstrate accuracy and attention to detail in administrative tasks.
- Utilize time-management and organizational skills to manage tasks and responsibilities efficiently.
- Present information clearly and concisely in a variety of formats.
- Anticipate and action solutions to needs of the office.
- Maintain professionalism while working towards tight deadlines in a fast-paced environment.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Being detail-oriented and organized.
- Interacting with and helping people on a regular basis.
- Using computers and various software programs in the office environment.
- Working in a fast-paced and dynamic environment.
- Working independently and as part of a diverse team.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Continually seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Work collaboratively with team members and contribute effectively to group projects.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining small equipment.
- Use and keep up to date with changes in technology and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and solving problems independently as they arise.
- Maintain confidentiality and adhere to privacy policies and regulations.
- Demonstrate flexibility and adaptability to changes in the work environment.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

Piping Trades

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.

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.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations

- Install, test, and service drainage, waste and vent (DWV) systems
- Install, test, and service water distribution systems
- Install, test, and service fixtures and appliances
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- A strong technical aptitude for understanding complex piping systems and how they work.
- Physical fitness required to work in tight spaces, climb ladders, and lift heavy objects.
- Troubleshooting problems to come up with effective solutions.
- Be meticulous and pay close attention to detail to ensure that piping systems are installed and maintained properly.
- Prioritize safety and follow appropriate safety procedures to prevent accidents and injuries.
- Provide excellent customer service and handle client concerns or complaints.
- Adapt to changing situations and work effectively in a variety of settings.
- Working independently or in small teams.
- Piping trades workers must be self-motivated and able to stay on task without direct supervision.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume-filled areas with appropriate personal protective equipment.
- Work with biological and other hazardous elements.
- Interpret technical documents, drawings, specifications, codes, regulations, bylaws and standards.
- Communicate effectively with suppliers, co-workers, trades people, safety and building inspectors, manufacturer representatives, customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.
- Working outdoors in extreme weather conditions.
- Working in a collaborative team environment or independently as the situation requires.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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-0118	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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Power Engineering

PROGRAM LEARNING OUTCOMES

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Operate automated or computerized control systems, stationary engines and auxiliary equipment such as reactors, boilers, turbines, generators, pumps, compressors, pollution control devices and other equipment to generate electrical power and to provide light, heat, ventilation and refrigeration for buildings, industrial plants and other work sites.
- Start up and shut down power plant equipment, control switching operations, regulate water levels and communicate with systems operators to regulate and coordinate transmission loads, frequency and line voltages.
- Monitor and inspect plant equipment, computer terminals, switches, valves, gauges, alarms, meters and other instruments to measure temperature, pressure and fuel flow to detect leaks or other equipment malfunctions and to ensure plant equipment is operating at maximum efficiency.
- Analyze and record instrument readings and equipment malfunctions.
- Troubleshoot and perform corrective action and minor repairs to prevent equipment or system failure.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- An interest and strong technical aptitude for understanding complex energy production systems and how they work.
- Be meticulous and pay close attention to detail to ensure that power plants and energy production systems are operating efficiently and safely.
- Analyze data, diagnose problems, and develop effective solutions quickly and efficiently.

- Able to communicate effectively with clients, contractors, and other workers to ensure that everyone is on the same page.
- Prioritize safety and follow appropriate safety procedures to prevent accidents and injuries.
- Able to adapt to changing situations and work effectively in a variety of settings.
- Working independently or in small teams, so power engineers must be self-motivated and able to stay on task without direct supervision.
- Continually learning and adapting to changing conditions and technological advancements in the field.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend.
- Move around and work within the learning environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fumes areas with appropriate personal protective equipment.
- Interpret technical documents, drawings, specifications, codes, regulations, bylaws and standards.
- Communicate effectively with others including suppliers, co-workers, other trades people, safety and building inspectors, manufacturer representatives, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/powerengineering.

Practical Nursing

- Victoria Avenue East campus (September and January start)
- Parkland campus (September start, every other year)
- Winnipeg campus (September and January start)
- Portage campus (September start)
- Also delivered in rural rotating Manitoba locations (September and January, every other year)
- 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%.
- Preparation for Nursing (PEDV-0364) or Math for Nurses (MATH-0014)
- Proof of current certification in Basic Life Support (BLS) or cardiopulmonary resuscitation, Health Care Provider level (CPR-HCP)
- Current criminal record vulnerable sector check
- Current child abuse registry check
- Current adult abuse registry check

All items listed above are required at the time of application; CASPer® assessment is due by the application deadline. Refer to assiniboine.net/nursing for more information.

All applicants are expected to meet the English language proficiency requirements as noted in assiniboine.net/pnelp.

PROGRAM APPLICATION CHECKLIST

All applicants must meet admission requirements. If you don't meet these admission requirements, your application will not be considered. Use the program application checklist at assiniboine.net/nursing to help you collate your documents to ensure your application is complete prior to applying online.

COMPETITIVE ENTRY REQUIREMENTS

This is a competitive entry program and includes TakeAltus Suite's CASPer® assessment. Early application is strongly recommended. To view the competitive entry requirements for this program, please visit the program page at assiniboine.net/nursing.

COLLEGE OF LICENSED PRACTICAL NURSES OF MANITOBA (CLPNM)

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, see CLPNM.ca/registration for more information. Once graduates have passed the licensure exam, they are eligible for membership with the CLPNM.

PROGRAM CONSIDERATIONS

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). SPN registration must be obtained within six weeks of program start date.

TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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 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.

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: emergency, 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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
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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

Practical Nursing

Term Two

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-0219	Practicum 2 – NURSD

Term Three

SCIE-0073	Medical Microbiology
HLTH-0015	Nursing Arts and Assessment 2
HLTH-0184	Pharmacology 1
HLTH-0011	Physical Health Assessment
PRAC-0220	Practicum 3 – NURSD

Term Four

HLTH-0133	Health Restoration & Reorg 1
HLTH-0134	Health Restoration & Reorg 2
HLTH-0186	Nursing Arts and Assessment 3
HLTH-0185	Pharmacology 2
PRAC-0221	Practicum 4 – NURSD

Term Five

HLTH-0019	Community Nursing
HLTH-0182	Mental Health
PEDV-0011	Professional Leadership
PRAC-0222	Senior Practicum Acute Care
PRAC-0049	Senior Practicum Long Term

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Integrate the CLPNM Standards of Practice and Conduct, Code of Ethics, and Entry-Level Competencies into the provision of nursing care.
- Adopt entry-to practice nursing professional behaviours including ethical practice, evidence-informed practice, personal management, and ongoing learning.
- Demonstrate effective interpersonal, therapeutic, culturally competent, and inter professional communication.
- Demonstrate safe practice in practical and clinical settings through provision of evidence-informed care, reporting, knowledge and documentation.
- Demonstrate effective care coordination related to client assessment, care planning, documentation, care management, client education, and the application of clinical judgment.

SUCCESS FACTORS

You might be a good fit for this program if you possess the following attributes:

- 6
 - 3
 - 3
 - 6
 - 3
 - 1
 - 3
 - 6
 - 3
 - 3
 - 3
- Positive attitude
 - Physically and mentally healthy
 - Strong study skills
 - Well-developed interpersonal communication skills
 - Problem solving skills/ability to think critically
 - Professionalism
 - Caring and compassionate
 - Accountability
 - Effective time management skills
 - A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- 6
 - 3
 - 9
 - 3
 - 8
 - 3
 - 3
 - 3
 - 6
 - 3
- Adhere to and apply the profession's standards of practice and conduct, scope of practice, practice directions, and code of ethics, as well as organizational guidelines, policies, and procedures.
 - Be accountable for your own decisions and actions and be committed to protecting the public.
 - Be prepared to provide safe, competent, and ethical nursing care in a variety of settings to clients across the lifespan.
 - Engage in self-reflection.
 - Function in the presence of each of the following commonly encountered unavoidable environmental factors: distractions, unpredictable behaviour of others, noxious odours, disease agents, noise, and chemicals.
 - Gain confidence in abilities through experience, and expand knowledge, skills, and judgment as you progress throughout your career.
 - Perform and have control over physical actions to provide safe client care and to actively participate in educational activities, such as stand and maintain balance, possess manual dexterity, read, and lift.
 - Practise within parameters defined by legislation, regulation, scope of practice, standards of practice and conduct, a code of ethics, practice directions and entry-level competencies.
 - Recognize limitations and seek guidance from a valid, reliable resource, as well as follow the facilities Policies and Procedures.
 - Work collaboratively as part of the interdisciplinary team to meet the holistic needs of the client.
 - Be available to work all shifts, schedules, and conditions that are unique to the industry.
 - Be responsible for all transportation to and from clinical units

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/nursing.

This program is under review, changes will occur for 2025-26. Refer to assiniboine.net/nursing for the most up to date information.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/prairiehorticulture.

Public Safety

- Victoria Avenue East campus (September and January start)
- Eight-month certificate

CAREER OPPORTUNITIES

Graduates may find employment in entry-level roles in the Sheriff's department, corrections, security firms, risk management and loss prevention.

Note: the preferred pathway to policing careers is through Assiniboine's eight-month Public Safety advanced diploma program which builds upon previous post-secondary education and prepares graduates to become a superior candidate in the highly competitive policing recruiting process.

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 vulnerable sector check

- Current child abuse registry check
- Current adult abuse registry check
- Valid driver's license abstract
- Medical release

Note: Applicants educated outside of Canada may be required to meet additional admission requirements, 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.

COMPETITIVE ENTRY REQUIREMENTS

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.

Public Safety

PROGRAM APPLICATION CHECKLIST

All applicants must meet the admission requirements. If you don't meet these admission requirements, your application may not be considered. Use the application checklist at assiniboine.net/publicsafety to help you collate your documents to ensure your application is complete prior to applying online.

TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
JSTC-0022	Applied Training	6
PEDV-0356	College Foundations	0
JSTC-0023	Community Policing	6
JSTC-0024	Criminal Law	6
COMM-0404	Cultural Diversity Comms	6
JSTC-0021	Evidence/Documentation	6
JSTC-0025	Fitness/Department	6
JSTC-0026	Investigational Techniques	6
JSTC-0027	Law Enforcement/Justice	6
COMP-0625	Operational Technology	6
JSTC-0028	Policing Principles/Procedures	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Work in compliance with established standards and relevant legislation in the protection, security and investigation fields.
- Make decisions in a timely, effective and legally defensible manner relating to safety and security.
- Carry out delegated duties and responsibilities in compliance with organizational policies and procedures.

- Act equitably and justly with diverse populations.
- Work effectively as a member of a team.
- Prevent and resolve crisis, conflict and emergency situations by applying effective techniques.
- Conduct and/or contribute to investigations by collecting, preserving and presenting admissible evidence.
- Observe, evaluate and accurately document behaviours, situations and events.
- Develop and implement ongoing effective strategies for personal and professional development.

SUCCESS FACTORS

You might be a good fit for this program if you are or have:

- A range of desirable personal and professional qualities for public safety, including integrity, empathy, strong communication skills, a high level of physical fitness, problem-solving skills, attention to detail, patience, and respect for diversity.
- Committed to public service and have a strong sense of responsibility to community.
- Interested in understanding the justice system and how it works.
- Keenly interested in a career in public safety.

The industry and program environment require individuals to:

- Be able to communicate effectively with people from all backgrounds, including those who may be in distress or under duress.
- Be able to think critically and solve problems quickly and effectively, often under high-pressure situations.
- Be willing to put themselves in harm's way to protect the public and uphold the law.
- Be honest, ethical, and trustworthy in all their actions and interactions.
- Be in good physical condition to perform their duties safely and effectively.
- Be patient and able to remain calm and composed in difficult situations.
- Be respectful of diversity and able to work effectively with people from different cultures, backgrounds, and lifestyles and demonstrate compassion and empathy in their interactions with individuals.
- Pay close attention to detail to ensure that they are following proper procedures and gathering accurate information.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/publicsafety.

Social Service Worker

- Victoria Avenue East 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 vulnerable sector 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
Year One		
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
INDG-0009	Indigenous Studies	6
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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Social Service Worker

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Develop respectful and collaborative professional and interpersonal relationships that adhere to professional, legal, and ethical standards aligned to social service work.
- Record information accurately and communicate effectively in written, digital, verbal and non-verbal ways, in adherence to privacy and freedom of information legislation, in accordance with professional and workplace standards.
- Integrate a practice framework within a service delivery continuum, addressing the needs of individuals, families and communities.
- Plan and implement accessible and responsive programs and services, recognizing the diverse needs and experiences of individuals, groups, families and communities, and meeting these needs.
- Examine current social policy, relevant legislation, and political, social, historical, and/or economic systems and their impacts for individuals and communities when delivering services to the user/client.
- Develop strategies and approaches that support individual clients, groups, families and communities in building the capacity for self-advocacy, while affirming their dignity and self-worth.
- Recognize the capacity for resilience and growth of individuals and communities when responding to the diverse needs of marginalized or vulnerable populations to act as allies and advocates.
- Develop strategies and approaches to implement and maintain holistic self-care as a member of a human service profession.
- Work with individuals, groups, families and their communities to ensure that service provider strategies promote social and economic justice, and challenge patterns of oppression, discrimination and harassment, and sexual violence with clients, coworkers and communities.
- Develop the capacity to work with Indigenous individuals, families, groups and communities while respecting their inherent rights to self-determine.
- Identify and address systemic barriers that produce ill-effects, developing appropriate responses using approaches such as trauma informed care practice.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Communicating with individuals from all backgrounds, including those who may be in distress or experiencing complex problems.
- Professional commitment to values and ethics, and to continuously developing professional competence.
- Thinking critically and creatively to find solutions to complex problems, often with limited resources.
- Understanding the challenges and experiences of the individuals and communities you work with, and show empathy and compassion in your interactions.
- Working collaboratively as part of a team.
- Working in an occupation that requires a deep understanding of the needs and experiences of individuals, families, and communities.
- Working with individuals, families, and communities to improve their well-being and quality of life.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Adhere to professional, legal, and ethical standards aligned to social service work.
- Be able to adapt to changing situations and work effectively in a variety of settings.
- Be able to manage their own emotions and respond appropriately to the emotions of their clients.
- Be patient and persistent in their work, as change may take time and involve setbacks.
- Be reliable, punctual, and regularly attend work.
- Establish and maintain clear and appropriate boundaries between personal and professional relationships, in accordance with professional, legal, and ethical standards of practice for the well-being of self, co-workers, other professionals and with individuals and communities as service users.
- Have an awareness and understanding of different cultures, beliefs, and lifestyles, and demonstrate cultural humility in their interactions with clients.
- Listening carefully, concentrating, and asking the right questions.
- Listening to direction and act on that accordingly.
- Recognize the diverse needs and experiences of individuals, groups, families and communities.
- Record information accurately and communicate effectively.
- Work within the boundaries and scope of practice of a professional.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/ssw.

