RED RIVER COLLEGE

2017-18 PROGRAM GUIDE

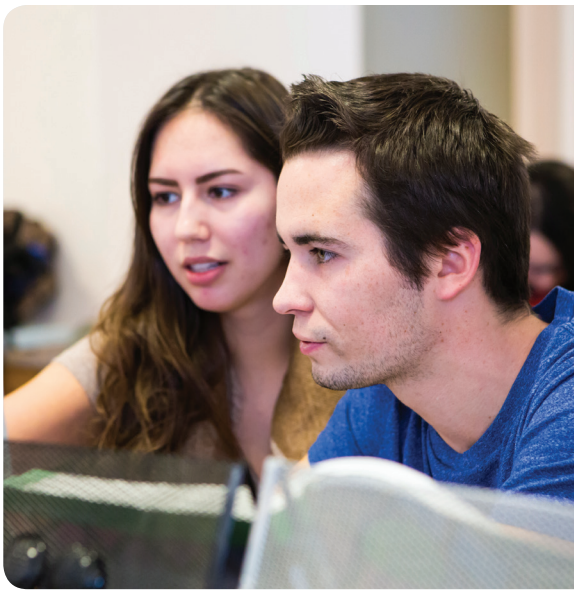
INTERLAKE CAMPUSES

SERVING THE INTERLAKE AND NORTH EASTMAN REGION,
INCLUDING PEGUIS FIRST NATION AND FISHER RIVER CREE NATION

rrc.ca/interlake

THE DIFFERENCE IS HERE

The Difference Is Here!



Welcome to the 2017-18 Program Guide for Red River College's Interlake Campuses, servicing the Interlake and North Eastman regions!

We are pleased to offer full-time and part-time programs with a focus on helping you gain employable skills. Our dedicated staff is available to assist you with any questions and walk you through the registration process. Our goal is to provide you with career training and continued learning options – close to home and community. We deliver quality programs and courses at various locations throughout the Interlake and North Eastman regions. If for some reason you do not find what you are looking for in this Guide, please contact our campus. We are always open to new ideas and welcome your input.

We look forward to hearing from and seeing you at one of our learning locations throughout the Interlake and North Eastman regions.

Sincerely,

Darlene Bouvier, Regional Campus Manager
Interlake and Peguis - Fisher River Campuses

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Administrative Office Hours

Monday to Friday: 8:30am–4pm

Declaration of Waiver:

The information in this brochure is accurate as of August 1, 2017. The College does its best to keep information current. After August 1, 2017, the College reserves the right to modify or cancel any program, option, course, program objective, fee, schedule or location without notice or prejudice.

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Professional Programs (Full-time) 2017-18

Looking to change your career path, learn new skills, or enhance your resume? Our full-time certificate and diploma options can help elevate your potential.

Aboriginal Program for College Enrichment and Transition Certificate

Consider this program if you are an Indigenous student looking to achieve the appropriate prerequisites and skills to transfer into other College programs of your choice.

The program supports the incorporation of Indigenous perspectives into the curriculum content. Courses include cultural and social components and perspectives of First Nation, Metis and Inuit communities. The College strives to nurture your academic, spiritual, physical and emotional needs to help you achieve balance during your academic training and in other areas of your life, outside of the College environment.

Graduates may transfer credits from this program to other College programs.

Note: You have the opportunity to earn a Mature Student High School Diploma.

Winter Intake

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 11, 2017 – Aug. 10, 2018 | **Location:** Selkirk
Tuition: $3,270 | **Textbooks:** approx. $850

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 1

ABOR-1016	Cultural and Community Connections	60 hrs
ABOR-1017	Self-Management and Career Development 1	60 hrs
ABOR-1023	Aboriginal Art and Music 1	60 hrs
COMM-1129	Essential Communications 1	120 hrs
COMP-1050	Computers 1	60 hrs
MATH-1057	Essential College Mathematics 1	120 hrs
SCIE-1018	Basic Applied Science 1	60 hrs

Term 2

ABOR-2005	Self-Management and Career Development 2	60 hrs
ABOR-2010	Cultural and Community Connections 2	60 hrs
ABOR-2012	Aboriginal Art and Music 2	60 hrs
COMM-2007	Essential Communication Skills 2	120 hrs
MATH-2010	Essential College Mathematics 2	120 hrs
SCIE-2003	Basic Applied Science 2	60 hrs

Administrative Assistant Certificate

This program focuses on the administrative and technical skills needed to meet the demands of the current and emerging office environment. It provides both the theory and practice for you to succeed in an entry-level administrative position. After successful completion of the program, you will be knowledgeable in business office software, administrative procedures, communication, teamwork and problem solving. You will study the practical side of bookkeeping and become familiar with recording processes, ledgers, trial balances and financial statements. Simply Accounting is the software that you will learn to enter transactions for accounts receivable, accounts payable, payroll and inventory. Business skills include customer service and office professionalism.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 18, 2017 – Feb. 9, 2018 | **Location:** Selkirk
Tuition: $5,653 | **Textbooks:** approx. $1,400

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

ACCT-1088	Simply Accounting	48 hrs
BUSA-1026	Bookkeeping and Accounting for Small Business	36 hrs
BUSA-1080	Keyboarding	20 hrs
BUSA-1081	Customer Service	30 hrs
BUSA-1082	Office Professionalism	40 hrs
BUSA-1083	Event Planning	40 hrs
BUSA-1084	Administrative Procedures	40 hrs
COMM-1023	Basic Business Communication	40 hrs
COMP-1975	Business Computing	64 hrs
MATH-1069	Basic Mathematics	40 hrs
PRAC-1041	Practicum	120 hrs

Bookkeeping and Small Business Office Certificate

This program is designed to meet the office needs of small business. Upon completion of this program, you will be qualified to carry out the receptionist, secretarial, bookkeeping and payroll functions normally found in small business. You will also be qualified for entry-level positions in larger businesses and different levels of government.

You will build your computer skills while studying the current theoretical accounting concepts and procedures. You will acquire knowledge of payrolls, earnings and deductions, methods of payment, employment standards and government reporting.

Accounting software used in this program includes Simply Accounting and QuickBooks.

Classes: Mon.–Fri., 9am–4pm
Dates: Feb. 20 – June 29, 2018 | Location: Selkirk
Tuition: $4,993 | Textbooks: approx. $1,550

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

ACCT-1088	Simply Accounting (Sage 50 2015)	48 hrs
ACCT-1007	Bookkeeping and Accounting for Small Business	48 hrs
COMP-1904	Keyboarding	20 hrs
ACCT-1014	QuickBooks Desktop 201	25 hrs
COMP-1081	Computers – Intro	40 hrs
COMP-1237	Excel 2016	40 hrs
COMM-1023	Basic Business Communication	40 hrs
COMP-1238	Word 2016	40 hrs
MATH-1039	Basic Business Mathematics	40 hrs
HUMR-1007	Payroll and Taxable Benefits	40 hrs
BUSA-1019	Office Procedures	40 hrs
PRAC-1048	Practicum	105 hrs

Business and Administrative Studies Certificate

Develop a broad understanding of management and administrative functions in business, industry and not-for-profit organizations to help you prepare for advancement or career changes. This program will prepare you for a variety of careers in business and management. You will expand your knowledge base and develop fundamental skills to supervise, communicate and manage.

The accounting content concentrates on AccPac accounting software, which is used for medium to large organizations. You will learn critical management skills and how to write effective reports, and gain an understanding of project planning and maintaining concise financial records. A focus on employability, development of a portfolio and selling your skills to a perspective employer is emphasized in this program.

Classes: Mon.–Fri., 9am–4pm
Dates: Nov. 13, 2017 – May 25, 2018 | Location: Peguis
Tuition: $5,898 | Textbooks: approx. $1,800
Work practicum: $900 (optional)

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

MGMT-1003	Assertiveness Training	40 hrs
COMM-1000	Business Communication 1	64 hrs
MGMT-1161	Management Principles 1	40 hrs
MGMT-2162	Management Principles 2	40 hrs
PROJ-1030	Project Management Fundamentals	44 hrs
COMM-1016	Report Writing	40 hrs
ACCT-3001	Accounting Software	64 hrs
COMP-1975	Business Computing	64 hrs
MATH-1051	Business and Financial Mathematics	80 hrs
ACCT-1971	Financial Accounting 1	80 hrs
COMM-1086	Public Relations	40 hrs
PDEV-1982	Critical Thinking	2 hrs
SEMR-9106	Negotiating Skills	8 hrs
CORR-1012	Portfolio Development	18 hrs
SEMR-9332	Resume Writing	8 hrs
PDEV-1097	Job Search Techniques	7 hrs

Business and Administrative Studies Certificate

Develop a broad understanding of management and administrative functions in business, industry and not-for-profit organizations to help you prepare for advancement or career changes.

This program will prepare you for a variety of careers in business and management. You will expand your knowledge base and develop fundamental skills to supervise, communicate and manage.

The accounting content concentrates on AccPac accounting software, which is used for medium to large organizations. In addition, you will gain an understanding of project management and planning processes.

Classes: Mon.–Fri., 9am–4pm
Dates: Jan. 15 – June 29, 2018 | **Location:** Selkirk
Tuition: $5,898 | **Textbooks:** approx. $1,690

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

ACCT-1971	Financial Accounting 1	80 hrs
ACCT-2043	Financial Accounting 2	80 hrs
ACCT-3001	Accounting Software	64 hrs
COMM-1000	Business Communication 1	64 hrs
COMM-1016	Report Writing	40 hrs
COMM-1086	Public Relations	40 hrs
COMP-1975	Business Computing	64 hrs
MATH-1051	Business and Financial Mathematics	80 hrs
MGMT-1003	Assertiveness Training	40 hrs
MGMT-1161	Management Principles 1	40 hrs
MGMT-2162	Management Principles 2	40 hrs
PROJ-1030	Project Management Fundamentals	44 hrs

Early Childhood Education Workplace Diploma – Year 1

This is an accelerated program in which you attend classes two full days per week and work at your centre the other three days. Your practicum is completed in the workplace. To apply to this program, you must be currently employed, and have a minimum of two years full-time employment in a licensed early learning and child care centre (infant, preschool or school age), licensed family child care home, or an approved alternate.

The program integrates the knowledge and experience of employed CCAs in providing quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family relations and professionalism. Prior to starting the program, you will be invited to attend a program information session. Although optional, it is highly recommended you attend. You may also be asked to participate in an individual interview.

Upon successful completion of the program you will be able to competently plan learning experiences that stimulate the intellectual, physical, emotional and social development of young children. Recognition of Prior Learning (RPL), gap training and seminars are all part of this intensive program. Credit will be granted for related full-time, Continuing Education, Distance Education or RPL courses taken within the acceptable transfer time. You will be exempt from attending school on the scheduled days of credited courses.

Classes: Mon.–Fri., 9am–4pm
Dates: Oct. 23, 2017 – Aug. 17, 2018 | **Location:** Peguis
Tuition: $3,336 | **Textbooks:** approx. $1,500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 1

ECED-1008	Guiding 1	72 hrs
ECED-1010	Child Development 1	72 hrs
ECED-1011	Play, Environments and Curriculum 1	72 hrs
ECED-1015	Diversity and Inclusion	72 hrs
ECED-1023	Academic Communication and Documentation	36 hrs
PRAC-1037	Practicum 1	147 hrs

Term 2

ECED-1004	Explore and Early Childhood Profession	20 hrs
ECED-1007	Health and Well-being	72 hrs
ECED-2001	Guiding 2	72 hrs
ECED-2002	Child Development 2	72 hrs
ECED-2003	Play, Environments and Curriculum 2	122 hrs
PRAC-2006	Practicum 2	148 hrs

Early Childhood Education Diploma - Year 1

This program prepares you to provide quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family and community relations, and professionalism. An emergent curriculum approach building on the interest of children, and working closely with families and communities is emphasized. Additionally, the program is based on the study of child development within a developmental health perspective. You will learn about current, exciting research in a number of interesting areas.

Upon successful completion of the program, you will be able to competently plan learning experiences that simulate the intellectual, physical, emotional, and social development of young children. This program provides you with practical experience working with young children at a variety of children's centres.

Classes: Mon.–Fri., 9am–4pm
Dates: Oct. 23, 2017 – Aug. 17, 2018 | **Location:** Peguis
Tuition: $3,336 | **Textbooks:** approx. $1,500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 1

ECED-1008	Guiding 1	72 hrs
ECED-1010	Child Development 1	72 hrs
ECED-1011	Play, Environments and Curriculum 1	72 hrs
ECED-1015	Diversity and Inclusion	72 hrs
ECED-1023	Academic Communication and Documentation	36 hrs
PRAC-1037	Practicum 1	147 hrs

Term 2

ECED-1004	Explore and Early Childhood Profession	20 hrs
ECED-1007	Health and Well-being	72 hrs
ECED-2001	Guiding 2	72 hrs
ECED-2002	Child Development 2	72 hrs
ECED-2003	Play, Environments and Curriculum 2	122 hrs
PRAC-2006	Practicum 2	148 hrs

Educational Assistant Certificate

Prepare for a career working with students in educational settings under a teacher's direction. In this program, you will study and explore the developmental needs of children, as well as the instructional strategies to meet those needs. You'll focus on a variety of relevant topics ranging from special education and learner characteristics to teaching support and professionalism. The program includes a four-week practicum (minimum of 120 hours) that provides valuable hands-on experience in an educational environment. Criminal Records and Child Abuse Registry checks will be required for all students before they begin their practicum.

Classes: Mon.–Fri., 9am–3pm
Dates: Sept. 5, 2017 – Feb. 23, 2018 | **Location:** Selkirk
Tuition: $5,123 | **Textbooks:** approx. $300

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

EDUA-1001	Basic Computer Applications	15 hrs
EDUA-1002	Academic Writing	30 hrs
EDUA-1003	Inclusive Education	30 hrs
EDUA-1004	EA Roles and Responsibilities	30 hrs
EDUA-1005	Portfolio Development	20 hrs
EDUA-1006	Communication and Partnerships	30 hrs
EDUA-1007	Characteristics of Learners	30 hrs
EDUA-1008	Managing Behaviour	30 hrs
EDUA-1009	Supporting Learning Environment	30 hrs
EDUA-1010	Observation and Documentation	30 hrs
EDUA-1011	Professionalism	30 hrs
EDUA-1012	Instructional Technology	15 hrs
EDUA-1013	Exceptional Students	30 hrs
EDUA-1014	ELA Content and Practice	30 hrs
EDUA-1015	Math Content and Practice	30 hrs
HEAL-1846	Emergency First Aid with CPR C	8 hrs
PRAC-1035	Practicum – EA	120 hrs
SEMR-9078	Non-violent Crisis Intervention®	14 hrs

Health Care Aide Certificate

This program is designed to meet the office needs of small business. Upon completion of this program, you will be qualified to carry out the receptionist, secretarial, bookkeeping and payroll functions normally found in small business. You will also be qualified for entry-level positions in larger businesses and different levels of government. You will build your computer skills while studying the current theoretical accounting concepts and procedures. You will acquire knowledge of payrolls, earnings and deductions, methods of payment, employment standards and government reporting.

Software used in this program includes Simply Accounting and QuickBooks.

Classes: Mon.–Fri., 9am–4pm
Dates: Aug. 28, 2017 – Jan. 28, 2018 | Location: Selkirk
Dates: Feb. 6 – July 1, 2018 | Location: Selkirk
Tuition: $2,424 | Textbooks: approx. $350
CPR Level HCP: $90 | Other: $600

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

HEAL-1845	Health Care Delivery	30 hrs
HEAL-1831	Safety in Health Care Settings	30 hrs
HCAP-1132	Growth and Development	20 hrs
HEAL-1001	Interpersonal Relationships	40 hrs
HCAP-1006	Introduction to Gerontology	40 hrs
HCAP-1000	Activities of Daily Living 1	50 hrs
HCAP-1001	Activities of Daily Living 2	40 hrs
HCAP-1133	Long-term Care	30 hrs
HCAP-1131	Caring for Clients in the Community	20 hrs
PRAC-1130	Health Care Aide – Clinical Practice	240 hrs
SEMR-9078	Non-violent Crisis Intervention®	14 hrs
HEAL-1048	CPR – Level HCP	8 hrs

Hospitality and Tourism Management Certificate/Diploma

The first year of this program is designed to prepare you to work in hospitality and tourism businesses by providing courses aimed at developing a fundamental business and customer service background. You will study through classroom-based course work and lab-based lunchtime fine dining service in Jane's restaurant. You will also obtain certifications in First Aid and It's Good Business. While a one-year exit certificate is available, it is recommended that you complete a diploma to be competitive in the marketplace after graduation.

Classes: Mon.–Fri., 9am–4pm
Dates: Nov. 6, 2017 – Nov. 9, 2018 | Location: Fisher River
Tuition: $4,482 | Textbooks: approx. $1,670
Emergency First Aid: $120

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 1

ACCT-1051	Financial Accounting A	64 hrs
COMM-1015	Business Comm. 1 – Hospitality Management	48 hrs
HOSP-1008	Customer Service	48 hrs
HOSP-1013	Introduction to Tourism	48 hrs
HOSP-1019	Restaurant Service Practical	150 hrs
HOSP-1024	Restaurant Theory	48 hrs
HOSP-1026	Hospitality Computer Applications 1	48 hrs
HOSP-1030	Professional Development 1	9 hrs
HOSP-1034	Smart Choices	2 hrs
SAFE-1028	WHMIS	3 hrs
SEMR-9080	Emergency First Aid	8 hrs

Term 2

ACCT-2007	Financial Accounting B	64 hrs
COMM-2016	Business Comm. 2 – Hospitality Management	48 hrs
HOSP-1011	Front Office	80 hrs
HOSP-1012	Human Behaviour – Hospitality	48 hrs
HOSP-1017	Cooperative Education Preparation	14 hrs
HOSP-1027	Catering	45 hrs
HOSP-2005	Hospitality Computer Application 2	48 hrs

Term 3

WKRE-1020	Cooperative Education Work Placement 1	400 hrs

Introduction to Trades Certificate

Consider this program if you are looking for an introduction to a wide range of trade careers so you can prepare to enrol in RRC trades programs including: Automotive Technician, Carpentry, Collision Repair and Refinishing, Electrical, Heavy Duty Equipment Mechanic, Manufacturing Technician, Outdoor Power Equipment Technician, Plumbing, Refrigeration and Air Conditioning Technician, and Welding.

The program places a strong emphasis on math, science and communications. You will receive a sound orientation to the trades by shadowing others on the job, visiting shops, sitting in on classes and meeting with invited speakers and potential employers. Tutorials and supplemental instruction are built in to the program to address your individual needs.

Classes: Mon.–Fri., 9am–4pm
Dates: Jan. 15 – June 29, 2018 | **Location:** Selkirk
Tuition: $2,281 | **Textbooks:** approx. $790 | **Other:** $202

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

ABOR-1028	Intro to College Studies	60 hrs
ABOR-1029	Employability Skills	120 hrs
COMM-1139	Intro to Trades Technology	40 hrs
COMP-1050	Computers 1	60 hrs
MATH-1050	Mathematics and Measurement	120 hrs
SAFE-1016	Safety and Wellness	40 hrs
SCIE-1020	Trade Science	100 hrs
SEMR-0229	WHMIS Workshop	4 hrs
TOOL-1003	Hand and Power Tools	60 hrs

Plumbing Certificate

Develop the knowledge and skills to install and repair piping systems in residential and commercial buildings. You'll learn to install and repair water and waste disposal systems and plumbing fixtures, and to lay out sanitary drainage, venting and storm drainage systems. Interpretation of the plumbing code, rigging and material handling, and piping-related mathematics, communications and sciences will also be studied.

You will develop skills in: measuring, cutting, bending and threading pipe to specifications; assembling and installing valves, pipes and fittings; installing fixtures and related trim; and reading blueprints. Emphasis will be on the efficient and safe use of tools and materials in accordance with piping, safety and building codes and regulations.

This is a not an apprenticeship program, but may provide credit transfer opportunities towards apprenticeship.

If you are interested in applying to an apprenticeship program, please visit manitoba.ca/tradecareers

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 25, 2017 – April 13, 2018
Location: Ft. Alexander
Tuition: $2,666 | **Textbooks:** approx. $650 | **Other:** $100

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

COMM-1104	Communication	20 hrs
MATH-1012	Applied Mathematics	68 hrs
PIPE-1004	Piping and Materials – Practical	112 hrs
PIPE-1006	Blueprint Reading and Sketching	50 hrs
PIPE-1019	Intro. to the Piping Trades and General Info	33 hrs
PIPE-1027	Piping and Materials Theory	66 hrs
PIPE-1029	P.C. Fundamentals	20 hrs
PIPE-1044	Regulations and Project Installations Theory	99 hrs
PRAC-1015	Project Installation Practical	112 hrs
SAFE-1011	Safety and Rigging	31 hrs
SAFE-1028	WHMIS	3 hrs
SCIE-1015	Applied Science	56 hrs
SEMR-9209	General Safety Training	4 hrs
WELD-1037	Related Gas Welding	26 hrs

Recommended prerequisites for Peguis – Fisher River programs

To help prepare for post-secondary education, it is recommended that students entering our programs complete the courses listed below prior to participating in full-time programs.

Aboriginal History and Life Skills

Classes: Mon.–Fri., 9am–4pm (114 hrs)
Dates: Sept. 11 – Oct. 6, 2017
Location: Peguis - Fisher River Campus
Tuition: $1,145

Become a balanced, self-determined person with the problem-solving skills to manage all aspects of life — one who can take care of his/her needs while being mindful of the needs of others. Life skills concentrate on five content areas: Self, Family, Jobs/School, Community and Leisure. Additionally, you'll become aware of historical factors directly linked to colonization and the residential school era. The program promotes healing and reconciliation amongst youth and older generations. The Life Skills/Cultural program is based on experiential learning. In this course, you will be given the tools required to become an effective problem solver.