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 2025-26. Refer to assiniboine.net/programs for the latest information about this program.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete work in compliance with provincial and/or national codes, applicable laws, standards and ethical practices in industry.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Perform basic welding tasks.
- Identify and safely use a variety of hand tools.
- Access repair information using service manuals and/or digital resources.
- Diagnose and repair engines and engine support systems.
- Diagnose and repair hydraulic and pneumatic systems.
- Diagnose and repair drivetrain systems.
- Diagnose and repair steering, suspension, brake systems, wheel assemblies, and undercarriage.
- Diagnose and repair electrical and vehicle management systems.
- Diagnose and repair heating, ventilation and air conditioning (HVAC) systems.
- Diagnose and repair structural, components, accessories, and attachments.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

Truck and Transport Mechanic

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- An interest in mechanical systems and how they work.
- Physical fitness required to work with heavy machinery and equipment, lift heavy objects, and perform manual labor.
- Troubleshoot mechanical problems and come up with effective solutions.
- Pay close attention to detail to ensure that machinery and equipment are repaired and maintained properly.
- Working in a range of environmental conditions: from service shops to remote sites.
- Working in a collaborative team environment or independently as the situation requires.
- Continually learning and adapting to changing conditions and technological advancements in the field.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Move around and work within the environment, negotiating different areas including stairs, confined spaces, heights, uneven terrain and scaffolds.
- Complete responsibilities requiring standing, bending, kneeling and climbing.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Work in noisy, dusty and/or fume areas with appropriate personal protective equipment.
- Interpret technical instructions, documents, drawings, specifications, regulations, bylaws and standards.
- Communicate effectively with others including suppliers, co-workers, safety inspectors, manufacturer representatives, and customers.
- Work in industry-specific shifts, schedules, and conditions.
- Listen to direction and act on that accordingly.
- Demonstrate safety-conscious attitudes and work practices.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech, Creative Media programs for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

Web and Interactive Development

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Apply emerging visual technologies, including virtual, augmented and mixed reality applications, to create impactful and memorable user experiences.
- Use back-end and front-end programming languages and tools to design and create responsive and dynamic web content.
- Effectively collaborate with team members, clients, and stakeholders to deliver creative and results-oriented interactive media solutions, while demonstrating effective communication skills, problem-solving skills, and the ability to work well in a team.
- Create and customize interactive visual content that is accessible, engaging and interactive for a diverse range of audiences and on different platforms and devices.
- Use critical thinking skills to analyze audience and market needs and develop content that is relevant and engaging to target audiences.
- Apply critical thinking and problem-solving skills to address challenges and develop solutions in a fast-paced environment.
- Complete work within industry standards and best practices, including legal, ethical and accessibility considerations.
- Adapt to changing technologies and trends, demonstrating a willingness to learn and grow as a professional in a dynamic and evolving industry.
- Demonstrate professionalism and self-awareness while giving and receiving constructive feedback to improve their skills, knowledge and professional practice.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Coding or programming.
- Exploring how technologies work.
- Developing new and innovative solutions to complex problems.
- Learning new tools and techniques and growing as a professional.
- Merging technology and creative expression.
- Working collaboratively with team members to create high-quality products.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Be reliable, punctual, and regularly attend work.
- Communicate effectively with team members and clients.
- Continuously seek and be open to feedback and critiques.
- Listen to direction and act on that accordingly.
- Maintain professionalism, attention to detail and quality of work under tight deadlines and in a fast-paced environment.
- Manage projects and time effectively, meeting deadlines and delivering work within industry standards and best practices.
- Perform static tasks, such as sitting and using a computer.
- Perform physical tasks, such as operating and maintaining equipment of various sizes.
- Use and keep up-to-date with changes in technology, and be willing to continuously learn and adapt.
- Work in a collaborative team environment or independently as the situation requires.
- Take ownership of your work and be accountable for meeting deadlines, communicating progress, and resolving problems independently as they arise.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/interactivedevelopment.

Welding

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

CAREER OPPORTUNITIES

Graduates can find employment in a variety of settings from production, 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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
DRFT-0013	Blueprint Reading for Welders	2.25
PEDV-0356	College Foundations	0
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-0313	Practicum - WELD	1
WELD-0031	Shielded Metal Arc Welding	9
WELD-0041	Wire Feed Processes	9

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Complete all work in compliance with the rights and conditions of contractual obligations, provincial and/or national Codes, applicable laws, bylaws, standards and ethical practices in the welding field.
- Comply with health and safety practices and procedures in accordance with current legislation and regulations.
- Fabricate and prepare components for welding.
- Use specialized equipment for cutting and gouging.
- Perform specialized processes such as stud welding, orbital welding and resistance welding.
- Develop and use strategies for ongoing professional development to remain current with industry changes, enhance work performance and explore career opportunities.
- Communicate and collaborate with diverse clients, supervisors, coworkers and tradespersons to complete projects on time and to maintain effective working relationships.

SUCCESS FACTORS

You might be a good fit for this program if you have or would enjoy:

- A physically demanding occupation.
- Attention to detail.
- Excellent hand-eye coordination.
- Manual dexterity to handle welding equipment and make precise welds.
- Troubleshooting and coming up with effective solutions quickly and efficiently.
- Working in a variety of industrial or production contexts.
- The industry and program environment require individuals to:
- Be reliable, punctual, and regularly attend work.
- Communicate effectively with others including suppliers, co-workers, other trades people, safety and building inspectors, manufacturer representatives, customers, and co-workers and apprentices.
- Complete responsibilities requiring standing, stooping, bending, and climbing.
- Demonstrate safety-conscious attitudes and work practices.
- Have the strength, dexterity, balance and stamina required to work in or on equipment.
- Interpret technical documents, drawings, specifications, building codes, regulations, bylaws and standards.
- Listen to direction and act on that accordingly.
- Move around and work within the learning environment, negotiating different areas including stairs and ladders, confined spaces, heights, uneven terrain and scaffolds.
- Using specialized skills in a variety of job site conditions, including working outdoors in extreme warm and cold weather conditions (+30°C to -40°C)
- Work in noisy, dusty and/or fumes areas with appropriate personal protective equipment.
- Work in shifts, schedules, and conditions that are unique to the industry.
- Work safely with occupational hazards of sparks, gases, hazardous fumes, burns, heavy lifting, repetitive stress and exposure to ultraviolet and infrared radiation.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/welding.

Adult Learning & Upgrading

Mature Student High School (MSHS)

Centre for Adult Learning, Brandon and Dauphin:

- September and January start
- Flex learning options

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 older at the time of enrollment or reach the age of 19 before completion of the course(s) in which you are enrolled in.
- You must be out of high school for at least six months

Each student's academic level is assessed to ensure they get the courses that are right for them.

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

Access to a computer and the internet at home is recommended. A laptop may be available for loan through the Centre for Adult Learning. Please contact the Centre for Adult Learning to inquire.

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

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.

ADDITIONAL CREDIT/UPGRADING

Students who already possess a high school diploma may take up to 4 additional high school courses tuition free, course fees will apply.

Adult Learning & Upgrading

Mature Student High School (MSHS)

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	HIGH SCHOOL CREDITS	LOCATION
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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:

MATH-0059	Applied Mathematics 30S	1	B
MATH-0060	Applied Mathematics 40S	1	B
SCIE-0004	Biology 40S	1	B
SCIE-0024	Chemistry 30S	1	B
SCIE-0025	Chemistry 40S	1	B
PRAC-0162	Community Service 1 41G	1	B
PRAC-0163	Community Service 2 41G	0.5	B
COMP-D353	Computer Skills 32C*	0.5	B
COMM-0016	English 30S (Comprehensive)	1	B,D
COMM-0159	English 30S (Transactional)	1	B
COMM-0017	English 40S (Comprehensive)	1	B,D
COMM-0128	English 40S (Transactional)	1	B
COMM 0264	English Language Arts 20F	1	B,D
MATH-0077	Essential Math 20S	1	B,D
MATH-0080	Essential Math 30S	1	B,D
MATH-0082	Essential Math 40S	1	B,D
ENVR-0035	Global Issues 40S	1	B,D
INDG-D009	Indigenous Studies 42C	1	D
LAWG-0040	Law 40S	1	B,D
PEDV-0288	Life/Work Transitions 40S	1	B
PEDV-D322	Personal Management 42C	1	B
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
MATH-0024	Pre-Calculus Math 40S	1	B
PSSY-0078	Psychology 40S	1	B,D
PEDV-0006	Skills Education Success 41G	0.5	B
COMP-D129	Word Processing 1 42C*	1	B,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.

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

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) or Basic Life Support (BLS)

Students in this program must obtain the following **prior** to their clinical placements in the program:

- Current Canadian criminal record vulnerable sector check
- Current adult abuse registry check
- Current child abuse registry check
- Up to date immunization

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	HIGH SCHOOL CREDITS	COLLEGE CREDITS
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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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

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 vulnerable sector 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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

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 and rewarding careers. Potential career opportunities may include accounting technician, bookkeeper, accounts payable clerk, accounts receivable clerk, payroll clerk, and tax return specialist.

Some graduates decide to pursue university studies in accounting and work towards obtaining their Chartered Professional Accountant (CPA) designation.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

Successful completion of this program may qualify graduates for advanced standing in the Chartered 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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
COMP-0598	Advanced Software	6
PEDV-0356	College Foundations	0
BUSN-0165	Corporate Finance	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
ACCT-0052	Intermediate Mgmt Accounting	6
ACCT-0050	Introductory Mgmt Accounting	6
BUSN-0171	Taxation 1	6
BUSN-0178	Taxation 2	6

Elective Courses

Choose two of the following:

BUSN-0173	Advanced Financial Reporting	6
ACCT-0056	Advanced Management Accounting	6
BUSN-0174	Audit and Assurance	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
BUSN-0175	Information Management Tech	6
BUSN-0177	Performance Management	6
ACCT-0051	Sage Accounting Software	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking & Knowledge: use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: identify organizational activities to reduce unethical behaviour.
- Collaboration: work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: present effective business communications in a variety of formats.
- Business Strategy: strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Building upon your previous degree to work in the accounting field.
- Demonstrating a strong work ethic and attention to detail.
- Adopting an ethical and socially responsible mindset.
- Adapting to changes in business environments.
- Completing tasks and delivering results.

Accounting

The industry and program environment require individuals to:

- Have excellent written and verbal communication skills to effectively communicate with clients, colleagues, and stakeholders.
- Think analytically and critically to make informed decisions that will benefit the organization.
- Manage time effectively and prioritize tasks to meet deadlines.
- Lead teams and manage projects effectively to ensure organizational success.
- Uphold ethical and moral standards while conducting business and making decisions.

- Have a good understanding of technology and be able to utilize it in their work to streamline processes and increase efficiency.
- Possess a good understanding of financial management and be able to make financial decisions that benefit the organization.
- Have excellent customer service skills to provide quality service and maintain positive relationships with clients.
- Be adaptable and committed to ongoing learning and professional development to stay current with industry trends and best practices

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/accounting.

Accounting (with Co-op)

- Victoria Avenue East campus (May start)
- One year advanced diploma

CAREER OPPORTUNITIES

Graduates find employment in a wide-range of challenging and rewarding careers. Potential career opportunities may include accounting technician, bookkeeper, accounts payable clerk, accounts receivable clerk, payroll clerk, and tax return specialist. Some graduates decide to pursue university studies in accounting and work towards obtaining their Chartered Professional Accountant (CPA) designation.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

PROGRAM CONSIDERATIONS

Relocation to a small, rural community may be required for completion of the co-op placement. A valid driver's license and access to a vehicle is required, given the need to travel to rural Manitoba (outside of Brandon) for the co-op work placement.

CONNECTIONS

Successful completion of this program may qualify graduates for advanced standing in the Chartered Professional Accountants (CPA) preparatory program. Some restrictions apply.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
COMP-0598	Advanced Software	6
BUSN-0166	Canadian Business and Society	6
PEDV-0356	College Foundations	0
COOP-0031	Co-op Placement - ACTCV	3
BUSN-0165	Corporate Finance	6
ACCT-0005	Financial Accounting 3	6
ACCT-0007	Financial Accounting 4	6
ACCT-0052	Intermediate Mgmt Accounting	6
ACCT-0050	Introductory Mgmt Accounting	6
ACCT-0051	Sage Accounting Software	6
BUSN-0171	Taxation 1	6
BUSN-0178	Taxation 2	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Accounting (with Co-op)

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking & Knowledge: use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: identify organizational activities to reduce unethical behaviour.
- Collaboration: work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: present effective business communications in a variety of formats.
- Business Strategy: strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Building upon your previous degree to work in the accounting field.
- Demonstrating a strong work ethic and attention to detail.
- Adopting an ethical and socially responsible mindset.
- Adapting to changes in business environments.
- Completing tasks and delivering results.
- For Co-op program only: A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-op placement.

The industry and program environment require individuals to:

- Have excellent written and verbal communication skills to effectively communicate with clients, colleagues, and stakeholders.
- Think analytically and critically to make informed decisions that will benefit the organization.
- Manage time effectively and prioritize tasks to meet deadlines.
- Lead teams and manage projects effectively to ensure organizational success.
- Uphold ethical and moral standards while conducting business and making decisions.
- Have a good understanding of technology and be able to utilize it in their work to streamline processes and increase efficiency.
- Possess a good understanding of financial management and be able to make financial decisions that benefit the organization.
- Have excellent customer service skills to provide quality service and maintain positive relationships with clients.
- Be adaptable and committed to ongoing learning and professional development to stay current with industry trends and best practices.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/accountingco-op.