Reading and Writing Skills

Classes: Mon.–Fri., 9am–4pm (60 hrs)
Dates: Oct. 9 – 20, 2017
Location: Peguis – Fisher River Campus
Tuition: $620

This course will enhance and strengthen foundational reading and writing skills to support student success in College programs. You'll study reading strategies to support comprehension and gain an understanding of techniques and processes to improve writing skills pertaining to academic, research papers and other documents using APA format. Emphasis will be placed on spelling, structure and the correct use of grammar.

College Mathematics

Classes: Mon.–Fri., 9am–4pm (60 hrs)
Dates: Oct. 23 – Nov. 3, 2017
Location: Peguis - Fisher River Campus
Tuition: $620

This course will enhance and strengthen foundational mathematical skills to support student success in College programs.

Professional Programs (Full-time) 2018-19

Business, Accounting and Management Certificate

Are you seeking advancement, a career change or a new job? This comprehensive program develops skills in core areas of business and provides up-to-date training in computers, accounting, business writing and human resource management. You'll spend six Mondays on classroom training and then finish your program at a three-week work placement with a local employer, where you will gain valuable hands-on experience in a business environment. On completion of the program, you will be ready for employment in a business/accounting environment.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 17, 2018 | **Location:** Selkirk
Tuition: $6,202 | **Textbooks:** approx. $2,000

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Year 1

ACCT-1007	Bookkeeping and Accounting for Small Business	48 hrs
ACCT-1014	QuickBooks Desktop 2017	25 hrs
ACCT-1088	Simply Accounting (Sage 50 2015)	48 hrs
COMM-1016	Report Writing	40 hrs
COMM-1023	Basic Business Communication	40 hrs
COMM-1424	Effective Speaking Skills Workshop	8 hrs
COMP-1081	Computers – Intro	40 hrs
COMP-1238	Access 2016	40 hrs
COMP-1237	Excel 2016	40 hrs
COMP-1238	Word 2016	40 hrs
COMP-1904	Keyboarding	20 hrs
HUMR-1007	Payroll and Taxable Benefits	40 hrs
MATH-1039	Basic Business Mathematics	40 hrs
MGMT-1003	Assertiveness Training	40 hrs
MGMT-1080	Human Resource Management	40 hrs
MGMT-1161	Management Principles 1	40 hrs
PDEV-1985	Team Building/Work Habits for Success	8 hrs
SEMR-9096	Conflict Resolution Workshop	8 hrs
PRAC-1048	Practicum	105 hrs

Early Childhood Education Diploma - Year 1

This program prepares you to provide quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family and community relations, and professionalism. An emergent curriculum approach building on the interest of children, and working closely with families and communities is emphasized. Additionally, the program is based on the study of child development within a developmental health perspective. You will learn about current, exciting research in a number of interesting areas.

Upon successful completion of the program, you will be able to competently plan learning experiences that simulate the intellectual, physical, emotional, and social development of young children. This program provides you with practical experience working with young children at a variety of children's centres.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 4, 2018 | **Location:** Selkirk
Tuition: $3,338 | **Textbooks:** approx. $1,500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Year 1

ECED-1008	Guiding 1	72 hrs
ECED-1010	Child Development 1	72 hrs
ECED-1011	Play, Environments and Curriculum 1	72 hrs
ECED-1015	Diversity and Inclusion	72 hrs
ECED-1023	Academic Communication and Documentation	36 hrs
PRAC-1037	Practicum 1	147 hrs
ECED-1004	Explore and Early Childhood Profession	20 hrs
ECED-1007	Health and Well-being	72 hrs
ECED-2001	Guiding 2	72 hrs
ECED-2002	Child Development 2	72 hrs
ECED-2003	Play, Environments and Curriculum 2	122 hrs
PRAC-2006	Practicum 2	148 hrs

Early Childhood Education Diploma – Year 2

This program prepares you to provide quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family and community relations and professionalism. An emergent curriculum approach building on the interest of children and working closely with families and communities is emphasized. Additionally, the program is based on the study of child development within a developmental health perspective. You will learn about current, exciting research in a number of interesting areas. Upon successful completion of the program, you will be able to competently plan learning experiences that simulate the intellectual, physical, emotional and social development of young children. This program provides you with practical experience working with young children at a variety of children's centres.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 4, 2018 | **Location:** Peguis
Tuition: $ 3,338 | **Textbooks:** approx. $500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 3

COMM-1150	Interpersonal Communication 1	36 hrs
ECED-2004	Partnerships with Family, Community and Professionals	72 hrs
ECED-2007	Play, Environments and Curriculum 3	108 hrs
ECED-2009	Professional Behaviour in Early Childhood Ed.	72 hrs
ECED-3007	Guiding 3	72 hrs
PRAC-3013	Practicum 3	148 hrs

Tem 4

COMM-2091	Interpersonal Communication 2	36 hrs
ECED-1016	Child Maltreatment	20 hrs
ECED-3008	Issues in Child Development	72 hrs
ECED-3009	Mentorship, Advocacy and Community Building	72 hrs
ECED-3010	Play, Environments and Curriculum 3	72 hrs
PRAC-3014	Practicum 4	218 hrs

Early Childhood Education Workplace Diploma – Year 1

This is an accelerated program in which you attend classes two full days per week and work at your centre the other three days. Your practicum is completed in the workplace. To apply to this program, you must be currently employed and have a minimum of two years full-time employment in a licensed early learning and child-care centre (infant, preschool or school age), licensed family child-care home, or an approved alternate. The program integrates the knowledge and experience of employed CCAs in providing quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family relations and professionalism.

Prior to starting the program, you will be invited to attend a program information session. Although optional, it is highly recommended you attend. You may also be asked to participate in an individual interview. Upon successful completion of the program you will be able to competently plan learning experiences that stimulate the intellectual, physical, emotional and social development of young children. Recognition of Prior Learning (RPL), gap training and seminars are all part of this intensive program. Credit will be granted for related full-time, Continuing Education, Distance Education or RPL courses taken within the acceptable transfer time. You will be exempt from attending school on the scheduled days of credited courses.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 4, 2018 | **Location:** Selkirk
Tuition: $3,336 | **Textbooks:** approx. $1,500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 1

ECED-1008	Guiding 1	72 hrs
ECED-1010	Child Development 1	72 hrs
ECED-1011	Play, Environments and Curriculum 1	72 hrs
ECED-1015	Diversity and Inclusion	72 hrs
ECED-1023	Academic Communication and Documentation	36 hrs
PRAC-1037	Practicum 1	147 hrs

Term 2

ECED-1004	Explore and Early Childhood Profession	20 hrs
ECED-1007	Health and Well Being	72 hrs
ECED-2001	Guiding 2	72 hrs
ECED-2002	Child Development 2	72 hrs
ECED-2003	Play, Environments and Curriculum 2	122 hrs
PRAC-2006	Practicum 2	148 hrs

Early Childhood Education Workplace Diploma – Year 2

This is an accelerated program in which you attend classes two full days per week and work at your centre the other three days. Your practicum is completed in the workplace. To apply, you must be currently employed and have a minimum of two years full-time employment in a licensed early learning and child-care centre (infant, preschool or school age), licensed family child-care home, or approved alternate. The program integrates the knowledge and experience of employed CCAs in providing quality childcare in the community. You will study practice based on a child-centred focus, play-based curriculum, child development, guidance techniques, communication skills, family relations and professionalism.

Prior to starting the program, you will be invited to attend a program information session. You may also be asked to participate in an individual interview. Upon successful completion of the program you will be able to competently plan learning experiences that stimulate the intellectual, physical, emotional and social development of young children. Recognition of Prior Learning (RPL), gap training and seminars are all part of this intensive program. Credit will be granted for related full-time, Continuing Education, Distance Education or RPL courses taken within the acceptable transfer time. You will be exempt from attending school on the scheduled days of credited courses.

Classes: Mon.–Fri., 9am–4pm
Dates: Sept. 4, 2018 | Location: Peguis
Tuition: $3,336 | Textbooks: approx. $500

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 3

COMM-1150	Interpersonal Communication 1	36 hrs
ECED-2004	Partnerships with Family, Community and Professionals	2 hrs
ECED-2007	Play, Environments and Curriculum 3	108 hrs
ECED-2009	Professional Behaviour in Early Childhood Ed.	72 hrs
ECED-3007	Guiding 3	72 hrs
PRAC-3013	Practicum 3	148 hrs

Term 4

COMM-2091	Interpersonal Communication 2	36 hrs
ECED-1016	Child Maltreatment	20 hrs
ECED-3008	Issues in Child Development	72 hrs
ECED-3009	Mentorship, Advocacy and Community Building	72 hrs
ECED-3010	Play, Environments and Curriculum 3	72 hrs
PRAC-3014	Practicum 4	218 hrs

Educational Assistant Certificate

Prepare for a career working with students in educational settings under a teacher's direction. In this program, you will study and explore the developmental needs of children, as well as the instructional strategies to meet those needs. Focus on a variety of relevant topics, ranging from special education and learner characteristics to teaching support and professionalism. The program includes a four-week practicum (minimum of 120 hours) that provides valuable hands-on experience in an educational environment. Criminal Records and Child Abuse Registry checks will be required for all students before they begin their practicum.

Classes: Mon.–Fri., 9am–3pm
Dates: Sept. 10, 2018 | Location: Selkirk
Tuition: $5,123 | Textbooks: approx. $300

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

EDUA-1001	Basic Computer Applications	15 hrs
EDUA-1002	Academic Writing	30 hrs
EDUA-1003	Inclusive Education	30 hrs
EDUA-1004	EA Roles and Responsibilities	30 hrs
EDUA-1005	Portfolio Development	20 hrs
EDUA-1006	Communication and Partnerships	30 hrs
EDUA-1007	Characteristics of Learners	30 hrs
EDUA-1008	Managing Behaviour	30 hrs
EDUA-1009	Supporting Learning Environment	30 hrs
EDUA-1010	Observation and Documentation	30 hrs
EDUA-1011	Professionalism	30 hrs
EDUA-1012	Instructional Technology	15 hrs
EDUA-1013	Exceptional Students	30 hrs
EDUA-1014	ELA Content and Practice	30 hrs
EDUA-1015	Math Content and Practice	30 hrs
HEAL-1846	Emergency First Aid with CPR C	8 hrs
PRAC-1035	Practicum – EA	120 hrs
SEMR-9078	Non-violent Crisis Intervention®	14 hrs

Health Care Aide Certificate

Make a valuable contribution in the health-care field. Acquire the knowledge and skills to become a health-care worker who under the supervision of a nurse assists hospital patients, personal care home residents and homecare clients to meet their physical, emotional and social needs. Study and participate in courses that provide a theoretical base in interpersonal relations, home care, gerontological care, and growth and development. You will also acquire your CPR – Level HCP certification.