Agriculture

- Victoria Avenue East campus (September start)
- One year 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

Students in this program are required to bring their own laptop and smartphone for use on-campus. The laptop and smartphone must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

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.

Agriculture

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
HLTH-0030	1st Aid - Emergency	0
AGRC-0162	Agro-Ecology Field Laboratory	6
AGRC-0296	Agricultural Equipment	6
MKTG-0063	Commodity Marketing	6
COMP-0571	Communications and Technology	6
COOP-0033	Co-op Work Placement - AGADV	3
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
AGRC-0290	Soil & Soil Fertility	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Integrate and apply various agricultural business skills to industry standards.
- Integrate and apply various field technical skills to industry standards.
- Develop specialized plans for the agribusiness sector that build off of their own prior industry and educational experiences that can include commodity marketing plans, marketing and sales strategies, crop and livestock production plans, farm safety and environmental farm plans, agribusiness plans, soil management and soil fertility management plans, and succession and estate management plans.
- Apply agro-ecology and environmental land management practices to agricultural land use and landscapes.
- Evaluate and implement risk management strategies for agricultural operations.
- Evaluate and apply supply chain management principles in the agribusiness sector.
- Design cropping systems and apply effective practices in crop production systems in Western Canada including integrated approaches.
- Develop integrated pest management systems and apply assessment techniques, field scouting procedures, and appropriate record keeping.

- Apply occupational health and safety measures, demonstrate mental health awareness in agriculture, and use safe equipment operation and maintenance procedures for equipment used in agribusiness.
- Apply on-farm production knowledge including codes of practice; nutrition, feed and forage; safety protocols and biosecurity in various areas of Canadian livestock production.
- Apply knowledge of agriculture field equipment and their suitability to farm operations-based evaluation of key considerations including use, cost and return on investment.
- Demonstrate professionalism, ethical behaviour, critical thinking, creativity, effective communication, and conflict management strategies in the workplace.
- Demonstrate proficiency in computer applications and software relevant to the agribusiness sector.

SUCCESS FACTORS

- You might be a good fit for this program if you would enjoy:
- A one-year program to build upon your previous education and introduce you to production terms and concepts applicable to western Canadian agricultural practices.
- Entering a career in or supporting the Canadian agricultural industry and food production markets.
- Potential to work in a variety of urban and rural communities, in both indoor and outdoor settings.
- Collecting, organizing, and analyzing data to solve problems.
- Learning how agricultural producers and their support industries work together to produce the food that feeds the world.
- A valid driver's license and access to a vehicle is strongly recommended given the need to travel for outdoor field lab activities and your work co-op placement.

The industry and program environment often requires individuals to:

- Be able and willing to travel.
- Possess a valid driver's licence, and access to a vehicle.
- Maintain strong customer and client relationships, by being able to quickly problem solve and deal with customer conflicts and complaints in a professional manner;
- Apply business practices to crop, livestock and or mixed farm operations.
- Manage product, price, placement and promotion to sell to and meet customer needs.
- Be self-motivated and results-oriented with the ability to deliver strong results in an often-unsupervised environment.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/advancedag.

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

Students in this program are expected to have a computer at home with internet access that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
ECED-0065	Early Childhood Administration	6
PSSY-0111	Family and Community Relations	6
ACCT-0032	Financial Management	6
HRMG-0119	Human Resource Function	6
PEDV-0366	Leadership Skills	6
PSSY-0112	Organizational Behaviour	6
PEDV-0367	Policies and Procedures	6
PRAC-0316	Practicum – ECPM	1

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Use professional communication skills, grant writing, and presentations when engaging with stakeholders.
- Coordinate fiscal management, human resource management and coordination, and policy development.
- Liaise working with boards, building partnerships with families, institutions, and other stakeholders.
- Incorporate Indigenous perspectives and topics that honor and respect First Nations, Metis, and Inuit cultures through inclusive practices in early learning and childcare administration.
- Lead organizational change using various leadership approaches by enacting ethical standards that reduce conflict in various situations that may occur in an early childhood setting.

SUCCESS FACTORS

You might be a good fit for this program if you are a qualified ECE II and you might enjoy:

- Taking on a leadership responsibility for an early learning centre.
- Developing your own enterprise in early childhood education.
- Developing management and leadership skills to further your professional practice.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/ecpm.

Financial Services

- Victoria Avenue East campus (September start)
- Eight-month advanced diploma

CAREER OPPORTUNITIES

Graduates find employment in the financial services industry working as financial advisors, investment managers and insurance representatives.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

The college's partnerships with the Investment Funds Institute of Canada (IFIC), IFSE Institute, and the Canadian Securities Institute (CSI) will provide students with the courses that fit, or work towards, the educational requirements for industry certifications such as licensed mutual fund representative, Certified Financial Planner (CFP) and licensed life insurance agent.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
Required Courses		
BUSN-0160	Canadian Investment Funds	6
PEDV-0356	College Foundations	0
BUSN-0165	Corporate Finance	6
BUSN-0170	Financial Planning	6
BUSN-0256	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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: use core specialization knowledge in solving business problems
- Ethical Perspective and Social Responsibility: identify organizational activities to reduce unethical behaviour.
- Collaboration: work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: present effective business communications in a variety of formats
- Business Strategy: strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Leveraging your previous degree or diploma to excel in the financial services industry.
- Guiding clients towards attaining their financial goals through tailored advice and strategies.
- Thriving in a dynamic and customer-centric business environment that emphasizes prompt service and efficient solutions.
- Building meaningful connections with diverse individuals and establishing trust to effectively address their financial needs.
- Utilizing your skills across various business lines, including banking, investing, lending, and insurance, to provide comprehensive financial solutions.

Financial Services

The industry and program environment require individuals to:

- Proactively initiate conversations and establish rapport with individuals from diverse backgrounds.
- Demonstrate the ability to maintain focus and work effectively during extended periods of sitting.
- Exhibit strong attention to detail, ensuring accuracy in data analysis, market trends assessment, and risk evaluation.
- Utilize analytical skills to interpret complex information and make informed decisions in line with market dynamics.
- Cultivate and nurture relationships to foster trust and gain a comprehensive understanding of clients' unique needs.

- Uphold high ethical standards by maintaining confidentiality, prioritizing clients' best interests, and adhering to industry regulations.
- Adapt to ever-evolving market conditions and changes in regulatory landscapes, demonstrating flexibility and resilience.
- Employ problem-solving skills to identify challenges, develop innovative solutions, and optimize outcomes for clients.
- Exhibit excellent time management and organizational skills, effectively prioritizing tasks and meeting deadlines.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/financialservices.

Financial Services (with Co-op)

- Victoria Avenue East campus (May start)
- One year advanced diploma

CAREER OPPORTUNITIES

Graduates find employment in the financial services industry working as financial advisors, investment managers and insurance representatives.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

The college's partnerships with the Investment Funds Institute of Canada (IFIC), IFSE Institute, and the Canadian Securities Institute (CSI) will provide students with the courses that fit, or work towards, the educational requirements for industry certifications such as licensed mutual fund representative, Certified Financial Planner (CFP) and licensed life insurance agent.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
COMP-0598	Advanced Software	6
BUSN-0167	Business Capstone	6
BUSN-0166	Canadian Business and Society	6
BUSN-0160	Canadian Investment Funds	6
PEDV-0356	College Foundations	0
COOP-0032	Co-op Placement - FINCV	3
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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: identify organizational activities to reduce unethical behaviour.
- Collaboration: work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: present effective business communications in a variety of formats.
- Business Strategy: strategize to plan for changes in business.

Financial Services (with Co-op)

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Leveraging your previous degree or diploma to excel in the financial services industry.
- Guiding clients towards attaining their financial goals through tailored advice and strategies.
- Thriving in a dynamic and customer-centric business environment that emphasizes prompt service and efficient solutions.
- Building meaningful connections with diverse individuals and establishing trust to effectively address their financial needs.
- Utilizing your skills across various business lines, including banking, investing, lending, and insurance, to provide comprehensive financial solutions.
- For Co-op program only: A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for co-op placement.

The industry and program environment require individuals to:

- Proactively initiate conversations and establish rapport with individuals from diverse backgrounds.
- Demonstrate the ability to maintain focus and work effectively during extended periods of sitting.
- Exhibit strong attention to detail, ensuring accuracy in data analysis, market trends assessment, and risk evaluation.
- Utilize analytical skills to interpret complex information and make informed decisions in line with market dynamics.
- Cultivate and nurture relationships to foster trust and gain a comprehensive understanding of clients' unique needs.
- Uphold high ethical standards by maintaining confidentiality, prioritizing clients' best interests, and adhering to industry regulations.
- Adapt to ever-evolving market conditions and changes in regulatory landscapes, demonstrating flexibility and resilience.
- Employ problem-solving skills to identify challenges, develop innovative solutions, and optimize outcomes for clients.
- Exhibit excellent time management and organizational skills, effectively prioritizing tasks and meeting deadlines.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/financialservicesco-op.

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 including government, private industry and community organizations. There are job opportunities in agriculture, forestry, watershed and environmental management, land use planning, natural resource management, health care monitoring, statistics and analysis, emergency response, transportation and more.

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

Students in this program are expected to have a smartphone for use on-campus that meets the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Geographic Information Systems

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Apply fundamental GIS concepts and tools to analyze and manage geospatial data.
- Use GIS industry standard ESRI software to create maps, dashboards and other visualizations that effectively communicate spatial information to the public.
- Interpret and analyze geospatial data using a variety of analytical techniques and methods so the data can be positioned in such a way as to tell a story to the intended audience.
- Collect, process, troubleshoot and integrate geospatial data from multiple sources into a cohesive GIS project.
- Design and implement a GIS database that effectively manages spatial data.
- Use GIS to solve real-world problems in a variety of fields.
- Effectively communicate GIS findings to diverse audiences, including technical and non-technical stakeholders.
- Apply basic cartographic principles to design effective maps for a variety of purposes.
- Demonstrate an understanding of GIS ethics and best practices, including data privacy, accuracy, and integrity.
- Work effectively as part of a team to complete a GIS project, including project planning, data management, analysis, and visualization.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- An eight-month program to build upon your previous education and career interests.
- Advancing your career through learning a transferable technology skill that every industry employs.
- Work with interdisciplinary teams to solve real world problems using cutting edge technology.
- Learning to operate specialized computer hardware and software and peripheral equipment to model, manage, analyze and display data.
- Enjoy working with computers to customize geographic information and convey digital information in visual ways.

The industry and program environment require individuals to:

- Be able to solve novel, ill-defined problems in complex, real-world settings.
- Exercise judgment and decision-making, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitor and assess individual performance, and to make improvements or take corrective action.
- Work in a structured environment, such as an office but could also be required to collect data in an outdoor setting.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

CONNECTIONS

Upon completion, students can begin the professional certification process for the Chartered Professional in Human Resources (CPHR). The CPHR designation is the nationally recognized industry standard of excellence for those working in the field of human resources.

Graduates who choose to pursue the CPHR designation may be eligible for a waiver from the National Knowledge Exam (NKE).

Visit CPHR Manitoba for more information about the requirements.

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.

Human Resource Management

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
Required Courses		
PEDV-0356	College Foundations	0
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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Building upon your previous degree or diploma to work in the human resources field.
- Learning to use technology to manage human resource information and to solve business problems.
- Working with people and engaging in problem solving.
- Specializing and focusing on strategic Human Resource management.
- Building positive relationships.
- Navigating sensitive conversations.
- Setting an example for others by respecting the privacy, confidentiality, and dignity of others.
- Facing complex challenges and finding practical solutions.

The industry and program environment require individuals to:

- Engage in ongoing professional development to remain knowledgeable about current practices.
- Commit to high standards of ethical conduct including maintaining confidentiality, respecting human rights, and avoiding conflicts of interest.
- Build relationships throughout the organization and collaborate with other departments.
- Demonstrate empathy and emotional intelligence.
- Pay attention to detail and engage in continuous improvement.

FOR MORE PROGRAM INFORMATION

Visit assiniboine.net/hrmanagement.

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

Prior to starting this program, it is recommended that applicants take an introductory course in marketing (for example, MKTG-0044 Marketing Principles).

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TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. MAC computing devices are not compatible with program software. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
MKTG-0035	Applied Marketing Research	6
PEDV-0356	College Foundations	0
BUSN-0176	Consumer Behaviour	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

Elective Courses

Choose three of the following:

COMP-0598	Advanced Software	6
LAWG-0093	Business Law	6
BUSN-0166	Canadian Business and Society	6
COMP-0599	Graphic and Web Design	6
INDG-0005	Indigenous History	6
MATH-0002	Statistics 1	6
MATH-0003	Statistics 2	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Critical Thinking and Knowledge: students will be able to use core specialization knowledge in solving business problems.
- Ethical Perspective and Social Responsibility: students will be able to identify organizational activities to reduce unethical behaviour.
- Collaboration: students will be able to work effectively in diverse teams, supporting team performance to achieve organizational goals.
- Communication: students will be able to present effective business communications in a variety of formats.
- Business Strategy: students will be able to strategize to plan for changes in business.

SUCCESS FACTORS

You might be a good fit for this program if you would enjoy:

- Generating new ideas and innovative solutions.
- Thinking creatively and strategically.
- Using data and analytics to make informed decisions.
- Delivering impactful presentations.
- Building relationships with clients and collaborating with team members.
- Keeping up with emerging trends, technologies, and consumer preferences. Flexibility allows marketers to adjust strategies and tactics to stay relevant and effectively respond to market shifts.

The industry and program environment require individuals to:

- Have excellent written and verbal communication skills to effectively communicate with clients, colleagues, and stakeholders.
- Think analytically and critically in order to make informed decisions that will benefit the organization.
- Be adaptable to new changes and trends in the industry and be able to adjust their work accordingly.
- Manage their time effectively and prioritize tasks to meet deadlines.
- Lead teams and manage projects effectively to ensure organizational success.
- Uphold ethical and moral standards while conducting business and making decisions.
- Have a good understanding of technology and be able to utilize it in their work to streamline processes and increase efficiency.
- Possess a good understanding of financial management and be able to make financial decisions that benefit the organization.
- Have excellent customer service skills to provide quality service and maintain positive relationships with clients.

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 become superior candidates in the highly competitive policing or other public safety recruiting processes. This program is recognized as basic police recruit training for Manitoba police agencies.

Graduates may find employment in municipal and First Nation police services in Manitoba, or with other police services across Canada, as well as public safety roles with Canada Border Services Agency, Sheriff's Department, Corrections or private security firms.

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 vulnerable sector check
- Current child abuse registry check
- Current adult abuse registry check
- Valid driver's license abstract
- Medical release

Note: Applicants educated outside of Canada may be required to meet additional admission requirements, 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.

COMPETITIVE ENTRY REQUIREMENTS

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.

PROGRAM APPLICATION CHECKLIST

All applicants must meet the admission requirements. If you don't meet these admission requirements, your application may not be considered. Use the application checklist at assiniboine.net/publicsafety to help you collate your documents to ensure your application is complete prior to applying online.

TECHNOLOGY REQUIREMENTS

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

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.

2025-26 PROGRAM REQUIREMENTS

NUMBER	TITLE	CREDITS
JSTC-0022	Applied Training	6
JSTC-0023	Community Policing	6
JSTC-0024	Criminal Law	6
COMM-0404	Cultural Diversity Comms	6
JSTC-0021	Evidence/Documentation	6
JSTC-0025	Fitness/Department	6
JSTC-0026	Investigational Techniques	6
JSTC-0027	Law Enforcement/Justice	6
COMP-0625	Operational Technology	6
JSTC-0028	Policing Principles/Procedures	6

To graduate, students must successfully complete all program requirements in compliance with academic policy.

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Work in compliance with established standards and relevant legislation in the protection, security and investigation fields.
- Make decisions in a timely, effective and legally defensible manner relating to safety and security.
- Carry out delegated duties and responsibilities in compliance with organizational policies and procedures.
- Act equitably and justly with diverse populations
- Work effectively as a member of a team.
- Prevent and resolve crisis, conflict and emergency situations by applying effective techniques.
- Conduct and/or contribute to investigations by collecting, preserving and presenting admissible evidence.
- Observe, evaluate and accurately document behaviours, situations and events.
- Develop and implement ongoing effective strategies for personal and professional development.

Public Safety

SUCCESS FACTORS

You might be a good fit for this program if you are or have:

- Wanting to build upon your previous post-secondary education
- Keenly interested in a career in policing or public safety
- A range of desirable personal and professional qualities for public safety, including integrity, empathy, strong communication skills, a high level of physical fitness, problem-solving skills, attention to detail, patience, and respect for diversity.
- Committed to public service and have a strong sense of responsibility to community.
- Interested in understanding the justice system and how it works.

The industry and program environment require individuals to:

- Be able to communicate effectively with people from all backgrounds, including those who may be in distress or under duress.
- Be able to think critically and solve problems quickly and effectively, often under high-pressure situations.
- Be willing to put themselves in harm's way to protect the public and uphold the law.
- Be honest, ethical, and trustworthy in all their actions and interactions.
- Be in good physical condition to perform their duties safely and effectively.
- Be patient and able to remain calm and composed in difficult situations.
- Be respectful of diversity and able to work effectively with people from different cultures, backgrounds, and lifestyles and demonstrate compassion and empathy in their interactions with individuals.
- Pay close attention to detail to ensure that they are following proper procedures and gathering accurate information.

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

Students in this program are required to bring their own laptop for use on-campus. The laptop must meet the technical needs outlined by the program. Refer to assiniboine.net/tech for detailed information.

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.

2025-26 PROGRAM REQUIREMENTS

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

To graduate, students must successfully complete all program requirements in compliance with academic policy.

Sustainable Food Systems

PROGRAM LEARNING OUTCOMES

Graduates are able to:

- Analyze the social, economic, and environmental factors that contribute to food insecurity, and propose solutions that promote sustainable and equitable access to healthy food.
- Apply horticultural practices and technologies, to increase yields and improve the efficiency of food production.
- Evaluate the nutritional value and quality of horticultural products, and develop strategies to optimize their production and distribution to meet the needs of diverse communities.
- Assess the risks and benefits of different horticultural production systems, including conventional, organic, and regenerative horticulture, and develop strategies to mitigate negative impacts and promote sustainability.
- Design and implement food security programs and policies, in collaboration with community stakeholders, that address the root causes of food insecurity and promote long-term food security.
- Evaluate the economic viability of different horticultural enterprises.
- Use tools to analyze and optimize horticultural production and distribution systems, including supply chain management, transportation, and storage.
- Develop and implement strategies to manage pests and diseases in horticultural crops, using sustainable and environmentally-friendly methods.
- Manage and operate a greenhouse facility, including understanding the principles of greenhouse design, climate control, and irrigation systems.
- Cultivate and manage a variety of crops in a greenhouse environment, including understanding plant physiology, growth requirements, and pest and disease management strategies specific to greenhouse crops.
- Understand and comply with relevant safety regulations and guidelines, including those related to chemical handling, equipment operation, and personal protective equipment.
- Communicate effectively with diverse stakeholders, including horticulturalists, policymakers, community members, and industry professionals, about food security issues and solutions in the horticultural sector.

SUCCESS FACTORS

- You might be a good fit for this program if you would enjoy:
- A nine-month program to build upon your previous education including related fields, such as environmental science, biology, nutrition, or public policy, and want to specialize in sustainable food systems and food security.
- Learning more about sustainable agriculture practices and how to grow and market crops in a sustainable and environmentally-friendly way.
- Passionate about food justice, food access, and food sovereignty, and want to develop the knowledge and skills to effect positive change in communities.
- Starting or expanding a sustainable food-related business.
- Interested in the intersection of food systems and health outcomes, and who want to develop the knowledge and skills to promote healthy and sustainable food access in communities.
- Potential to work in a variety of communities and rural settings.
- Collecting, organizing, and analyzing data to solve problems.
- A valid driver's license and access to a vehicle is strongly recommended given the potential need to travel for practicum placement.

The industry and program environment require individuals to:

- Have physical strength and stamina as well as the mobility and motor skills to undertake the required tasks.
- Work in outdoor settings in varied terrain.

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	8-8-8-5	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	8-8-7-5	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
apprenticeship@gov.mb.ca

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.

To learn more about what courses or programs are currently offered through distance education visit our website at assiniboine.net/distance.

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.

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. Various delivery options include hybrid, self-paced, distance education.

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:

- Agriculture Equipment Operator
- American Sign Language
- Applied Counselling Skills
- Entrepreneurship
- Heavy Equipment Operator
- Home Inspection
- Integrated Pest Management
- Nursing Foot Care
- Palliative Care
- Pesticide Applicator/Dispenser
- Practical Nursing Bridging
- Prairie Horticulture

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, First Nations, industry, businesses, individual coordinating groups, private agencies and federal, and provincial government departments in understanding labour market needs then responding to these needs by developing and delivering quality training courses, workshops and programs which can be delivered on one of our campuses, at the place of business, in community or nation, online, or a blend of options.

The following is a sample of the programs offered:

- Accounting (with Co-op)
- Administrative Assistant
- Applied Building Construction
- Applied Electrical Installation
- Applied Plumbing Installation
- Baking Foundations
- Carpentry/Framing
- Child Development Worker
- Civil Technology
- Comprehensive Health Care Aide
- Early Childhood Education
- Education Assistant

- English as an Additional Language
- Finance (with Co-op)
- Food Processing (Animal Proteins)
- International Educated Nurses - Practical Nursing
- Mature Student High School
- Office Procedures
- Practical Nursing
- STRIVE
- Welder

For more information, email
communitydevelopment@assiniboine.net

Assiniboine International

International students have come from dozens of countries each year to attend Assiniboine 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.

To find out more, visit **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 emergencies for Adults, CPR and other topics such as choking, airway and breathing emergencies, and prevention of disease transmission. This course meets the minimum regulations for Workplace Health & 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

This course provides 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

AC MACHINES

ELEC-0017 | 6 credits

Prerequisite: ELEC-0022 Three-phase Theory

This course introduces design and theory of operation of transformers and AC motors. Students 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

This course builds on the knowledge of DC circuits to incorporate alternating current generation and utilization. Students perform circuit calculations involving resistive, inductive and capacitive circuits and power factor correction. Common residential and commercial light devices are examined.

ACCOUNTING PRINCIPLES

ACCT-0026 | 6 credits | P

This course provides students with both a working knowledge and a management perspective of the accounting cycle, financial statements, financial statement analysis, cash management, inventory control, management of capital assets, reporting and analyzing liabilities and shareholders' equity to improve financial performance.

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 leads to a better understanding of an organization's accounting system and to greater career opportunities. Using multiple accounting software packages, students perform various functions including creating and managing accounts in the general and subsidiary ledgers, and entering purchase and sales transactions for both service and merchandising businesses. 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 DIGITAL AUDIO

MEDP-0113 | 6 credits

Prerequisite: MEDP-0086 Digital Audio & Radio 3

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.

ADVANCED FINANCIAL REPORTING

BUSN-0173 | 6 credits | D

Prerequisite: ACCT-0005 Financial Accounting 3

This course applies 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 JOURNALISM

MEDP-0114 | 6 credits

Prerequisite: 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.

ADVANCED MANAGEMENT ACCOUNTING

ACCT-0056 | 6 credits

Prerequisite: ACCT-0052 Intermediate

Mgmt Accounting

This course builds on the concepts and tools learned in the Introductory Mgmt Accounting and Intermediate Mgmt Accounting courses. Students 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

In this course, students 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. Students 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

In this course, students learn to use software to store and prepare data for analysis in a variety of business situations. Students begin by learning to use various tools and features to improve the analytical capability of their spreadsheets. They also learn when to use a spreadsheet and when it is more appropriate to utilize a database. Students learn how to create relational databases to store data effectively, as well as how to extract data in the form of queries and reports. Students 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

The course builds 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. Students will 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. Students will 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. Students also 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

This course provides students with an understanding of marketing in the agriculture industry, with an emphasis placed on agribusiness promotions. Topics include marketing values decisions, understanding consumers' value needs, and value proposition. Students will select an agriculture product or service and create a territory marketing plan throughout the semester.

AGRIBUSINESS MATH

MATH-0106 | 6 credits

In this course, students 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

In this capstone course, students incorporate and apply concepts learned in their prior courses within the Agribusiness program to develop and present a full agri-business plan. Production related courses such as, Precision Agriculture, Soil & Soil Fertility, Crop Pest Management, Environmental Land Management and Crop Productions Systems, are reinforced by business and personal growth skills learned in areas like Commodity Marketing, Professional Development, Communications & Technology, Agribusiness Management, and Customer Relations. This accumulated knowledge is integrated throughout this course to develop detailed plans for the evaluation of land, crops, livestock, marketing, financials, safety, and the environment to provide hands-on experience for students to succeed in the agriculture industry.

AGRICULTURAL EQUIPMENT

AGRC-0296 | 6 credits

In this course, students learn about the operation, management and economics of equipment used in agricultural production systems of Western Canada. Students 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.

ANTENNAS & TRANSMISSION LINES

ELTE-0061 | 6 credits | P

Prerequisites: ELTE-0063 Communications Theory, MATH-0061 Calculus, ELTE-0065 Instruments and Measurements 2, ELTE-0077 Cabling and Installation

In this course, students study a variety of devices and transmission media used to guide, transmit and receive electromagnetic radiation. A variety of antenna designs and their properties are studied along with their characteristics including gain, directional gain, 3dB beamwidth and bandwidth, polar and rectangular radiation plots. The properties of various wired transmission media are studied and their effects on the signals they carry, including loss, pulse spreading, crosstalk and Electromagnetic Interface (EMI). As well, the characteristics of Radio Frequency (RF) and microwave links are examined and link equations developed. Laboratory activities include antenna radiation pattern plots, forward and reflected power and Voltage Standing Wave Ratio (VSWR) measurements, and communications link performance evaluation using a spectrum analyzer. Students also construct a Time Domain Reflectometer using a pulse generator and an oscilloscope and use it to locate and determine fault types along a transmission line. The course also includes fundamentals of network cabling.

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

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

This course provides students with the skills to conduct market research and recognize its importance to market oriented firms. Students learn how to design and develop questionnaires and the correct methodology to design a marketing project. They complete an actual marketing research project.

APPLIED MATH AND SCIENCE

MATH-0089 | 6 credits

This course introduces students 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 & 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

This course addresses the changing mathematical requirements in today's world by focusing on problem solving, technology and technical communication. Students 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 PLUMBING MATH

MATH-0095 | 3 credits

This unit of instruction is designed to provide the student with the basic knowledge of the imperial and metric systems, formulas and formula transposition, areas and volumes, elevations and grades, densities and pressures and offsets and percentages. The learner will also apply the concepts learned to plumbing mathematical problem solving.

APPLIED PRACTICAL SKILLS 1

PRAC-0318 | 1 credit

This course provides students with the opportunity to apply their first year of studies, knowledge, and skill demonstration to reflect in areas of the professional, the child, the environment, curriculum, and relationships. Students engage in a 260-hour practicum field experience.

APPLIED PRACTICAL SKILLS 2

PRAC-0319 | 1 credit

This course provides students with the opportunity to apply reflective practice, observation, planning, implementation, documentation, and assessment knowledge learned from various courses at the end of the two-year ECE diploma program. Students engage in a 260-hour practicum field experience.

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

In this course, students 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. Students 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-0022 | 6 credits

Prerequisites: JSTC-0024 Criminal Law, JSTC-0021 Evidence/Documentation, JSTC-0027 Law Enforcement/Justice, COMM-0403 Comms Design/Articulation
Corequisite: JSTC-0028 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 will allow 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

In this course, students are introduced to water resource terminology and technology. The course examines 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 & DESIGN FUNDAMENTALS

ARTS-0022 | 6 credits

In this course, students study design fundamentals like elements & 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

This course is 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.

ART, LITERATURE AND PLAY

ECED-0056 | 6 credits

This course examines the importance of art, dramatic play and literature in a play-based early childhood curriculum. It provides students the opportunity to develop engaging and inclusive activities to support creativity and self-expression as part of holistic development.