Criminal Records, Adult Abuse Registry and Child Abuse Registry checks will be required for all students for all practicums and you will be responsible for your own immunizations prior to acceptance. (Evidence of up-to-date immunization records must be submitted within 30 days of applying.) Note: The clinical practicum includes shift work and weekends as scheduled in the workplace.

Classes: Mon.–Fri., 9am–4pm
Dates: Aug. 27, 2018 | Location: Selkirk
Tuition: $2,424 | Textbooks: approx. $350
CPR Level HCP: $90 | Other: $600

Classes: Mon.–Fri., 9am–4pm
Dates: Feb. 4, 2019 | Location: Stonewall
Tuition: $2,424 | Textbooks: approx. $350
CPR Level HCP: $90 | Other: $600

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

HEAL-1845	Health Care Delivery	30 hrs
HEAL-1831	Safety in Health Care Settings	30 hrs
HCAP-1132	Growth and Development	20 hrs
HEAL-1001	Interpersonal Relationships	40 hrs
HCAP-1006	Introduction to Gerontology	40 hrs
HCAP-1000	Activities of Daily Living 1	50 hrs
HCAP-1001	Activities of Daily Living 2	40 hrs
HCAP-1133	Long-term Care	30 hrs
HCAP-1131	Caring for Clients in the Community	20 hrs
PRAC-1130	Health Care Aide – Clinical Practice	240 hrs
SEMR-9078	Non-violent Crisis Intervention®	14 hrs
HEAL-1048	CPR – Level HCP	8 hrs

Hospitality and Tourism Management Diploma – Year 2

This program is designed to provide a solid foundation for those aiming to attain a high-performance career in the tourism industry. While most courses are presented from a Canadian perspective, core skills are relevant to those seeking employment globally. Customer service is an essential aspect of work in the tourism industry. This program may be suitable if you enjoy working with people, solving problems and thriving in a fast-pace environment. Previous hospitality experience is an asset.

Classes: Mon.–Fri., 9am–4pm
Dates: Nov. 19, 2018 | Location: Fisher River
Tuition: $4,768 | Textbooks: approx. $1,120

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Term 4

ACCT-2242	Tourism Management Accounting	60 hrs
HOSP-1032	Hospitality and Tourism Marketing	60 hrs
HOSP-2018	Professional Development 2	15 hrs
MGMT-2086	Human Resources Management	64 hrs
TOUR-1004	Event Planning	60 hrs
TOUR-1005	Tourism Sales	45 hrs
TOUR-1006	Tourism Sustainability	45 hrs
TOUR-2007	Tour Development	48 hrs

TERM 5

HOSP-1033	Risk Management	45 hrs
HOSP-2001	Workplace Diversity Awareness	48 hrs
HOSP-2018	Professional Development 2	15 hrs
TOUR-2006	Interpretation and Tour Guiding	48 hrs
TOUR-2009	Event Management	60 hrs
TOUR-2010	Tourism Entrepreneurship	45 hrs
TOUR-2011	Community Development	80 hrs

TERM 6

WRKE-2022	Co-operative Education Work Placement	200 hrs

Human Resource Management Certificate

Prepare for a career in the fast-growing and key business field of human resource management. Learn the fundamental components of an HR program, which include staffing, recruitment, selection, compensation, training and development. You'll also examine current issues and industry trends, labour relations, payroll and taxable benefits.

This program provides an educational foundation for professional HRM designations, such as Certified Human Resource Professional (CHRP) and/or the International Personnel Management Association of Canada (IPMA) certification.

Classes: Mon.–Fri., 9am–4pm
Dates: March 25, 2019 | **Location:** Selkirk
Tuition: $4,249 | **Textbooks:** approx. $1,200

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

MGMT-1080	Human Resource Management	40 hrs
HUMR-1019	Human Behaviour in Organizations	40 hrs
HUMR-1017	Compensation	40 hrs
HUMR-1184	Recruitment and Selection	40 hrs
HUMR-1002	Labour Relations	40 hrs
HUMR-1063	Training and Development	40 hrs
HUMR-1007	Payroll and Taxable Benefits	40 hrs
MGMT-1161	Management Principles 1	40 hrs
HUMR-1003	Organizational Development	40 hrs
SEMR-9158	Building Workplace Loyalty	8 hrs
SEMR-9003	Managing Young Workers	8 hrs
SEMR-9115	Managing Change	8 hrs

Small Business Management Certificate

The program will prepare you for a successful career as your own boss or as the manager of a small business. You can develop an appreciation of entrepreneurship and learn what it takes to launch your own business. You can also gain an understanding of management and business topics, ranging from computerized accounting and customer service to human resources and professional sales techniques.

Classes: Mon.–Fri., 9am–4pm
Dates: April 1, 2019 | **Location:** Selkirk
Tuition: $2,879 | **Textbooks:** approx. $1,000

If space is available, the following courses will also be offered on a part-time basis during regular daytime class hours:

Program Content

COMP-1025	Small Business Websites	40 hrs
BUSA-1026	Bookkeeping and Accounting for a Small Business	36 hrs
BUSA-1027	Starting a Small Business	40 hrs
COMM-1000	Business Communication 1	64 hrs
MRKT-1002	Marketing	80 hrs
MRKT-3015	Integrated Marketing Communications	64 hrs

Development Courses (Part-time)

Many courses with 40 hours or more are a credit in full-time certificate programs. Sign up for a course or two this year and grow your certificate or diploma program of study. Students are advised to obtain a new program outline every September to keep informed of any program changes. Delivery of all courses/workshops is subject to minimum enrolment.

If a textbook is required, this symbol (📖) will appear beside the course name.

Business and Human Resource Certificate Programs

The following courses can be applied as credit to a variety of business and administrative certificate programs. Please contact our campus staff for current information on program outlines and credit opportunities. Some credits can be applied to programs such as Business Administration, Bookkeeping and Small Business Office, Business, Accounting and Management, Business and Administrative Studies, Computer Applications for Business, Human Resource Management, Management Development, Occupational Health and Safety, and Project Management.

Accounting Software 📖

Classes: Mon./Fri., 9am-12:30pm (64 hrs)
Dates: April 16 – June 25, 2018
Location: Selkirk

Classes: Mon./Wed./Fri., 9-11:45am (64 hrs)
Dates: March 2 – May 7, 2018
Location: Peguis

Tuition: $669 | Code: ACCT-3001

Sage 50 (formerly Simply Accounting) is a computer accounting application designed for use by a small to medium-sized company. This course introduces you to processing most business transactions using this software. Procedures covered will include setting up ledger accounts, recording purchases, sales, inventory and payroll transactions. Also covered will be recording adjustments, performing year-end procedures and creating essential reports from the software. This material is presented using practice companies that emphasize major features of the software.

Prerequisites: ACCT-1971

Administrative Procedures

Classes: Tue., 9am–12:30pm, except Oct. 30 and Nov. 2, 10am–12:30pm (40 hours)
Dates: Sept. 19 – Dec. 5, 2017
Location: Selkirk

Tuition: $383 | Code: BUSA-1084

You'll develop organizational skills, learn to manage office procedures and records effectively, and learn to operate a variety of office equipment.

Assertiveness Training 📖

Classes: Mon., 6–9pm (40 hrs)
Dates: Sept. 11 – Dec. 18, 2017
Location: Selkirk

Classes: Tue./Thu., 1:15-4pm (Jan. 16 -Feb. 15) and Mon./Wed./Fri., 1:15-4pm (Feb. 21 – March 2) (40 hrs)
Dates: Jan. 16 – March 2, 2018
Location: Selkirk

Classes: Mon./Wed./Thu., 9-11:45am (Nov. 14 – 16) and Tue./Thur., 9-11:45am (Nov. 21 – Jan. 16) (40 hrs)
Dates: Nov. 14, 2017 - Jan. 16, 2018
Location: Peguis

Tuition: $383 | Code: MGMT-1003

Learn the value of assertiveness as a direct, honest and concise method of communication. Employers, managers, supervisors, employees, co-workers and the self-employed can benefit from using assertiveness to promote the protection of personal rights. Identify, discuss and practise methods of expressing your point of view while listening effectively. Discover your ability to assert yourself in difficult daily encounters.

Basic Business Communication 📖

Classes: Wed., 6–9pm (40 hrs)
Dates: Sept. 20 – Dec. 13, 2017
Location: Selkirk

Classes: Mon./Thu., 9am–12:30pm, except Sept. 18 and Nov. 2, 10am–12:30pm (40 hrs)
Dates: Sept. 18 – Nov. 2, 2017
Location: Selkirk

Classes: Mon./Thu., 10am–12:30pm (40 hrs)
Dates: March 12 – May 7, 2018
Location: Selkirk

Tuition: $383 | Code: COMM-1023

This is an introduction to the basic principles of business writing. The course covers standard business formats; how to write clear, readable letters and memos; and the importance of sound study habits and library skills. It also reviews correct grammar and usage and seeks to improve your effectiveness as a speaker.

Basic Business Mathematics 📖

Classes: Tue./Thu., 1:15-4pm (40 hrs)
Dates: Feb. 20 – April 2, 2018
Location: Selkirk

Tuition: $383 | Code: MATH-1039

Develop the mathematical skills necessary to handle basic quantitative material found in other courses. Review basic arithmetic and algebraic operations. Study the application ratio, proportion and percent to business problems, such as commissions and fees, taxes, and income statement analysis. Become familiar with handling financial mathematics topics like simple interest and discount, bank discounts, equivalent payment and negotiable instruments. Emphasis will be on main concepts rather than arithmetic.

Basic Mathematics

Classes: Wed./Fri., 10am–12:30pm, except Wed., Sept. 20, 1:15–2pm (40 hrs)
Dates: Sept. 20 – Nov. 10, 2017
Location: Selkirk

Tuition: $383 | Code: MATH-1069

Review basic arithmetic and algebra expressions, including but not limited to order of operations, application ratio, proportion, and percent to business problems such as commissions and fees. Become familiar with calculating taxes, simple interest, discounts and converting partial hours into minutes to calculate cost to clients.

Bookkeeping and Accounting for Small Business

Classes: Mon./Thu., 1:15–4pm (36 hrs)
Dates: Oct. 19 – Dec. 1, 2017
Location: Selkirk

Tuition: $389 | Code: BUSA-1026

Study the practical side of bookkeeping and accounting, and learn to identify basic internal control procedures. Become familiar with the recording process, ledgers and trial balance, financial statements and closing entries, cash and how to control it, accounts receivable, inventory and salaries. This course is a credit in the Administrative Assistant program.