AUDIT AND ASSURANCE

BUSN-0174 | 6 credits | D

Prerequisite: ACCT-0005 Financial Accounting 3

This course introduces the principles and procedures of auditing and assurance. Specific attention is given to the types of assurance engagements, audit planning, assessing internal controls, audit techniques including audit data analytics, professional standards and the ethical environment.

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

This course introduces students 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.

BAKESHOP MANAGEMENT

COOK-0308 | 3 credits

Prerequisite: COOK-0014 FoodSafe 1

Students learn concepts of key elements in bakeshop management. Inventory and cost control are a major focus. Bakeshop formula mathematics, bakeshop substitutions and production schedules are highlighted. Students will develop and create a business plan for a potential bakeshop.

BAKING FUNDAMENTALS

COOK-0296 | 3 credits

This course focuses on analysis of the cultural history of bakeshops and its relationship to contemporary operational practices and theories. It examines the historical background of the baking profession, as well as notable figures past and present. Professional requirements of the trade are highlighted throughout the course, with particular attention to safety regulations, industry practices, and maintenance of clean and orderly work conditions. While some ingredient theory is explored in this course, there is also focus on introduction to hand tools, specialty tools and large-scale bakery and kitchen equipment to form a foundation of knowledge for the context and observance of industry best-practice.

BEER

HOSP-0054 | 1 high school credit | P

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 and service. 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

This course examines 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 (CARPW)

DRFT-0001 | 3 credits

This course provides the fundamental skills necessary for students to become familiar with architectural blueprints.

BLUEPRINT READING (ELECT)

DRFT-0009 | 3 credits

This course provides the fundamental skills necessary for students to become familiar with residential and commercial blueprints and the electrical trade.

BLUEPRINT READING (PE)

DRFT-0005 | 3 credits

This course provides the fundamental skills required to read and interpret blueprints and drawings. The knowledge gained in this course 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

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.

BLUEPRINT READING FOR WELDERS

DRFT-0013 | 2.25 credits

In this course, students learn to recognize all the different parts of a blueprint related to welding. Students learn about welding symbols and the interpretation of them. Students complete sketching in isometric and oblique views.

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

This course introduces the student to various types of boiler designs, including where they are used, their history, construction and applications in both commercial and industrial settings. The student will also 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.

BOVINE SPECIES - FRONT QUARTER

MTPR-0012 | 3 credits

This course includes beef and veal carcass breaking procedures, producing primal, secondary, fabricated, retail, and value-added products, grading, inspection, product identification, costing and wrapping.

BREAKFAST COOKERY

COOK-0004 | 3 credits

This course includes 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.

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-0113 | 6 credits

This course introduces students how to develop authentic, meaningful and respectful partnerships with children, families and community. Learners explore the importance of partnerships, strategies to develop cooperation and actively engage with stakeholders to build and maintain connections.

BUILDING SCIENCE

SCIE-0007 | 1.5 credits

This course begins by focusing on the concepts of understanding the house as a system. Students then study thermal insulation requirements, types and applications, including energy-efficient construction techniques.

BUSINESS & ENTREPRENEURSHIP 1

BUSN-0194 | 6 credits

This course introduces students to basic practices and processes of professional development. Students learn processes and tools for project planning and management, as well as self-management of contractual work. Students 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. Students 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 | D

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

This course gives students 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.

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
In this course, students 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.

CAKES

COOK-0309 | 9 credits

Prerequisite: COOK-0014 FoodSafe 1
Traditional and contemporary cake-making skills are explored in this course. In particular, this course explores different cake formulae, mixing procedures, baking and cooling procedures, as well as icing and frosting. In addition to cake formulae, this course also requires students to develop piping and presentation skills. This experience allows students to skillfully replicate and also create original cake-based products

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

This course examines 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: ECON-0006 Economics 1

This course is an industry-recognized mutual fund licensing course (Investment Funds of Canada) and is offered through the Canadian Securities Institute (CSI). 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

The course allows students to envision, design and produce a client-driven project integrating skills, knowledge, and judgements 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

The course introduces students 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 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'S HEALTH & WELL-BEING

PSSY-0114 | 6 credits

This course introduces students to the basic principles and practices of health and safety promotion, occupational health and safety, and illness prevention and management. Students explore the evidence-based research surrounding proper nutrition, active living, and social/emotional well-being as it applies to children from birth to age 12. Students learn how an integrated health curriculum supports the overall well-being of children and demonstrates respect for culturally inclusive practices, values, and traditions. This course includes an overview of the early childhood educator's roles and responsibilities in identifying, recording, and responding to child abuse and incorporating trauma informed approaches to support children and families in crisis.

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

This course introduces the fundamentals of computer numerically controlled (CNC) machining. Students 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

This course improves students' 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

This course introduces students 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
This course builds on Combustion and Maintenance 1 by introducing students 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
In this course students 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

Students learn the factors that make for profitable commodity marketing in Canada. From classifications, grades, end uses, production, export, consumption, macroeconomics and currency rates, students will gain a better understanding to follow fundamental factors influencing price. Students identify significant grade determinants and practice grain grading techniques while gaining an understanding of supply chain management. Students also 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. Students gain hands-on experience using a marketing information service platform.

COMMUNICATION ESSENTIALS

COMM-0411 | 6 credits

This course provides students with an introduction to the theory and principles of communication. Students are able to demonstrate professional and academic presentations, using written and oral skills for employment in the field of early childhood education.

COMMUNICATIONS

COMM-0006 | 6 credits | D, P

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

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

COMM-0421 | 3 credits

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

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

This course will help students 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.

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

In this course, learners 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 POLICING

JSTC-0023 | 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 SERVICE 1 41G

PRAC-0162 | 1 high school credit | P

This course provides students with the opportunity to 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

This course provides students with the opportunity to 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 | D

Prerequisites: MATH-0107 Math for Business,

COMM-0006 Communications

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

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 REPAIR 1

NETW-0002 | 6 credits

In this course, students 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

In this course, students 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

In this course, students learn file management, email and Internet concepts. They use a popular word processing package to prepare professional documents.

CONCRETE FORMING TECHNOLOGY

CPWW-0067 | 4.5 credits

Study the characteristics of quality concrete, its mixture, transport, placement, finishing and curing. Other course material includes forming for footings, walls.

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 | D

In this course, students 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)

This course builds on the introduction to wood frame construction block presented in Drafting Fundamentals (Civil). Students 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-0123 | 3 credits

Review of basic geometry skills required for working in the construction trades.

CONSUMER BEHAVIOUR

BUSN-0176 | 6 credits

Prerequisite: MKTG-0044 Marketing Principles

This course analyses 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

This course examines the current issues affecting our environment and community health. Relevant research in areas such as poverty, abuse, addictions and parenting are reviewed.

COOKIES

COOK-0014 | 3 credits

Prerequisite: MKTG-0014 FoodSafe 1

Cookies and Squares are essential products of a bakery. This course explores the eight different cookie types. Emphasis is on pre prep, mixing methods, make-up and panning, baking and cooling.

COOKING FUNDAMENTALS

COOK-0079 | 6 credits

This course provides 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

This course provides 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 – ACTCV

COOP-0031 | 3 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, relevant work experience. The work placement, which is normally of 16-week duration, is subject to prior approval 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 - AGADV

COOP-0033 | 3 credits

Prerequisites: AGRC-0295 Crop Pest Management, AGRC-0290 Soil & Soil Fertility, 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 - AGRB

COOP-0034 | 3 credits

Prerequisites: PEDV-0313 Professional Development, AGRC-0295 Crop Pest Management, AGRC-0290 Soil & Soil Fertility, 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 – FINCV

COOP-0032 | 3 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, relevant work experience. The work placement, which is normally of 16-week duration, is subject to prior approval 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: PEDV-0313 Professional Development, SCIE-0038 Plant Physiology and Taxonomy, AGRC-0291 Terrestrial Ecosystems, ENVR-0037 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 | D

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

This course provides an introduction to basic counselling skills of attending, listening and empathy. Students 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

PSSY-0103 | 1.5 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.

COUNSELLING SKILLS THEORY

PSSY-0101 | 4 credits

Prerequisite: PSSY-0014 Counselling

Students 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. Students continue to practice and deepen counselling skills while building a theoretical foundation that includes Indigenous knowledge.

CREATIVE PLAY AND DESIGN

ECED-0057 | 6 credits

This course explores ways to transform an early learning and childcare environment. Students are exposed to provincial licensing regulations, guidelines, and best practices that affect the daily operation of an environment. They examine the elements of design and apply that knowledge by transforming a space within an early learning program. Students use observation to analyse children's indoor and outdoor play to create a rich and diverse climate for play and learning.

CRIMINAL LAW

JSTC-0024 | 6 credits

Corequisite: JSTC-0026 Investigational Techniques

A complete understanding of criminal law is basic to law enforcement. This course forms the cornerstone of a student's ability to enter the policing profession. Students become knowledgeable in all criminal laws ranging from common assault to murder.

CRIMINAL LAW

LAWG-0090 | 6 credits

In this course, students discuss the basic fundamentals of criminal law to understand the criminal process from the commission of a crime to the time punishment is imposed. Students are introduced to the terminology and procedures pertaining to criminal law. Students become familiar with some of the document involved in this area of law.

CROP PEST MANAGEMENT

AGRC-0295 | 6 credits

Co-requisite: AGRC-0162 Agro-Ecology Field Laboratory
Students 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.

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

In this course, students explore the significance of anti-bias curriculum. They 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

This course explores 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

This course explores 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

In this course, students 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

CSSY-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

In this course students 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.

CURING AND SMOKING

MTPR-0003 | 6 credits

This course includes production and processing of common cured and smoked varieties of sausages, bacons, hams, other smoked or cured products, packaging, wrapping, and costing.

CURRICULUM DEVELOPMENT

ECED-0051 | 6 credits

Prerequisites: ECED-0004 Curriculum Planning 1,

PSSY-0022 Child Development 2

This course explores 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

This course is accredited by the Canadian Professional Sales Association. It develops the skills needed to succeed in a career as an outside sales representative in the Western Canadian agriculture industry. Students 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 cover all steps leading up to and covering an entire sales presentation.

CUSTOMERS AND COMMUNICATIONS

COMM-0394 | 6 credits

In this course, students 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

This course focuses 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

This course focuses 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

This course focuses 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

This course focuses 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

This course focuses 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-0596 | 6 credits

Prerequisites: COMP-0594 Introduction to Excel;

COMP-0593 Keyboarding and Documents

Corequisite: COMP-0595 Keyboarding Applications

This course allows students to integrate computer applications. Students will 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 Publisher, Outlook, 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

This course introduces 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.

DESSERTS

COOK-0311 | 6 credits

Modern desserts explores the art of the plated dessert. Dessert plating styles are constantly changing and evolving. This course focuses on a variety of decorating techniques, sauces, garnishes and guidelines for plating desserts.

DIGITAL ART & DESIGN STUDIO 1

COMP-0620 | 6 credits

Prerequisites: ARTS-0022 Art & Design Fundamentals,

COMP-0624 Software Skills, MEDP-0100 Studio Skills

In this course, students 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

Students 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

This course introduces students to essential audio theory while orienting them 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

This course continues 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-0084 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 TOOLKIT 1

COMP-0617 | 6 credits

This course provides an introduction and overview of the industry standard software tools used to create and distribute media content. Students select appropriate strategies and tools to develop digital content. Best practices in production collaboration & 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. Students gain skills in the foundation of still image post production techniques.

DIGITAL TOOLKIT 2

COMP-0618 | 6 credits

Prerequisite: COMP-0617 Digital Toolkit 1
Students build on their skills to develop visual content that reflects themes and concepts, and that is technically well crafted through applied practice and critique. In this course, students also develop technical requirements and skills needed to produce supporting and stand-alone graphic elements for media productions. Advanced techniques in photography are 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.

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

Corequisite: WRKP-0006 Machine Shop Practices
In this course, students learn the various operations that can be performed on drilling machines and metal cutting saws.

E

EARLY CHILDHOOD ADMINISTRATION

ECED-0065 | 6 credits | D

This course develops students skills in managing early childhood programs effectively which is fundamental to the success and quality of early childhood programs. This course describes and analyzes the systems, relationships, roles and skills necessary to effectively manage an early childhood setting while meeting the needs of the community. Students complete an early childhood capstone that demonstrates their understanding of early childhood administration.

ECOLOGY

SCIE-0039 | 6 credits

Prerequisites: AGRC-0291 Terrestrial Ecosystems, ENVR-0044 Aquatic Ecosystems, MATH-0072 Statistics for Life Sciences

Building on the fundamental ecological principles introduced in Aquatic Ecosystems and Terrestrial Ecosystems, this course focusses 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-End Development or ARTS-0021 Art, 3D & Motion

In this course, students learn content distribution strategies based on their area of specialization. Students 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.

ELECTRICAL 1 (PE)

ELEC-0025 | 6 credits

This is an introductory course 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

Students learn the Canadian Electrical Code with an emphasis on applying the code to commercial and industrial construction.

ELECTRICAL SCIENCE

ELEC-0001 | 3 credits

This course helps students to 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-0039 | 13.5 credits

Prerequisites: WRKP-0061 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.

ENGINE LATHE OPERATIONS

METL-0002 | 15 credits

This course introduces 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

In this course, students 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

In this course, 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)

This course reinforces and builds 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

This course focuses 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.

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

This course introduces students 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

Prerequisite: AGRC-0290 Soil & Soil Fertility

Corequisite: AGRC-0294 Livestock Production

In this course, students investigate the basic soils properties and geological features of the region. Students also examine the physical landscape focusing on land and water and its interconnection and interdependence within an agricultural production system. Students gain knowledge on soil erosion, water sources, water quality, environmental regulations, risk assessment and best resource management practices. Students also learn about an environmental farm plan to identify farm related environmental and safety issues.

ENVIRONMENTAL LEGISLATION

ENVR-0042 | 6 credits

This course introduces environmental and natural resources related legal principles and legislation in Manitoba. The course will review the rationale for environmental law, major legislation, significant relevant Indigenous law, environmental assessment and hearings.

ENVIRONMENTAL TOPICS

ENVR-0046 | 6 credits

Students 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

This course approaches mathematics through practical problems and applications emphasizing important interrelated processes, including communication, connections, estimation and mental mathematics, problem solving, reasoning and visualization. Students 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-0021 | 6 credits

Students learn the foundational building blocks of written communication required for writing clear and concise industry standard reports. Students learn the process required for evidence collection and forensic assessment and how to apply it to various situations and investigations. Students perform some of the skills employed by forensic identification officers and demonstrate the skills in scenario based situations.

EXTERIOR FINISHING

CPWW-0009 | 6 credits

Students 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

FAMILY AND COMMUNITY RELATIONS

PSSY-0111 | 6 credits | D

Quality early learning and childcare 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-0115 | 6 credits

Early childhood educators must understand the significance of positive family relationships, as well as the role they play in supporting families. This course provides an opportunity to reach this understanding as students learn to create respectful, reciprocal relationships that support, empower, and engage families in their children's development and learning.

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

This course examines 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-0058 | 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 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 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

Prerequisite: 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

This course introduces 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-0025 | 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

The course covers the theory and practice of floral design. Topics covered include floral crop origins and distribution, basic botany, nomenclature and terminology, care and handling of fresh cut flowers/foilage. The course provides basic understanding of the tools, supplies and mechanics used in floral design. Floral design styles, elements and principles are discussed.

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

Students will learn about food safety and food security by focusing on quality control and on safe and sustainable production practices. Students will explore social, ecological and economic principles of sustainability within the context of food production systems. They will 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. Students will evaluate traditional and contemporary food systems and their implications for food security and sustainability.

FOOD SECURITY & SUSTAINABILITY

AGRC-0284 | 6 credits

This course introduces students 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. Students will 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. Students will evaluate the implications of industrial and alternative agricultural systems on food safety, security and sustainability.

FOOD SYSTEMS APPLIED RESEARCH

AGRC-0274 | 6 credits

Students will be introduced 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.

FRONT-END DEVELOPMENT

MEDP-0097 | 6 credits

Prerequisites: COMP-0623 Programming

Fundamentals, ARTS-0022 Art & Design

Fundamentals, COMP-0624 Software Skills

This course focuses on client side scripting using state of the art methods. Students 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

Students learn to plan, design, prepare, and present advanced garde manger specialties. Cold foods represent a large component of a menu in restaurants, receptions, banquets and buffets. Topics include cold appetizers, marinades, condiments, pâtés and terrines.

GAS ENGINES

MECH-0054 | 15 credits

Prerequisites: WRKP-0061 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

Prerequisites: 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

This course covers basic general safety content to provide students with core 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

Coresquisite: 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

In this course, students examine and analyze basic geotechnical definitions, different soil types and structures. Students 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. Students 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

This course consists of evaluating shearing strength of soils, using the Mohr's envelope and Coulomb's equation to represent the shearing strength of soils. Furthermore, it consists of understanding 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

This course introduces the learner to health, well-being and aging. It examines the age-related changes in all body systems in order to assist the learner in assessing and understanding 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

This course enables the learner to explore their 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

This course enables the learner to explore their 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

Students explore the basic principles and theories related to Geographic Information Systems (GIS) applications. Students apply these principles to different industry management situations using a variety of GIS software packages. Using fundamental GIS concepts, students 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

In this course, students 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. Students 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

In this course, students will 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. Students will 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

This course familiarizes students to the use of GIS cloud and server resources. Students 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. Students 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

This course is designed to provide students with a foundation in internet and web fundamentals from a marketing perspective. Students learn how key internet technologies, including email, websites and domain names, function at a conceptual level. Students 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. Students apply what they learn through the development of a personal web presence.

GREENHOUSE CROP PRODUCTION

AGRC-0024 | 6 credits | D

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

GREENHOUSE ENVIRONMENTS

AGRC-0025 | 3 credits | D

This course reviews the fundamentals of greenhouse construction and maintenance. It 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

This course examines 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

This course presents an overview of the nature of groups, group problem-solving and communication climates in a group setting.

GROWING MEDIA

AGRC-0258 | 6 credits

This course will introduce students to the nature and properties of various growing media including soil, soilless, hydroponic, compost mix and other media substrates. Students will learn about soil water relationships and physical, chemical and biological properties of soil that influence plant growth. Students will 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

Students will 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 biophysico-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

This course provides a general overview of growth and development from infancy to late adulthood. Students examine normal physical, cognitive, social and emotional development through the stages of life.

GROWTH AND DEVELOPMENT 42C

HLTH-D003 | 0.5 high school credit

This course provides a general overview of growth and development from infancy to late adulthood. Students 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

This course introduces 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 1

ECED-0040 | 3 credits | D

Prerequisite: COMM-0189 Observation & Report Writing

This course introduces 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 YOUNG CHILDREN

ECED-0058 | 6 credits

This course introduces students 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. Students also explore their own personal beliefs and values in regard to children's behaviour. They are introduced to indirect and direct guiding techniques and the early childhood educator's role in guiding routines and daily activities indoors and outdoors. Strategies to foster the development of a positive sense of self are explored.

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

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

This course focuses on the basic structure and functions of the body systems. It involves 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

This course focuses on the basic structure and functions of the body systems. It involves 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

This course focuses on conditions and considerations that may arise in the acute care of pediatric and maternal/newborn populations. It follows the child and family from neonate through normal growth and development.

HEALTH, ENVIRONMENT & SAFETY

WRKP-0002 | 3 credits | D, P

This course introduces 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 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, RECREATION & HOUSING

ECON-0010 | 3 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course, students will 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

This course introduces 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

This course introduces students 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

This course introduces students 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

This course provides an introduction to different types of residential heating systems and the codes that govern the installation of gas and oil burning appliances.

HEAVY EQUIPMENT OPERATIONS

OTTR-0045 | 9 credits

This course will introduce students to the basic operation of a number of heavy equipment machines to perform fundamental procedures required for operation of the equipment on the job site. The course will consist of a simulation lab that will provide students with opportunity to repeatedly and safely practice basic skills associated with machine operations. This lab will develop proficiencies that enable students to move onto real equipment. After completing the simulation students will undertake on-the-equipment training directly supervised by an instructor.

HERBACEOUS LANDSCAPE PLANTS

AGRC-0028 | 3 credits | D

This course covers 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

This course enables students to explore and gain experience in industry-specific skills while visiting horticultural related industries/businesses throughout this course. In this course students will learn procedures and operations, practices and processes, and explore ways of enhancing sustainability in food production systems. Students will also 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, labelling, 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.

HUMAN GROWTH AND DEVELOPMENT

HLTH-0007 | 3 credits

Learners 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

Learners 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

This course provides 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-0119 | 6 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

This course introduces 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

This course introduces students 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. Students 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 heavyduty, 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.

INCLUSION IN EARLY LEARNING

PSSY-0116 | 6 credits

This course provides an overview of the inclusion of children with additional support needs in early childhood settings. It examines the causes and characteristics of a variety of exceptionalities, as well as the effect on children's development. Existing practices of assessment, referral and intervention for young children are explored. The focus is on early childhood practices and procedures necessary for including children with diverse abilities in early childhood settings.

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 - addressing issues related to the present fiscal relationship between Indigenous governments and the Canadian state, with particular attention given to issues related to accountability.

INDIGENOUS PERSPECTIVES

INDG-0010 | 6 credits

This course serves as a foundational basis for Early Childhood Education students. Topics include: an overview of pre-colonial contexts, traditional child rearing practices, colonial expansions (treaties, disruption of Indigenous families and social structures, residential schools), current trends, cultural competency, the revitalization of Indigenous languages and how these issues impact Indigenous children and families.

INDIGENOUS STUDIES

INDG-0009 | 6 credits

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.

INDIGENOUS STUDIES 42C

INDG-D009 | 1 high school credit

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.

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

This course involves students spending 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.

INFANT AND TODDLER DEVELOPMENT

PSSY-0117 | 6 credits

This course introduces the principles, processes and theories of human development. Influences on prenatal development and the newborn's capacities are explored. The physical, cognitive, language, emotional and social domains of development and milestones reached through infancy and toddlerhood are the focus of this course.

INFORMATION MANAGEMENT TECH

BUSN-0175 | 6 credits | D

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

In this course, students will be able to understand the principles involved for measuring and controlling variables found in power plants. These variables include level, temperature, pressure, flow and composition. The student will 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.

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.

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 creative environment that helps 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 creative 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

This course prepares students to 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

In this course, students 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. Students 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

In this course, students 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 | D

Prerequisite: ACCT-0050 Introductory Mgmt Accounting

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

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

In this course, learners 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 | D

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-0026 | 6 credits

Corequisite: JSTC-0024 Criminal Law

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

In this course students learn how to promote themselves more effectively to get the job they want. Students develop the skills and strategies needed to successfully market their skills so they 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.

In this course, students 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, learns 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 word 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 | D

Prerequisite: HRMG-0036 Human Resource Management

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

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 EMERGING LITERACY

ECED-0059 | 6 credits

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. Students also examine the topic of numeracy with young children and develop skills in stimulating communication among children and adults.

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-0027 | 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 SKILLS

PEDV-0366 | 6 credits

This course is a foundation for further development of students' knowledge and skills in leadership. Students 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. Students also learn techniques on how to resolve conflicts and learn how to diffuse situations before they escalate to a crisis.

LEARNING STYLES

PSSY-0054 | 3 credits | D

This course assists students in understanding learning styles and the effects learning styles have on the individuals' ability to learn. It also explores learning disabilities.

LEARNING STYLES 42C

PSSY-D054 | 0.5 high school credit

This course assists students in understanding learning styles and the effects learning styles have on the individual's ability to learn. It also explores learning disabilities.

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

Prerequisites: COOK-0174 Stock, Soups and Sauces 1, COOK-0087 Vegetables/Fruits/Starches 1, COOK-0005 Garde Manger 1, COOK-0074 Patisserie 1, COOK-0010 Meats and Poultry 1
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

Prerequisites: COOK-0174 Stock, Soups and Sauces 1, COOK-0087 Vegetables/Fruits/Starches 1, COOK-0005 Garde Manger 1, COOK-0074 Patisserie 1, COOK-0010 Meats and Poultry 1

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

Prerequisites: COOK-0092 Stock, Soups and Sauces 2, COOK-0093 Vegetables/Fruits/Starches 2, COOK-0058 Garde Manger 2, COOK-0090 Patisserie 3, COOK-0089 Meats and Poultry 2

This is 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

Prerequisites: COOK-0092 Stock, Soups and Sauces 2, COOK-0093 Vegetables/Fruits/Starches 2, COOK-0058 Garde Manger 2, COOK-0090 Patisserie 3, COOK-0089 Meats and Poultry 2

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.

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.

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

Corequisite: METL-0001 Drilling Machines and Saws

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.

MARKETING COMMUNICATIONS

COMM-0387 | 6 credits | D

Prerequisites: 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

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

MARKETING STRATEGY & ANALYSIS

MKTG-0066 | 6 credits

This course provides skills to design, develop and implement marketing strategies that create value for the business in the competitive environment. It will explore the primary issue of creating and sustaining competitive advantages in the marketplace. Students will gain knowledge from identifying opportunities and threats through the analysis of complex and unfamiliar market environment.

MATH - AUTOMOTIVE

MATH-0138 | 3 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

In this course, students 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. Students 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

In this course students 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

This course focuses 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

In this course, students 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. In this course students 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 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. In this course, students 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

In this course, students develop medical transcription skills. Participants 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.

MEETINGS AND EVENT PLANNING

HOSP-0057 | 6 credits

This course focuses on meetings, conventions and events with students learning planning, marketing, negotiating, networking and executing event logistics. Event creation will include critical elements required to successfully execute an event.

MENTAL HEALTH

HLTH-0006 | 3 credits | D, P

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.

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

This course examines three major areas of cost control: food, beverage and labour costs. Students 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

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

In this course, students 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.

MILLING MACHINE OPERATIONS

METL-0003 | 9 credits

Prerequisite: METL-0001 Drilling Machines and Saws,

METL-0004 Metallurgy, WRKP-0006 Machine Shop

Practices

This course introduces 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

This course expands on the knowledge and skills acquired in prerequisite courses. Students 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. In this course, students 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

In this course students 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 & MOVEMENT THROUGH PLAY

ECED-0060 | 6 credits

Students explore how music and movement supports healthy development, the role of the early childhood education in fostering play and creating anti-bias environments for play. Students further develop skills in planning music and movement experiences for young children.

N

NATURAL RESOURCES FIELD LAB

AGRC-0292 | 6 credits

Prerequisites: AGRC-0162 Agro-Ecology Field Laboratory; COMP-0572 Natural Resources Technology
Students 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. Students 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. Learners 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

This course examines 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 PROTECTION

NETW-0004 | 6 credits

Prerequisites: NETW-0014 Advanced Operating Systems, NETW-0017 Routing 3, NETW-0009 Networking 5

In this course, students 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. Students protect the network from malicious activity to maintain integrity, confidentiality, and availability of data and devices in a practical laboratory environment.

NETWORKING 1

NETW-0005 | 6 credits

In this course, students 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

In this course, students 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.

NETWORKING 3

NETW-0007 | 6 credits

Prerequisite: NETW-0006 Networking 2

In this course, students 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. Students install and configure networking services in a networking laboratory.

NETWORKING 4

NETW-0008 | 6 credits

Prerequisite: NETW-0007 Networking 3

In this course, students 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

In this course, students 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

In this course students 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

In this course, students 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. Students 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

In this course, students 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). Students create accurate documentation on all solutions.

NETWORKING 9

NETW-0013 | 6 credits

Prerequisite: NETW-0012 Networking 8

In this course, students 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

This course will enable students to 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. Students will 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

Learners 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

Learners enhance their 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

This course focuses on the basic principles of promoting and maintaining a client's health and wellness related to diet. It includes 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

This course explores the relationship between food and its use by the human body for energy, structure and optimal health. Students study the body's normal nutritional needs and recommended daily dietary allowances for calories, protein, fats, carbohydrates, vitamins and minerals. Learners engage in course theory to consider important concepts related to medical conditions and to evaluate nutrition throughout the lifespan and in the prevention of diseases.

NUTRITION 42C

HLTH-D002 | 0.5 high school credit

This course focuses on the basic principles of promoting and maintaining a client's health and wellness related to diet. It includes 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

This course focuses 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

Students 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), 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 awareness in agriculture contexts are also discussed.