Bookkeeping and Accounting for Small Business

Classes: Tue./Thu., 9am–12:30pm (48 hrs)
Dates: Feb. 22 – April 10, 2018
Location: Selkirk

Classes: Thu., 6–9pm (48 hrs)
Dates: Feb. 22 – June 5, 2018
Location: Selkirk

Tuition: $489 | Code: ACCT- 1007

Learn about the practical aspects of bookkeeping and accounting. Topics include basic internal control procedures, the recording process, ledgers and trial balances, financial statements and closing entries, cash and how to control it, accounts receivables, inventory and salaries.

Business and Financial Mathematics

Classes: Mon./Wed./Fri., 1:15-4pm (Jan. 15 – Feb. 16) and Tue./Thu., 9am-12:30pm (Feb. 20 – April 3) (80 hrs)
Dates: Jan.15 - April 3, 2018
Location: Selkirk

Classes: Mon./Wed./Fri., 9-11:45am (80 hrs)
Dates: Nov. 20, 2017 – Feb. 28, 2018
Location: Peguis

Tuition: $761 | Code: MATH-1051

This course introduces the key mathematics of business and finance. Business topics include payroll, taxes, indexes, currency exchange and merchandising. Finance topics include simple and compound interest with business applications.

Business Communication 1

Classes: Tue./Thu., 9am-12:30pm (Jan. 16 – Feb. 16) and Mon./Wed./Fri., 9am-12:30pm (Feb. 21 – Mar. 12) (64 hrs)
Dates: Jan. 16 – March 12, 2018
Location: Selkirk

Classes: Wed./Thu., 12:30-4pm (Nov. 15 – 16) and Tue./Thu., 12:30-4pm (Nov. 21 – Feb. 8) (64 hrs)
Dates: Nov. 15, 2017 - Feb. 8, 2018
Location: Peguis

Tuition: $610 | Code: COMM-1000

Explore the techniques and processes involved in writing and speaking effectively for business. Learn to apply the direct approach to business correspondence. Develop report presentation skills by writing reports and then adapting them for oral presentation. Learn to conduct and participate in meetings. Competent language use will be emphasized throughout the course, as will individual and group work.

Business Computing

Classes: Mon./Wed./Fri. and 1 Thu., 1:15–4pm, plus Dec. 1, 10–11:30am (64 hrs)
Dates: Sept. 21 – Dec. 1, 2017
Location: Selkirk

Classes: Mon./Wed./Fri., 12:30-4pm (64 hrs)
Dates: Nov. 20, 2017 – Jan. 19, 2018
Location: Peguis

Classes: Wed., 6–9pm (64 hrs)
Dates: Jan. 10 – June 6, 2018
Location: Selkirk

Tuition: $669 | Code: COMP-1975

Business Computing is a hands-on course in which you'll develop skills in the use of current Microsoft productivity software. Topics include introductory and intermediate skills in Microsoft Windows, Word, Excel and PowerPoint, as well as the integration of these applications

Compensation

Classes: Thu., 6–9pm (40 hrs)
Dates: Sept. 14 – Dec. 7, 2017
Location: Selkirk

Tuition: $383 | Code: HUMR-1017

Compensation is a vital component in the field of Human Resource Management. This course helps you become familiar with the principles of effective wage and salary administration, benefits administration, the fundamentals of job analysis and job evaluation, and issues surrounding wage and salary surveys. You will learn how to conduct a job analysis, analyze job factors and evaluate their worth in relation to salary administration, analyze a benefits program and make recommendations to prospective clients on benefits selection and prepare a report for executive compensation.

Competency Profiling

Class: Sat., 9am–5:30pm (8 hrs)
Date: Nov. 18, 2017
Location: Selkirk

Tuition: $82 | Code: SEMR-9123

This workshop will examine the role of competency profiling as a strategic business tool within modern organizational frameworks and will explore what it is and how to use it. You will learn what competencies are and competency profiling is, what role competency profiling has as an HRM practice and the ROI of competency profiling.

Computers - Intro

Classes: Mon./Wed./Fri., 10am–4pm (40hrs)
Date: Feb. 21 – March 9, 2018
Location: Selkirk

Tuition: $410 | Code: COMP-1081

Increase your knowledge of computer fundamentals using a current Windows operating system. Content includes an introduction to the Internet and common Microsoft Applications, including Word, Excel and PowerPoint.

Critical Thinking

Classes: Alternate Fri., 12:30-4pm (12 hrs)
Dates: Nov. 17, 2017 – Jan. 5, 2018
Location: Peguis

Tuition: $123 | Code: PDEV-1982

You will be provided with a basic understanding of critical thinking. Critical thinking concepts will be presented and a model that incorporates critical thinking into a problem-solving model will be examined. This workshop is designed to instruct students in the methods of logical thinking and in the application of the skills taught, to write clearly and persuasively.

Customer Service

Classes: Wed./Fri., 9am–2:45pm (30 hrs)
Date: Dec. 6 – 22, 2017
Location: Selkirk

Tuition: $278 | Code: BUSA-1081

This course develops knowledge and skills necessary to deliver outstanding customer service. You will develop skills related to listening, empathy, customer motivation and diversity, communication, and conflict resolution. Since customer service consists primarily of interaction with others in various situations, you will enhance your interpersonal communication skills.

Employment Diversity

Classes: Sat., 9am–5:30pm (8 hrs)
Date: Jan. 20, 2018
Location: Selkirk

Tuition: $82 | Code: SEMR-9124

Discover the importance of employment equity in business planning in order to succeed in an increasingly diverse local and global marketplace. Explore the demographic trends in Manitoba and the global economy, which suggest a workforce and consumer group that is increasing in diversity. Realize how equity is enhanced when focus is directed on the human resources of an organization. Develop an understanding of the inherent relationship of human resource management and employment equity.

Event Planning

Classes: Mon./Wed./Thu./Fri., 9am–12:30pm (40 hrs)
Date: Nov. 6, 2017 – Jan. 10, 2018 (call for schedule)
Location: Selkirk

Tuition: $383 | Code: BUSA-1083

This course develops knowledge and skills required for planning or coordinating events, meetings or conferences in office environments in the corporate, private, government and non-profit sectors. You will learn the process and logistics to create and stage successful events.

Excel 2016

Classes: Mon./Wed./Fri., 1:15–4pm (40 hrs)
Date: April 23 – May 30, 2018
Location: Selkirk

Tuition: $410 | Code: COMP-1237

Become familiar with spreadsheet concepts, learn to use basic features, obtain skills for further training, and learn to use Excel 2013 in the workplace environment. Topics covered include using worksheets to make decisions; planning, building, testing and documenting worksheets; formatting and printing; functions, formulas and absolute references; charts and graphing; and solving complex problems.

Prerequisites: COMP-1081 or a good working knowledge of computers. Students who need to upgrade their computer skills prior to taking this class, should take Computers - Intro (COMP-1081).

Financial Accounting 1

Classes: Thu., 5:30–9:30pm (80 hrs)
Dates: Sept. 28, 2017 – Feb. 15, 2018
Location: Selkirk

Classes: Tue./Wed./Thu., 1:15-4pm (80 hrs)
Dates: March 7 – May 24, 2018 (call for schedule)
Location: Selkirk

Classes: Mon./Wed./Fri., 12:30-3pm (80 hrs)
Dates: Jan. 24 – Apr. 18, 2018 (call for schedule)
Location: Peguis

Tuition: $761 | Code: ACCT-1971

This first course in accounting covers the double-entry bookkeeping procedures, adjustments and production of financial statements pertaining to sole proprietorships. Coverage is also given to special journals, subsidiary ledgers and control accounts. This results in a complete presentation of the accounting cycle for a service or merchandise business. Later in the course, more in-depth study of inventory costing methods, control procedures for cash including petty cash, and bank reconciliations is presented.

Financial Accounting 2

Classes: Thu., 5:30–9:30pm (80 hrs)
Dates: Feb. 22 – July 5, 2018
Location: Selkirk

Classes: Tue./Wed./Thu., 9am-12:30pm (80 hrs)
Dates: May 29 – June 29, 2018 (call for schedule)
Location: Selkirk

Tuition: $761 | Code: ACCT-2043

This second course in accounting starts with accounts receivable, short-term notes receivable, and payroll. This is followed by the cost, depreciation, disposal, and betterment of capital assets. Then the accounting for partnerships involving income distribution, admission or withdrawal of a partner, and liquidations is covered. An introduction to corporation accounting covering the issue of shares, cash, and share dividends is presented next. Later topics presented are the accounting for bonds, emphasizing the effective interest method for amortizing discounts and premiums, and the cash flow statement. During the course students will also receive an introduction to Sage 50 software.

Prerequisites: ACCT-1971

Grievance Handling

Classes: Sat., 9am–5:30pm (8 hrs)
Date: May 12, 2017
Location: Selkirk

Tuition: $82 | Code: SEMR-9059

Designed to provide an overview of the grievance process, including grievance hearings, grievance replies, types of grievances and the role of unions and managers in the grievance process.

Human Behaviour in Organizations

Classes: Mon., 6–9pm (40 hrs)
Dates: Jan. 9 – April 3, 2018
Location: Selkirk

Tuition: $383 | Code: HUMR-1019

Address psychological principles and sociological concepts of human behaviour in formal and informal organized groups. Learn the main aspects of individual and group behaviour in purposeful group settings. Explore topics including group relationships, types of groups, task orientation, group structure, communication, leadership, group performance, psychological climate, human needs in organizations, status, and social roles.

Human Resource Management

Classes: Tue., 6–9pm (40 hrs)
Dates: Sept. 12 – Dec. 5, 2017
Location: Selkirk

Tuition: $383 | Code: MGMT-1080

Learn the fundamental concepts of human resource management. Upon completion of this course you will be able to describe in writing the main components of a comprehensive human resource management program.

Introduction to Canadian Business

Classes: Tue., 5:30–9:30pm (64 hrs)
Dates: Feb. 6 – May 22, 2018
Location: Selkirk

Tuition: $610 | Code: ADMN-1001

This course is designed to introduce you to the complexities of the Canadian business environment. Exposure to business frameworks, accounting, finance, marketing, management, human resource management and operations management will be provided. Special emphasis is placed on small business; the driver of the economy and creator of most new jobs. The course will include case studies, applications, and analyses of Canadian businesses.

Job Search Techniques

Classes: Fri., 12:45-4pm (7 hrs)
Dates: May 4 and 11, 2018
Location: Peguis

Tuition: $105 | Code: PDEV-1097

Did you know that 85% of jobs are not advertised? Good job-search techniques are important. Learn how to get started and how to make a self-assessment. Prepare an effective resume that sells you. You can increase your job hunting success by learning the most effective and least effective methods.

Keyboarding

Classes: Wed./Fri., 9–10am (20 hrs)
Dates: Sept. 20 – Nov. 24, 2017
Location: Selkirk

Tuition: $208 | Code: BUSA-1080

Classes: Mon./Wed./Fri., 9–10am (20 hrs)
Dates: Feb. 21 – April 11, 2018
Location: Selkirk

Tuition: $208 | Code: COMP-1904

Develop the skills to become proficient in Keyboarding — typing 40 words per minute with three errors or less.