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

OFAD-0023 | 6 credits

Students 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

This course provides 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

This course provides 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

This course offers an introduction to the world of business. Students gain practical experience in typical office environments and perform routine duties common to majority of all office positions.

OFFICE PROCEDURES 2

OFAD-0024 | 6 credits

Prerequisite: OFAD-0022 Office Procedures 1

In this course students 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 1

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

This course prepares students to create strategic marketing campaigns and develop the necessary marketing materials required. Students examine current copyright laws, as well as explore ethics in the digital communication world. Students 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

In this course, students examine different operating systems. Students 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. Students practice working with operating systems through the command line for greater control and efficiency.

OPERATIONAL TECHNOLOGY

COMP-0625 | 6 credits

In this course, student move through three units containing 12 modules learning how to optimize time spent on their computers using current word processing and spreadsheet management software. They 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

This course develops students' 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

Students 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

PSSY-0112 | 6 credits | D

In this course students study behaviour science theory and concepts useful in organizations. Topics include perception and learning, stress management, applied performance practices and team dynamics. There is a 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.

ORGANIZATIONS AND MANAGEMENT

BUSN-0242 | 3 credits

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

This course prepares students for progression into other program areas by building a solid foundation of shop skills. Students 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. Students also learn metal fabrication, basic machinery maintenance, and safe machinery operation. Safe work practices, proper tool selection and referral to service manuals are emphasized.

ORIENTATION AND SAFETY

WRKP-0032 | 4.5 credits

This course focuses on shop safety, equipment safety and welding safety. Students learn about Apprenticeship and how it relates to the welding trade. Students 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. Students 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. Students also 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.

OVINE SPECIES AND SEAFOOD

MTPR-0005 | 3 credits

This course includes identification and production of primal, sub-primal, retail and value added cuts from Canadian lamb and goat, with study of common species of seafood. It includes lamb carcass breaking, merchandising, grading and specification, and retail wrapping and pricing of lamb, goat and seafood products.

OXYACETYLENE PRINCIPLES-WLDR

WELD-0053 | 2.25 credits

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. Students will learn different welding positions as well as different welding joints. It also includes theory and demonstration of oxyacetylene cutting of mild steel.

P

PASTRY

COOK-0312 | 6 credits

Prerequisite: COOK-0014 FoodSafe 1

Pastry skills are another important fundamental skill in the bakeshop. The course focuses on various pastry types, uses, and processes necessary to create a variety of pastry doughs. In particular, this course examines mixing methods, common faults and problems in pastry doughs, as well as dough handling and rolling techniques.

PATISSERIE 1

COOK-0074 | 6 credits

This course introduces students to basic principles and techniques of baking. The learner becomes 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

This course examines the procedures for making breads and other yeast products, cakes, icings, pies, frozen desserts and related items. Students 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

This course focuses 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

This course consists of the evaluation of concrete pavement structures. It deals with Portland cement concrete structures and Hot Mix Asphalt cement structures using for roadway surfaces. Pavement management systems are introduced and reviewed.

PAYROLL ADMINISTRATION

HRMG-0117 | 3 credits | D

This course addresses employment classifications, legislation related to payroll, maintenance of payroll records, payroll deductions, tax implications of benefits, allowances and expenses, government remittances and termination records. The course focuses on solving analytical problems and completing exercises, review questions, marked assignments and payroll registers to build the necessary skills required in processing a payroll.

PERFORMANCE MANAGEMENT

BUSN-0177 | 6 credits | D

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 & 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. Students 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

Students use current financial planning software to support the financial plans created for clients. Students 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 MANAGEMENT

PEDV-D322 | 1 credit

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.

PESTICIDES IN AGRICULTURE

PEST-0103 | 6 credits

Prerequisite: MATH-0106 Agribusiness Math

Students 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. They focus on proper application and dispensing of agricultural pesticides in accordance with federal and provincial legislation. Students 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

This course introduces the basic concepts and principles including pharmacokinetics, pharmacodynamics, pharmacotherapeutics, and the practical nurse's role in drug therapy.

PHARMACOLOGY 2

HLTH-0185 | 3 credits

Prerequisite: PRAC-0220 Practicum 3 - NURSD

This course covers the advanced concepts and principles including pharmacokinetics, pharmacodynamics, pharmacotherapeutics and the practical nurse's role in drug therapy.

PHOTOGRAPHY & CINEMATOGRAPHY

MEDP-0115 | 6 credits

Prerequisite: COMP-0619 Digital Toolkit 3

Corequisite: MEDP-0082 Capstone

This advanced course provides additional skill sets in photography and still 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. Students 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. Learners develop a systematic approach in obtaining complete and accurate historical information from clients, performing a physical examination and making clinical assessments regarding clients' needs. Learners 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

In this course students 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 AND 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.

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

This course introduces students 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.

POLICIES AND PROCEDURES

PEDV-0367 | 6 credits | D

Students develop knowledge in relevant policies applicable to the operation of an early learning facility. This course provides the foundations in how policy is written and produced and allows students to gain an understanding of how they can lobby and influence government policies that affect early learning centres.

POLICING PRINCIPLES/PROCEDURES

JSTC-0028 | 6 credits

Prerequisites: JSTC-0024 Criminal Law, JSTC-0027 Law Enforcement/Justice

Corequisite: JSTC-0022 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.

PORK

MTPR-0006 | 6 credits

This course includes breaking down pork carcasses into primal and sub-primal cuts, grading, preparing, packaging, and costing retail pork products. The course content about breaking carcasses specifically goes through the distinction between International cuts. Practical work breaking carcasses could happen on practicum since the program does not include bringing carcasses on site.

PORK - INTERNATIONAL CUTS

MTPR-0015 | 9 credits

In this course, students learn how to process primary cuts of pork using the various international carcass breaking styles.

POST-HARVEST HANDLING OF CROPS

AGRC-0072 | 3 credits | D

The principles of postharvest handling, storage, and transportation of fruits, vegetables and herbs are covered in this course. You will 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.

POULTRY

MTPR-0016 | 3 credits

This course includes common poultry species, producing fabricated, retail, and value-added poultry products, grading wrapping, and costing products.

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-0061 Orientation and Shop Skills

Students learn the theory, operation and repair of various drive train components such as transaxles, clutches, differentials and axles. They 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 is 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 3 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: 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 – APPLG

PRAC-0325 | 1 credit

Prerequisite: 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. Credit is based on successful completion of the work practicum plus submission of an evaluation of the employer. The student must submit evidence that the work has been successfully completed.

PRACTICUM - AUTO

PRAC-0339 | 1 credit

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

Students spend 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 - 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 - ECPM

PRAC-0316 | 1 credit | D

This course provides students with the opportunity to integrate theory and work experience knowledge to meet the licensing classification criteria of an Early Childhood Educator III. Students have the opportunity to demonstrate reflective practice in areas of organizational behaviours, human resource management, financial and administrative management, leadership, policies and procedures and family and community relations. Students engage in an 80-hour practicum field experience.

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 - HEO

PRAC-0337 | 1 credit

Prerequisites: WRKP-0050 Safety Principles, WRKP-0051 Service Principles, WRKP-0052 Survey Principles, OTTR-0045 Heavy Equipment Operations, Cumulative weighted grade point average (CWGPA) of 2.0 or greater.

The Heavy Equipment Operator practicum component is on-the-job training provided by an employer on an actual piece of heavy equipment. This course consists of a 120-hour work practicum in industry which can be paid or unpaid at the employer's discretion.

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 - HRTPR

PRAC-0447 | 3 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

This course requires 450 hours (12 weeks) of horticultural related experience. The work practicum is subject to approval of and monitoring by a faculty member. Credit is based on the 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 - MTPR

PRAC-0274 | 12 credits

Prerequisite: Cumulative weighted grade point average (CWGPA) of 2.0 or greater

The practicum component of the course develops employability and trade-specific skills in either the wholesale or the retail meat-cutting environment.

PRACTICUM - NTWTN

PRAC-0292 | 1 credit

Prerequisites: A 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-0313 | 1 credit

Prerequisite: 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 is not eligible for this credit.

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 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, 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.

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.

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

Prerequisite: AGRC-0290 Soil & Soil Fertility

This course familiarizes students 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). Students 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. Students 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.

PRESCHOOL DEVELOPMENT

PSSY-0118 | 6 credits

This course focuses on the development of the preschool child. The physical, cognitive, language, emotional and social domains of development and milestones of children ages two to six are explored through theory, research and observation.

PRESENTATION SKILLS & GRAPHICS

COMM-0110 | 3 credits

This course provides students with the skills needed to produce and present professional presentations.

PRESENTATIONS AND PROMOTIONS

COMP-0563 | 6 credits

This course focuses on tools and techniques for designing and delivering effective presentations, as well as creating promotional material. Students will demonstrate proficiency using presentation and desktop publishing software. Students will use presentation software to create effective slide presentations and desktop publishing software to design and produce professional, quality documents including brochures and newsletters.

PRESERVES AND JELLIES

COOK-0267 | 3 credits

The roles and implications of using fruit in bakeshop products are many and varied. This course examines uses of fruit in the Bakeshop, with particular attention to preparation of preserves, jellies, jams, fruit spreads, fruit fillings, fruit sauces, and coulis. Students will be required to replicate the preparations and methods of the Instructor. This will allow students to understand the roles of different fruit products, both when following recipes, and when developing new products.

PRIVATE LAW

LAWG-0091 | 6 credits

In this course, students 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. Students 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

In this course, students will further develop their 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-0313 | 6 credits

This course prepares students to perform at a high level as stakeholders 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

In this course, students 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 PRACTICE

PEDV-0368 | 6 credits

Professional skills are vital to the role of the Early Childhood Educator. Students examine the occupational standards for Early Childhood Educators and topics of confidentiality, professional conduct and a culturally responsive attitude. Students learn the process of applying for jobs in the field of early childhood education including resume writing, interviewing and gain knowledge in the job description of the Early Childhood Educator. An introduction to the purposes and outcomes of professional observation and documentation are presented. Occupational Health practices are explored as a key aspect to support the role of the Early Childhood Educator.

PROFESSIONAL SELLING

MKTG-0065 | 6 credits

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

This course involves students in creating and role-playing 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-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

This course introduces students to GIS programming software to create applications using the graphical user interface (GUI). Students 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

In this introductory course, students are introduced 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.

PROJECT ADMINISTRATION

BUSN-0151 | 9 credits

This course provides students with an understanding of the content and organization of contract documents and how they are used in the estimating, bidding and construction phases of a project. Students 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. Students learn practical application using Microsoft Project and apply these skills to complete the scheduling for an appropriate project.

PROJECT PLANNING & EVALUATION

BUSN-0156 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course, students learn how to plan short-term and long-term projects. Students will 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

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

PROPOSAL WRITING AND RESEARCH

COMM-0204 | 3 credits | P

In this course, students 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. They learn format, components, structure and organization of a formal proposal.

PSYCHOLOGY

PSSY-0026 | 3 credits

In this course, learners 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

In this course learners 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. Students explore the scientific methods upon which psychology is based. They can then apply what they learned to their daily lives.

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.

Q

QUICK BREADS

COOK-0313 | 3 credits

Prerequisite: COOK-0014 FoodSafe 1

Quick Breads form the basis for one of the most important fundamentals of bakeshop recipes. This course examines basic quick breads including muffins, scones, pancakes, fritters, and bannock among others. Particular focus is placed on mixing methods, panning and baking temperatures.

R

REAL ESTATE & TRUST ACCOUNTING

LAWG-0069 | 6 credits

Prerequisite: COMP-0129 Word Processing 1

Students are introduced 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. Students 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

Students are introduced 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

Students can expect to 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

This course provides 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

This course implements 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. The students 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

Coresquisite: ELTE-0084 Technical Project

This course helps students to 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.

REPORT WRITING (CIVIL)

COMM-0139 | 3 credits

Prerequisite: COMM-0138 Communications (Civil)

This course helps students to 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-0386 | 6 credits | D

Prerequisite: COMM-0006 Communications

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

RESIDENTIAL & PREMISE WIRING

ELEC-0018 | 12 credits

This hands-on course covers all aspects of wood frame residential wiring. Students 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.

RESIDENTIAL DRAINAGE SYSTEM

PIPE-0012 | 6 credits

This unit of instruction is designed to provide the plumbing student with the basic knowledge and understanding of residential sanitary drainage systems. This will provide the theoretical and practical background for the application of various codes to residential sanitary drainage systems design, installation, operation and maintenance of mechanical systems with an emphasis on public health.

RESIDENTIAL VENTING SYSTEMS

PIPE-0013 | 6 credits

This unit of instruction is designed to provide the plumbing student with the basic knowledge and understanding of residential venting systems. This will provide the theoretical and practical background for the application of various codes to residential venting systems design, installation, operation and maintenance of mechanical systems with an emphasis on public health.

RETAIL MANAGEMENT

MKTG-0052 | 6 credits

This course addresses the various types of retailers and retailing strategies, such as retail logistics, store location strategies, E-commerce, vendor relations, store layout, visual merchandising, product development and strategic planning. The course assists students in developing 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: MATH-0013 Construction Trades Geometry
In this course, students learn how to calculate, lay out, cut and install rafters for equal slope gable and hip roofs.

ROUTING 1

NETW-0015 | 6 credits

In this course, students examine the architecture, structure, functions and components of the Internet and other computer networks. Students 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. Students plan, build and troubleshoot simple networks in a routing laboratory.

ROUTING 2

NETW-0016 | 6 credits

Prerequisite: NETW-0015 Routing 1

In this course, students 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

In this course, students 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. Students 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

This course provides 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.

SAFETY PRINCIPLES

WRKP-0050 | 3 credits

This course of study consists of Manitoba work-site practices involving safety and safe operating practices of heavy equipment. Applicable reports and procedures will be identified. Safety regulations, hand signals and personal protective equipment will be studied, as well as rigging and equipment transportation methods. The course will also cover First Aid/CPR, WHMIS, Ground Disturbance and Dig Alert on works.

SAGE ACCOUNTING SOFTWARE

ACCT-0051 | 6 credits

Prerequisite: ACCT-0003 Financial Accounting 1

Students 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. Students apply computerized accounting techniques to each step of the accounting cycle.