Making Tough Decisions

Classes: Sat., 9am–5:30pm (8 hrs)
Date: March 17, 2018
Location: Selkirk

Tuition: $105 | Code: SEMR-9188

Understanding the behavioural components of our decision-making styles is often a key factor in developing effective working relationships and career choices. Tough decisions involve ambiguity, conflict and uncertainty. Address the need to understand these confounding attributes and deal with them effectively in decision-making situations.

Management Principles 1

Classes: Mon., 6-9pm (40 hrs)
(no classes Feb. 19 and April 2)
Dates: Jan. 8 – April 16, 2018
Location: Selkirk

Classes: Mon./Wed./Fri., 9am-12:30pm (40 hrs)
Dates: March 14 – April 13, 2018
Location: Selkirk

Classes: Tue./Thu., 9-11:45am (40 hrs)
Dates: Jan. 18 – March 13, 2018
Location: Peguis

Tuition: $383 | Code: MGMT-1161

Acquire the knowledge necessary to identify management functions and set out major principles, problems and objectives. Learn the meaning of decision making and how to stress the use of creative thinking in management. Discuss the fundamentals of organization and departmentalization, and learn the value of motivating people in management positions through communication, leadership and supervision. Study the methods used to control budgets, costs, quality, production and sales.

Management Principles 2

Classes: Mon./Fri., 1:15-4pm (40 hrs)
Dates: May 7 – June 25, 2018
Location: Selkirk

Classes: Tue./Thu., 9-11:45am (40 hrs)
Dates: March 15 – May 10, 2018
Location: Peguis

Tuition: $383 | Code: MGMT-2162

Undertake a comprehensive study of major management functions. Evaluate various management tools including econometrics, simulation and research affecting the decision making process. Investigate management control and evaluation techniques. Review the correlation between time and management functions.

Prerequisite: MGMT-1161

Negotiating Skills

Classes: Fri., 9-11:45am (8 hrs)
Dates: May 4 – 18, 2018
Location: Peguis

Tuition: $105 | Code: SEMR-9106

Explore the principles and practice of skilled negotiations. Learn to assess various negotiation situations and apply principles to arrive at an acceptable solution.

Note: you will learn through a combination of lectures, discussion and group exercises.

Occupational Safety and Health

Classes: Thu., 6–9pm (40 hrs)
Dates: Jan. 11 – April 5, 2018
Location: Selkirk

Tuition: $383 | Code: SAFE-1000

Explore a basic introduction into the field of Occupational Safety and Health. The responsibilities of employers, employees and government in regards to occupational health and safety are addressed. Topics include job safety analysis, effective safety equipment and practices, occupational health and hygiene, safety programs and safety instruction. Discover how to apply these standards in the work environment.

Office Procedures

Classes: Tue./Thu., 1:15–4pm (30 hrs)
Dates: April 17 – May 29, 2018
Location: Selkirk

Tuition: $278 | Code: BUSA-1019

Students will learn how to competently answer the phone and greet guests, handle difficult clients, dress professionally and use various office machines. Students will learn how to effectively communicate and schedule appointments and meetings. Students will gain knowledge in organization and handling of mail, documentation and other information transfers. Interview skills will be covered.

Office Professionalism

Classes: Tue., 1:15–4pm (40 hrs)
Dates: Sept. 19, 2017 – Jan. 9, 2018
Location: Selkirk

Tuition: $383 | Code: BUSA-1082

This course focuses on professional role expectations in the workplace. These skills are considered to be essential requirements for today's workforce. Employees need skills training to be adaptable and capable of meeting the challenges of change in today's economy, advances in technology, and changes in the way that work is organized. Students are taught presentation, teamwork, communication, goal setting and other employable skills. Students will develop knowledge and skills related to interpersonal image, conflict management, confidentiality, accountability, job search, interviews and interpersonal communication.

Payroll and Taxable Benefits

Classes: Mon./Wed./Fri., 9am–12:30pm (40 hrs)
Dates: April 18 – June 6, 2018
Location: Selkirk

Tuition: $420 | Code: HUMR-1007

Acquire knowledge of payrolls, earnings and deductions, methods of payment, employment standards and termination of employees. Learn about government remittances, allowances, taxable benefits, employer levies and government reporting.

Professional Portfolio Development

Classes: Alternate Fri., 9-11:45am (18 hrs)
Dates: Nov. 17, 2017 – Feb. 16, 2018
Location: Peguis

Tuition: $185 | Code: CORR-1012

Develop a professional portfolio that will be the foundation of your career development. Developing a professional portfolio will build your own and others' awareness of your proven skills, knowledge and understanding. Learn what to document, how to document it, and how to use your professional portfolio for a successful job interview.

Project Management Fundamentals

Classes: Tue., 6–9pm (44 hrs)
Dates: Oct. 3, 2017 – Jan. 23, 2018
Location: Selkirk

Classes: Tue./Thu., 9-11:45am (44 hrs)
Dates: April 5 - May 17, 2018
Location: Selkirk

Classes: Mon./Wed./Fri., 12:30-4pm
(last class on Tue., May 22)
Dates: April 5 – May 23, 2018
Location: Peguis

Tuition: $421 | Code: PROJ-1030

Study the fundamental aspects and principles of project management including life cycle, integration, planning, organization and communication. Learn about work breakdown structures, diagramming, cost management and resource allocation. Examine today's issues affecting project management including risk management, quality, conflict and team building.

Public Relations

Classes: Wed., 9am-12:30pm (Apr. 18 – May 23) and Wed., 9am-4pm (May 30 – June 13) (40 hrs)
Dates: April 18 – June 13, 2018
Location: Selkirk

Classes: Tue./Thu., 12:30-4pm, last class Wed. May 23, 12:30-4pm (40 hrs)
Dates: April 5 – May 23, 2018
Location: Peguis

Tuition: $383 | Code: COMM-1086

An overview of contemporary public relations, its history and current practices; the common job roles, functions and activities associated with PR; as well as the dynamics of public opinion and its relevance. You will learn how to develop several communication tools fundamental to public relations, news releases, pitch letters and fact sheets.

QuickBooks

Classes: Tue./Thu., 9am–4pm, Mon./Wed., 1:15–4pm, Fri., 10:30am–12:30pm (25 hrs)
Dates: May 31 – June 8, 2018
Location: Selkirk

Tuition: $252 | Code: ACCT-1014

This course is designed for new users or users with limited experience. Topics covered include setting up a new company file, working with bank and credit card accounts, creating invoices, receiving payments, entering and paying bills, recording inventory, setting up petty cash, tracking profit and expenses, customizing invoices and reports, running reports, accounting for NSF cheques, setting up payroll, condensing company files, integrating MS Word and Excel, setting up multiple users and security, and more. Please bring a flash drive to class.

Recruitment and Selection

Classes: Mon./Wed., 6–9pm (40hrs)
Dates: April 30 – June 13, 2018
Location: Selkirk

Tuition: $383 | Code: HUMR-1184

Learn how to hire and keep the best employees. Determine which methods are most effective, how to create a job application form, and how to conduct interviews.

Report Writing

Classes: Mon./Fri., 1:15-4pm (40 hrs)
Dates: March 5 – May 4, 2018
Location: Selkirk

Classes: Tue./Thu., 12:30-4pm (40 hrs)
Dates: Feb. 13 – April 3, 2018
Location: Peguis

Tuition: $383 | Code: COMM-1016

In this course, you will focus on writing clear and effective business communication. Using a variety of report formats, you will learn the basic steps of report writing, including planning your approach, organizing information, writing the first draft, revising for clarity, and documenting sources. You'll also learn how to use supplementary visual aids to enhance your written report.

Resume Writing

Classes: Alternate Fri., 12:30-4pm (8 hrs)
Dates: Jan. 19 – Feb. 16, 2018
Location: Peguis

Tuition: $105 | Code: SEMR-9332

This hands-on workshop will help you to create a clear, concise and effective resume that will help you in your job search. Topics include writing and formatting your resume, various resume styles, what content to include in your resume, how to use references to your advantage, and creating a cover letter that stands out from the rest.

Simply Accounting (Sage 50 2015)

Classes: Tue./Thu./Fri., 9am–12:30pm (48 hrs)
Dates: Nov. 9, 2017 – Jan. 2, 2018
Location: Selkirk

Classes: Tue./Thu., 9am–12:30pm (48 hrs)
Dates: April 12 – May 29, 2018
Location: Selkirk

Tuition: $498 | Code: ACCT-1088

By using Sage 50 software, you will develop an understanding of how to enter business transactions into the general ledger, prepare and adjust entries, and print out financial statements. Sage 50 is used for accounts receivable, accounts payable, payroll and inventory.

Prerequisites: BUSA-1026

Training and Development

Classes: Tue./Thu., 6–9pm (40 hrs)
Dates: May 3 – June 14, 2018
Location: Selkirk

Tuition: $383 | Code: HUMR-1063

Develop your ability to design and implement a training program. The emphasis is on practical problems of training in industry.

Word 2016

Classes: Mon./Wed./Fri., 1:15–4pm (40 hrs)
Dates: March 12 – April 20, 2018
Location: Selkirk

Tuition: $410 | Code: COMP-1238

Learn the basics of word processing along with some advanced Word 2013 features. Skill areas covered include: basic word processing, formatting and editing; inserting and customizing pictures and graphics; formatting for multiple page documents; utilizing wizards and templates; adding charts, tables, columns, and mail merging for letters, envelopes and labels.

Prerequisites: COMP-1081 or a good working knowledge of computers

Educational Assistant Program

Basic Computer Applications

Classes: Tue./Thu., 5:30–9:30pm (15 hrs)
Dates: Sept. 26 – Oct. 5, 2017
Location: Arborg

Tuition: $152 | Code: EDUA-1001

The purpose of this course is to increase fundamental knowledge and skills using a current Windows operating system. The course content includes an introduction to common Microsoft Office 2010 or higher applications including Word, email, Internet and PowerPoint. Being able to competently use instructional technology should enable you to assist teachers and support students more effectively.

Academic Writing

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: Oct. 10 – Nov. 2, 2017
Location: Arborg

Tuition: $278 | Code: EDUA-1002

This course teaches the techniques and processes for educational assistants to produce accurate documentation in written communication skills using a variety of genres. It outlines the use of a thesis statement and APA format for research purposes. Emphasis is placed on sentence structure, developing a variety of sentence types and the correct use of grammar, spelling, capitalization and punctuation. The intent of this course is to provide educational assistants with the skills to support students in the writing process, and to improve written communication with teachers.

Prerequisites: EDUA-1001

Portfolio Development

Classes: Sat., 9am–3pm (20 hrs)
Dates: Nov. 18, Dec. 9, Jan. 20, Feb. 24
Location: Arborg

Tuition: $189 | Code: EDUA-1005

Develop a professional portfolio that will be the foundation of your career development. A professional portfolio will build your own and other's awareness of your proven skills, knowledge and understanding. Learn what to document, how to document it, and how to use your professional portfolio for a successful job interview.