SAUSAGE MAKING

MTPR-0009 | 3 credits

This course includes history of sausage manufacturing, spices, equipment and safety, diseases associated with sausage manufacturing, formulating, mixing, stuffing, packaging, and pricing.

SCHOOL AGE DEVELOPMENT

ECED-0062 | 6 credits

This course involves the study of the development of the school age child and adolescent. Through the study of theory, research and observation, students explore the physical, cognitive, language, social and emotional development and milestones of children ages six to twelve, as well as the stages of development that mark the transitions through adolescence.

SCIENCE

SCIE-0008 | 3 credits

This course includes the study of physical properties of liquids and gases as applied to pressures and friction loss in the piping trades.

SCIENCE THROUGH PLAY

ECED-0063 | 6 credits

Students further develop their skills in planning play experiences for children in the area of sciences. Students learn how to facilitate introductory experiences for young learners in their use of basic technology. Observations and activities are used to build skills in creating a rich responsive curriculum for children.

SEAFOOD COOKERY

COOK-0091 | 6 credits

Students 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

In this course, students learn the history and current development of self-government initiatives and implications of the dismantling of Indian Affairs Canada.

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. Students are able to 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.

SERVICE PRINCIPLES

WRKP-0051 | 3 credits

This course in heavy equipment maintenance fundamentals focuses on the use of tools, equipment and material necessary to inspect and maintain heavy equipment machinery. It will involve inspection and preventative maintenance procedures following the manufacturer's recommendations for the equipment. Time will be spent on using the tools required to perform routine maintenance and safe use and storage of fluids like diesel fuel, oil and hydraulic oil or fluid.

SHIELDED METAL ARC WELDING

WELD-0031 | 9 credits

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

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

This course enables students to 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
Students 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
Students 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. Students explore theories and methods used by natural resource professionals to engage stakeholders.

SOCIOLOGY

PSSY-0079 | 3 credits | D

This course explores the process of socialization and discusses how culture affects the totality of our lives. Learners examine social deviance and social control and look at the social dynamics of racial, ethnic and minority groups in our society. The processes and effects of social stratification are discussed.

SOCIOLOGY

PSSY-0106 | 3 credits

The purpose of this course is to introduce the theoretical approaches of sociology. It investigates the structures of groups, organizations, and societies, and how people interact within these environments.

SOFTWARE APPLICATIONS

COMP-0597 | 6 credits | D

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

In this course, students gain strong knowledge of two software applications-electronic spreadsheets and database management. Students acquire skills which will enable them to create, edit, format and print worksheets as well as use formulas, functions and charts to enhance usability and readability of numeric data. In addition, students will 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

Prerequisites: COMP-0566 Software Applications

2; COMP-0046 Word Processing 2, COMP-0563

Presentations & Promotions

In this high-level course, students develop advanced skills in word processing, spreadsheet, database management and presentation software as well as become adept at integrating data between the applications. During this course, students 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

This course provide an introduction and overview of the industry standard software tools used for media production. Students select appropriate strategies and tools to develop digital content. Best practices in production collaboration & management methods are emphasized. Students gain an introductory understanding of the tools necessary to edit content.

SOIL & SOIL FERTILITY

AGRC-0290 | 6 credits

Prerequisites: MATH-0106 Agribusiness Math, AGRC-0162 Agro-Ecology Field Laboratory

In this course, students 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. Students also 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. Students learn to determine crop nutrient requirements, deficiency symptoms and select proper fertilizer application techniques based on sustainable soil management practices. This course also prepare students to 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

This course is designed to introduce students 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

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

SOLID STATE THEORY

ELEC-0038 | 3 credits

Prerequisite: ELEC-0022 Three-phase Theory

In this course, students learn theory of operation of semi-conductor devices, diodes, rectification zener diodes and SRCs. They perform calculations involving rectification and instantaneous voltages. Labs are performed to verify calculated results.

SPECIAL BAKING PRESENTATIONS

COOK-XXXX | 3 credits

Course description under development, check the website for up-to-date information.

SPECIAL CULINARY PROJECTS

COOK-0112 | 9 credits

Students select, plan, design and create their own special project. Possibilities include culinary competition showpieces, food sculptures, wedding cakes and hot food competition entry.

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.

STAIR BUILDING

CPWW-0068 | 4.5 credits

Prerequisites: MATH-0123 Construction Trades

Geometry, CPWW-0070 Woodworking Machines 2

This course includes stair calculations, governing codes, layout procedures, standard and special materials, and basic construction of stairs and stringers.

STATISTICS 1

MATH-0002 | 6 credits | D

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

STATISTICS 2

MATH-0003 | 6 credits | D

Prerequisite: MATH-0002 Statistics 1

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

STATISTICS FOR LIFE SCIENCES

MATH-0072 | 6 credits | D

This course provides students with an overview of graphing and sampling distributions, probability and inference, regression and correlation. It also 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. Students 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

This course covers 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

This course covers 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

The course offers the student the opportunity to 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

This course introduces students to 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. Students troubleshoot technical issues related to cameras, video and audio gear, as well as how to communicate amongst team members using industry terminology and procedures.

SURVEY PRINCIPLES

WRKP-0052 | 3 credits

This course introduces the student to basic surveying as performed on a construction site. Students will learn the basics of differential leveling, grade calculations and turning points using level, tape, construction lasers and the interpretation of GPS coordinates. Students will be introduced to site blueprints and learn how to interpret features, elevations, benchmarks and specifications. Students will also be introduced to stake marking, grid layout, calculating material removal and fills.

SURVEYING 1

ENGR-0001 | 6 credits

Students 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

This course examines 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. Students will be responsible for completing 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

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

TAXATION 2

BUSN-0178 | 6 credits | D

Prerequisite: BUSN-0171 Taxation 1

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

TEACHING STRATEGIES

ECED-0013 | 6 credits | D

Prerequisites: ECED-0001 Guiding Children's Behaviour, PSSY-0020 Child Development 2

This course focuses on methods of playroom management and teaching strategies that are appropriate to meeting the needs of children. It also examines guidance techniques and discipline methods based on theoretical principles of child behaviour.

TECHNOLOGY FOUNDATIONS 1

NETW-0018 | 6 credits

In this course, students learn fundamental digital/electronics skills and shop practices required to work in the computer job market. Through a theoretical and practical approach, students learn basic skills such as DC electronics fundamentals, logic gates, meters and safety in the workplace.

TECHNOLOGY FOUNDATIONS 2

NETW-0019 | 6 credits

Prerequisites: NETW-0018 Technology Foundations 1, NETW-0006 Networking 2

In this course, students build a basic foundation of programming and scripting tools using Microsoft PowerShell. Students apply knowledge in PowerShell scripting to automate network administration tasks. Students create basic scripts and programs to solve real-world time consuming problems by customizing and automating solutions. Students use an Active Directory Domain environment to perform tasks and will use PowerShell to manage headless Microsoft Servers.

TERRAIN ANALYSIS

SCIE-0079 | 6 credits

This course introduces students to the various landforms that make up terrain and the processes involved in its creation. This course focuses on the external earth processes such weathering, mass-wasting, fluvial, and glacial processes and their resultant landforms. Students apply their 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, MATH-0106

This foundational course provides 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

In this course students will be visiting a variety of food related industries, exploring and learning different concepts and skills set related to the industry. Students will 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.

THE REFLECTIVE PROFESSIONAL

PEDV-0369 | 6 credits

This course provides students with essential knowledge as a part of professional reflective practice. Students examine professional and ethical behaviour, as advocates for the rights of children and families. Learners develop skills in reflective practice and critical thinking. They also develop a personal philosophy while comparing other program philosophies at various early learning and childcare settings.

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. The student will also 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
In this course students 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
This course introduces the use of tools, materials and the manipulative skills involved in the piping trades. Students work on shop projects using these skills and tools.

TOOLS AND MATERIALS THEORY

PIPE-0001 | 12 credits

Corequisite: PIPE-0002 Tools and Materials Practical

In this course, students study tools and materials used in the piping trades and the design of piping systems using elevation views. They also 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

In this course, students study tools and materials used in the piping trades and the design of piping systems using elevation views. They also study the basic tools, materials and practices used in the various piping trades including plumbing, steam fitting, gas fitting and sprinkler fitting.

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 | 3 credits

Students learn how individuals, families and communities respond biologically, socially and culturally to trauma and crisis. Students 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

In this course, students 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. Students examine the impact of brands in the marketplace and businesses. Students use letterforms, interactions between type and image, visual hierarchy to evoke a story. Vocabulary and communications is 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. Students 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

In this course, students learn what an addiction is, the needs of people with addictive behaviours and types of addictions. Rehabilitative processes are also studied.

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. Students work as members of a production team to produce a range of multi-camera projects and single camera projects. Learners engage as playback operators, graphics operators, audio assistants, camera operators and production assistants and other field production, studio or control room crew positions. Students 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. Students engage as producers, directors, technical directors, audio engineers, and serve as senior members of a production crew. Students 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. Students learn the process and elements of UXD create stronger user experiences, taking into consideration the accessibility of these projects.

V

VALUE ADDED PROCESSING

MTPR-0010 | 3 credits

This course includes content related to identifying methods and ingredients used in making value-added meat products. Production of value-added pork, beef, and poultry products is also included.

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. Students 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

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

VEGETABLES/FRUITS/STARCHES 1

COOK-0087 | 6 credits

This course gives students a basic understanding of how to prepare and cook vegetables, fruits and starches. Students 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

This course provides students with advanced knowledge of preparing and cooking vegetables, fruits, starches and farinaceous products.

VIOLENCE & RECONCILIATION

PSSY-0089 | 6 credits | P

Prerequisite: PRAC-0240 Applied/Field Practice 1

In this course, students will 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.

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

This course is 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

Students 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 labelling of hazardous materials. This course is presented in a straightforward, non-technical manner.

WIRE FEED PROCESSES

WELD-0041 | 9 credits

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.

WIRE FEED PROCESSES

WELD-0052 | 7.5 credits

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.

WOOD FRAME CONSTRUCTION

CPWW-0005 | 6 credits

Students 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-0069 | 4.5 credits

Prerequisite: CPWW-0031 Hand Tools

This course introduces students to basic stationary and portable power equipment through introductory machine woodworking exercises.

WOODWORKING MACHINES 2

CPWW-0070 | 6 credits

Prerequisites: CPWW-0069 Woodworking Machines 1, CPWW-0031 Hand Tools

In this course, students 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

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

WORD PROCESSING 1

COMP-0129 | 6 credits | P

In this course, students learn keyboarding by touch technique, basic word processing concepts using Microsoft Word and formats of business documents such as memoranda, letters, reports and tables. This course gives students practice in proofreading and communication skills and develops efficient production skills through repetitive and concentrated practice.

WORD PROCESSING 1 42C

COMP-D129 | 1 credit

In this course, students learn keyboarding by touch technique, basic word processing concepts using Microsoft Word and formats of business documents such as memoranda, letters, reports and tables. This course gives students practice in proofreading and communication skills and develops efficient production skills through repetitive and concentrated practice.

WORD PROCESSING 2

COMP-0046 | 6 credits

Prerequisite: COMP-0129 Word Processing 1

In this course, students 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. This course gives students the opportunity to develop superior production skills through repetitive and concentrated practice.

WORD PROCESSING SKILLS

COMP-0020 | 3 credits | P

In this course, students 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. By utilizing web-based research skills, students 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 introduces students to the potential of emerging visual technologies that extend, replace, and enhance our realities. Students learn processes for producing content and adding functionality for Virtual Reality, Augmented Reality, and Mixed Reality applications. Students apply skill sets/concepts previously learned to new problems/tasks.

Y

YEAST DOUGHS

COOK-0314 | 9 credits

Prerequisite: COOK-0014 FoodSafe 1

Dough knowledge and practical skills are expanded in this course. Many different yeast doughs that are commonly used in contemporary bakeshops, and students are exposed to making and serving them. Additionally, scaling, water temperatures, dough temperatures, ingredient theory & practice, and mixing methods are examined. Topics include: proper steps involved in yeast dough production, various applications of standard and artisan breads, starters, toppings, and shapes, laminated doughs, fried yeast doughs, and fried batter products. Students develop dough skills, and strategize for managing efficient production.

Notes

COURSE DESCRIPTIONS

Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



Assiniboine College

Campuses

VICTORIA AVENUE EAST CAMPUS

1430 Victoria Avenue East
Brandon, MB R7A 2A9
Tel: 204.725.8700
800.862.6307
Fax: 204.725.8740

NORTH HILL CAMPUS

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

Manitoba Institute of Culinary Arts

Tel: 204.725.8741
800.862.6307

Len Evans Centre for Trades and Technology

Tel: 204.725.8715
800.862.6307 ext 6736

CENTRE FOR ADULT LEARNING

Brandon
Victoria Avenue East Campus,
Room 410
1430 Victoria Avenue East
Brandon, MB R7A 2A9
Tel: 204.725.8735 | 866.726.1117
Fax: 204.725.8740

Dauphin

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

PARKLAND CAMPUS

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

PORTAGE CAMPUS

175 Musketeer Road
Southport, MB R0H 1N1

WINNIPEG CAMPUS

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

Frequently Called Numbers

General Inquiry	204.725.8700
Toll Free	800.862.6307
Fax	204.725.8740
Admissions & Registration	204.725.8701
Alumni Association	204.725.8700 ext 7124
Continuing Studies	204.725.8725
Distance Education	204.725.8732
Academic Program Contacts	
Russ Edwards School of Agriculture & Environment	
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Business & Office	204.725.8724
Health & Human Services	204.725.8730
Manitoba Institute of Culinary Arts	204.725.8741
Nursing	204.725.8700 ext 6240
Trades	204.725.8715

IT Services	204.725.8700 ext 6765
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Indigenous Affairs	204.725.8700 ext 7181
Accessibility/Disability Services	204.725.8700 ext 6052
Campus Bookstore	204.725.8721
Library	204.725.8727
Recruitment	204.725.8750
Student Services	204.725.8723
Program Inquiries	
Academic Advising	
Housing & Daycare	
Students' Association	204.725.8710
Test Centre	204.725.8700 ext 6700
The Learning Curve	204.725.8700 ext 6200



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