Inclusive Education

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: Nov. 7 – Nov. 30, 2017
Location Arborg

Tuition: $278 | Code: EDUA-1003

This course examines the evolution of inclusive education in the public school system with an emphasis on the supportive services available to students in an inclusive classroom setting. The majority of educational assistants working in Manitoba school are employed to support students receiving inclusive education services.

This course supplies background information that assists educational assistants to contribute to meaningful discussions about students who have exceptionalities. It puts educational assistants "in the loop" without requiring that they be "experts" and without implying that they are in any way responsible for programming decisions. This course helps educational assistants to better interpret program instructions and implementation strategies.

Prerequisites: EDUA-1002

EA Roles and Responsibilities

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: Dec. 5, 2017 – Jan. 18, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1004

This course familiarizes you with the school system and how to effectively operate within this setting. It provides a detailed study of how a school system functions. Emphasis is placed on the roles and responsibilities of the educational assistant in the classroom and within the educational support system.

Educational assistants serve an important and dynamic role in providing educational opportunities to students and in making schools more efficient and effective. Gaining knowledge of the school system's operations and the roles of educational assistants and other staff enables you to attend to your duties with confidence.

Prerequisites: EDUA-1003

Communication and Partnerships

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: Jan. 23–Feb. 15, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1006

This course provides an overview of communication skills and strategies that foster effective team functioning as well as a rationale for effective communication and collaborative teamwork. There is a focus on interpersonal communication that involves relating to others in verbal, non-verbal, visual and written forms. Throughout this course, students will have the opportunity to try the techniques suggested and self-evaluate to find the communications styles that work best for specific individuals.

Prerequisites: EDUA-1004

Characteristics of Learners

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: Feb. 20 – March 15, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1007

This course examines the process of learning for all children. Topics include stages of development, learning styles, theories of learning, influences on learning and theories of intelligence.

Prerequisites: EDUA-1001, EDUA-1002, EDUA-1003, EDUA-1004 and EDUA-1006

Managing Behaviour

Classes Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: March 20 – April 19, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1008

Management of student behaviour is a major concern for teachers and educational assistants because of its importance in establishing a positive learning environment. This course provides information and strategies on how educational assistants can contribute to an effective behaviour management approach.

Supporting the teacher in providing behavioural and social support to students is one of the main roles of educational assistants, therefore, it is important for educational assistants to have the skills to effectively manage student behaviour and assist in the development of the social interaction skills of students.

Prerequisites: EDUA-1001, EDUA-1002, EDUA-1003, EDUA-1004 and EDUA-1006

Supporting Learning Environment

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: April 24 – May 17, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1009

Prerequisites: EDUA-1001, EDUA-1002, EDUA-1003, EDUA-1004 and EDUA-1006

Observation and Documentation

Classes: Tue./Thu., 5:30–9:30pm (30 hrs)
Dates: May 22 – June 14, 2018, 2018
Location: Arborg

Tuition: $278 | Code: EDUA-1010

This course provides an overview of how the learning environment influences learning outcomes and the ways that educational assistants support students. The main function of an educational assistant in a classroom is to provide support for students and assist teachers so students can achieve the outcomes that have been identified for them in their program. This course provides a detailed description of an educational assistant's role and responsibilities in providing tutorial support for students.

Prerequisites: EDUA-1001, EDUA-1002, EDUA-1003, EDUA-1004 and EDUA-1006

Note: Remaining courses, workshops, practicum will be schedule beginning Fall 2018

Health Care Aide Certificate

Health Care Delivery

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (30 hrs)
Dates: Nov. 2 – 21, 2017
Location: Lundar

Tuition: $278 | Code: HEAL-1845

This course offers a brief description of the health-care system in Manitoba, the health-care team, and the individual roles of team members. Other topics include considerations in caring for multicultural client groups, ethics, legalities, problem solving and organization of work.

This is the prerequisite for all other Health Care Aide courses.

Safety in Health Care Settings

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (30 hrs)
Date: Nov. 23 – Dec. 2, 2017
Location: Lundar

Tuition: $278 | Code: HEAL-1831

This course includes principle of asepsis, precautions for infection control and preventing the spread of communicable diseases. Emphasis is placed on accident and fire prevention, and the role of the health care aide in emergencies.

Examine the process of communication while developing interpersonal communication skills. Concepts such as basic human needs, the helping relationship, mental health and stress are reviewed in terms of their impact on interpersonal relationships. The course also provides theory and practice related to written communication, job search skills, and the use of medical terminology.

Prerequisite: HEAL-1845

Interpersonal Relationships

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Jan. 9 – Feb. 6, 2018
Location: Lundar

Tuition: $383 | Code: HEAL-1001

Examine the process of communication while developing interpersonal communication skills. You will learn how concepts such as basic human needs, the helping relationship, mental health and stress impact interpersonal relationships. Also explore theory and practice related to written communication, job search skills and the use of medical terminology.

Prerequisite: HEAL-1845

Growth and Development

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (20 hrs)
Date: Feb. 8 – 24, 2018
Location: Lundar

Tuition: $189 | Code: HCAP-1132

Prerequisite: HEAL-1845

Introduction to Gerontology

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Feb. 27 – April 3, 2018
Location: Lundar

Tuition: $383 | Code: HCAP-1006

Explore concepts of the aging process. Examine critical issues that affect aging, personal adaptation to aging, and community resources. Topics include the demography of aging, societal and personal attitudes toward aging, major theories of aging, physical aging, psycho-social aging, and economic, social and political factors.

Activities of Daily Living 1

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (50 hrs)
Dates: April 5 – May 10, 2018
Location: Lundar

Tuition: $478 | Code: HCAP-1000

Gain the knowledge and skills to assist clients with daily activities. Learn more about nutrition, mobility, hygiene and grooming. You must also complete a skills lab.

Prerequisites: HEAL-1845 and HEAL-1831

Activities of Daily Living 2

Classes: Tue./Thu., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: May 15 – June 12, 2018
Location: Lundar

Tuition: $383 | Code: HCAP-1001

Continue developing the knowledge and skills you'll need to assist clients with activities of daily living. Topics include circulation, respiration and elimination.

You must also complete a skills lab.

Prerequisites: HEAL-1845, HEAL-1831, HCAP-1000

Note: Remaining courses, workshops, practicum will be schedule beginning Fall 2018

Health Unit Clerk Certificate

Safety in Health Care Settings

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (30 hrs)
Dates: Sept. 6 – 25, 2017
Location: Selkirk

Tuition: $278 | Code: HEAL-1831

Discuss principles of medical asepsis, infection control and the prevention of the spread of communicable diseases. Accident and fire prevention, and the role of the health care aid/health unit clerk in an emergency are stressed.

Prerequisites: HEAL-1845

HUC - Medical Terminology

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (50 hrs)
Dates: Sept. – Nov. 13, 2017
Location: Selkirk

Tuition: $478 | Code: HEAL-1031

Discover the technical language of medical science. Includes the fundamentals of medical language including word components, definitions, spelling and pronunciation using a systems approach. Basic anatomy and physiology are included to assist in understanding the structure and function of organs and systems in the human body.

Interpersonal Relationships

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Nov. 15 – Dec. 13, 2017
Location: Selkirk

Tuition: $383 | Code: HEAL-1001

Examine the process of communication and develop interpersonal communication skills. Learn how concepts such as basic human needs, the helping relationship, mental health and stress impact interpersonal relationships.

HUC - Order Transcription

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Jan. 3 – 31, 2018
Location: Selkirk

Tuition: $383 | Code: HEAL-1022

Gain knowledge of both generic and trade names of common medications. Students will be required to accurately process medication orders using a variety of administration routes.

Prerequisites: HEAL-1845

HUC - Diagnostic and Therapy Orders

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Feb. 3 – Mar. 7, 2018
Location: Selkirk

Tuition: $383 | Code: HEAL-1013

Designed to provide students with the knowledge and skills required to accurately process diagnostic and therapeutic orders.

Prerequisites: HEAL-1022

Admission-Transfer-Discharge

Classes: Mon./Wed., 6–9pm and alternate Sat., 9am–4pm (40 hrs)
Dates: Mar. 12 – April 11, 2018
Location: Selkirk

Tuition: $383 | Code: HEAL-1134

Acquire the knowledge and skills to manage the procedures for the admission, transfer and discharge of patients. Included in the course are preoperative and postoperative orders.

Prerequisites: HEAL-1134

Disability and Community Support

Disability and Community Support is a diploma program designed for students working with, or planning to work with, persons with an intellectual disability. Students may exit with a certificate. Employment opportunities include residential care settings, employment workshop programs, special school support work and day activity programs.

Foundations in Disability and Community Support

Call for location and dates
Tuition: $415 | Code: DISA-1001

This entry-level course is for the new employee requiring an introduction and orientation to the field of Developmental Services. New employees require basic skills training and information to do their jobs safely and effectively. They also need basic knowledge in understanding the overall service-delivery system and the roles they will play in their organizations. Areas to be addressed include: communication, planning and programming, health and safety issues, documentation, and areas viewed as essential by employers. You'll recognize the value in providing services that are value-based, respectful of individuals and your rights, and consistent with the Province of Manitoba's Vulnerable Persons Legislation.

Computer Workshops

QuickBooks Desktop 2017 - Level 1

Classes: Sat., 9:30am–3pm (9 hrs)
Dates: April 21 and 28, 2018
Location: Selkirk

Tuition: $151 | Code: ACCT-9001

Designed for new users or users with limited experience. Topics include what QuickBooks will and will not do; hardware and software requirements; using lists, registers, and forms; setting up a new company file; working with bank and credit card accounts; creating, editing and merging accounts; creating invoices and receiving payments; entering and paying bills; and more.

Prerequisites: Computers or a good working knowledge of computers

QuickBooks Desktop 2017 – Level 2

Classes: Sat., 9:30am–3pm (9 hrs)
Dates: May 5 and 12, 2018
Location: Selkirk

Tuition: $151 | Code: ACCT-9002

Learn how to record inventory, set up petty cash, track profit and expenses, customize invoices run reports, account for NSF cheques, set up payroll, customize reports, condense company files, integrate MS Word and MS Excel, and set up multiple users and security.

Prerequisites: Computers or a good working knowledge of computers

Certification

Food Handlers Certificate

Class: Thu., 9am–3:30pm (6 hrs)
Date: Oct. 12, 2017
Location: Gimli

Class: Sat., 9am–3:30pm (6 hrs)
Dates: Oct 21, 2017
Location: Selkirk

Class: Sat., 9am–3:30pm (6 hrs)
Date: April 28, 2018
Location: Gimli

Class: Wed., 9am–3:30pm (6 hrs)
Dates: May 23, 2018
Location: Selkirk

Tuition: $132 (includes workbook and certificate fee) | Code: HEAL-1502

The purpose of this course is to provide information, techniques and procedures essential for safe food preparation, service and storage. This is a one-day course and is comprised of modules providing information on the following: foodborne illnesses, procedures for safe preparation and service of food, procedures for cleaning, and sanitizing dishes and utensils. This course is recommended for persons seeking employment or promotion in the food industry.

Hunter Education

Class: Sat., 9am-5pm
Dates: Sept. 23, 2017
Location: Selkirk

Tuition: $105 | Code: GENI-1577

This course is for students 12 and older who wish to obtain a hunting license. Students are advised to bring a lunch.

Manitoba Security Guard Training

Classes: Sat., 8:30am–5pm (40 hrs)
Dates: Sept. 9 – Oct. 21, 2017
Location: Selkirk

Tuition: $400 | Code: SECU-1061

This 40-hour training course is now mandatory for all licensed security guards in Manitoba. This program will train you to the Canadian General Standards Board standard for uniformed security guards. Course content focuses on legal authority and issues, communication, duties and responsibilities, prevention and protection, note-taking and report writing, evidence, personal safety at work, professionalism and public relations.

RRC LiVE

The Red River College LiVE Classroom is a way to attend class online at scheduled times. Students and instructors can speak to each other "live" and share onscreen activities together at the same time.

Human Anatomy and Physiology 1

Classes: Wed., 6–10pm (70 hrs)
Dates: Sept. 14 – Dec. 21, 2017

Tuition: $645 | Code: ZOOL-1071

This course focuses on normal human structure and function. Topics include cells and tissues, support and movement, communication, and organ system control. Unifying concepts of the relationship between structure and function, structural hierarchy, and organ system integration are emphasized. Laboratory experiences reinforce these topics and concepts.

**You will be required to attend three labs on Saturdays in Winnipeg at RRC's Notre Dame Campus. There will be class on the Monday evenings during the lab weeks.*

Human Anatomy and Physiology 2

Classes: Thu., 6–10pm (70 hrs)
Dates: Jan. 18 – April 19, 2018

Tuition: $645 | Code: ZOOL-1072

This course explores the major areas of modern psychology. Key topics include sensation, cognition, learning, motivation, emotional behaviour, stress, methods of coping/adapting, brain structure and function and psychopathology. Fundamental principles of the scientific method and research design are emphasized. You'll gain insight into the roots of human behaviour from both a biological and psychological perspective.

Statistics

Classes: Tue., 6–10pm (80 hrs)
Dates: Oct. 3, 2017 – Feb. 20, 2018

Tuition: $645 | Code: MATH-1020

This course is an introduction to economic and business statistics. Topics include charts and graphs, frequency distributions, measures of central tendency, measures of dispersion, probability rules, probability and sampling distributions, and index numbers.

Nursing Microbiology

Classes: Tue., 6–10pm (50 hrs)
Dates: March 20 – June 12, 2018

Tuition: $539 | Code: MBIO-2000

This course examines knowledge of medically-significant organisms, how microorganisms interact with a host and the range of defences available to the host. Theoretical and practical exercises in the control of microorganisms are included. Laboratory experiences reinforce the understanding of the characteristics of bacteria.

6 Easy Ways to Register

1. Online

Go to **rrc.ca/interlake**
Select "Programs" from the menu bar

For Full-time Programs:

- Select the Full-time Program you want to enrol in
- Click on "How to Apply" from the menu bar on the left
- Click on "Full-time Program Online Application"
- Create an account
- Follow the directions to submit your application

For Part-time Programs and Courses:

- Select area of interest from the "Part-time Programs and Courses" list
- Click on "Course Dates and Fees" from the menu on the left
- Locate your course and click on "Add to Cart"
- Click on "Proceed to Checkout" at the bottom of the screen
- Click on "Checkout Now" and follow the "Register Online" process

2. Phone In (for individual course registrations only)

How: Call 1.204.785.5328 or 1.866.946.3241

When: Monday to Friday, 8:30am-4pm

Payment: VISA, MasterCard, American Express, Discover

Please have all the required registration form information ready.

3. Walk In

Where: Red River College Interlake Campus
Selkirk Mental Health Centre – Provincial Offices Building
825 Manitoba Ave., Selkirk, Manitoba

When: Monday to Friday, 8:30am-4pm

Payment: Cash, cheque, direct debit or credit card.

Please bring your completed registration form with your payment(s).

4. Mail In

Mail to: Red River College Interlake Campus
Box 304, Selkirk, MB R1A 1T0

Payment: Cheque, VISA, MasterCard, American Express, Discover

Please include your completed registration form with your payment(s).

5. Fax In

Where: Fax 1.204.482.7082

Payment: VISA, MasterCard, American Express, Discover

Please fax your completed registration form; include credit card number and expiry date.

6. Employer Sponsorship

You can sign up for courses by having your employer complete and authorize our Sponsorship Form. Employers, please call our office to receive a copy of the Sponsorship Form and explanation of invoicing procedures.

Administrative Policies

Courses offered through Red River College Interlake Campuses are designed to assist adults in improving their skills, learning new skills and facilitating personal growth.

All students are expected to be familiar with general information and policies pertaining to their programs, including admissions, registration and class cancellation. It is the responsibility of all students registered at Red River College Interlake Campuses to be familiar with the specific academic and attendance requirements of the diploma or certificate they plan to pursue.

Note: The College reserves the right to cancel or postpone any class, limit enrolment for any class, change instructors and class locations, change class days or dates, and restrict admission on the basis of admission criteria.

For further information, contact Red River College Interlake Campuses at 204.785.5328 or interlake@rrc.ca.

INTERLAKE CAMPUSES OFFICE HOURS
Monday - Friday, 8:30am-4:30pm

REGISTRATION
Please register at least five days before the first class. Late registrations may be accepted where vacancies exist. Call 1.204.785.5328 or 1.866.946.3241 for information on space availability. If enrolment warrants, course dates may be adjusted to meet the required minimum enrolment. Register early to avoid disappointment.

Your Registration Receipt is important: Hang on to that receipt — it's an important document that confirms your payment. (Tuition expenses totalling more than $100 in a year may be eligible as a tax credit.) For income tax purposes, T2202A tax receipts will be available on the College website (rrc.ca) at the end of February for each calendar year in which students are enrolled. T2202As are not mailed out by the college.

TEXTBOOKS
Most courses require a textbook. If a textbook is required, this icon appears: The cost of textbooks is not included in the registration fee unless noted. Textbooks may be returned, if unmarked, no later than 10 days after the course has started, providing that the books have not been used. If the books are wrapped and the seal has been broken, they cannot be returned.

CANCELLATION POLICY
Before a program begins, substantial administration costs related to your registration are incurred; therefore, the following policies apply:

- Full refunds will be issued if the College cancels a course.
- For seminars and workshops of less than 20 hours, refunds (less a $40 administration fee) will be issued if we are advised one week prior to the start of the course. Requests for refunds received after this point cannot be considered.
- For courses 20 hours and over, refunds (less a $40 administration fee) will be issued to students who wish to withdraw, provided that the Interlake Campus is advised on the day prior to the second class of the course. Requests for refunds received after this point cannot be considered.
- For full-time Aboriginal Program for College Enrichment and Transition, Health Care Aide, Intro to Trades, Plumbing, Hospitality and Tourism, Early Childhood Education Year 1 and Early Childhood Education Workplace programs, the refund is:
  - o Withdrawal within the first 7% of the term: refund of 100% fees, less non-refundable deposit where applicable
  - o Withdrawal between 7% and 25% of the term: refund of 50% fees
  - o Withdrawal after 25% of the term: no refund
  - o Health and Dental fees are fully refundable up to 30 calendar days from start of the program
- For all other full-time programs, there are no refunds after the second week of classes, notwithstanding extraordinary circumstances.
- Students who choose to withdraw from their course/program are responsible for the submission of a completed Student Withdrawal form to our office.

The effective withdrawal date will be the date the Student Withdrawal form is received at our office and will determine any eligibility for refund. Students are responsible for all applicable fees up to the date the Student Withdrawal form has been received by the College.

TRANSCRIPTS AND CERTIFICATES Duplicate transcripts are available for a nominal fee. Upon completion of certificate program requirements, contact the Interlake Campus and request your certificate.

GRADUATION
Students must fill out an Application to Graduate form, which can be found at rrc.ca. Grad information for those students who have submitted the Application to Graduate form will be sent to their academic email account. You can also check the rrc.ca/convocation website or call 204.632.2327.

LIBRARY SERVICE from the main campus in Winnipeg is accessible to all students. You can request books and other print material that will be mailed to your home.

NAME CHANGES
If you have legally changed your name since you last registered at Red River College and would like your student record changed, please bring original legal proof of your name change to the Interlake Campus.

TRANSFER OF CREDIT
Credit for transfer will be given if appropriate program requirements are met, subject to approval.

Credit toward Continuing Education programs may be granted for courses taken at other educational institutions. It is necessary to apply formally for these credits, supplying proper documentation. To find out more about application procedures, documentation requirements and fees, contact the Interlake Campus at 204.785.5328 or 1.866.946.3241. Please allow four to six weeks for processing.

CHALLENGE FOR CREDIT
Credits may be awarded for prior education and experiential learning when students successfully pass appropriate examinations/tests of the department. Students are required to complete an application form to challenge these exams. For further information call 204.785.5328 or 1.866.946.3241.
See information on the Recognition of Prior Learning option.

AUDIT OPTION
A student may wish to take a course for personal interest and not for credit. Students must meet all course requirements and must obtain written permission, prior to entry into course.

DISABILITY SERVICES
You are encouraged to identify yourself to Counselling and Disability Services well in advance of commencing your studies to ensure there is adequate time to determine and plan for appropriate accommodations. Please call 204.632.3966 to make an appointment to see a Counsellor or Learning Disabilities Specialist.

Interlake Campuses Registration Form

Student Information:

Last name	First name (legal name)	
Mailing address		
City	Prov.	Postal code
Home telephone	Other telephone	
Email (for communication purposes)		
Date of birth	Social insurance number (for tax receipt purposes)	

Gender Identity: ☐ Female ☐ Male ☐ Another gender identity* ☐ Decline to answer

*This may include Indigenous Two Spirit, Transgender and other.

Have you ever been a student at Red River College? _____

If so, what is/was your student number? _____

Course Information:

Course code/name	Start date

REGISTRATION FEES ARE PAYABLE IN FULL AT THE TIME OF REGISTRATION.
Cheques and money orders should be made payable to Red River College Interlake Campuses.

Registration Fee $_____

Method of Payment: ☐ Cheque or money order ☐ MasterCard ☐ Visa ☐ AmEX ☐ Debit ☐ Cash

Credit card #	Exp. date	Total fee $
Cardholder signature		

Red River College Interlake Campuses
825 Manitoba Ave.
Selkirk, Manitoba R1A 1T0
T: 204.785.5328 | F: 204.482.7082
E: interlake@rrc.ca or peguisfisherrivercampus@rrc.ca
Web: rrc.ca/interlake and rrc.ca/peguis
facebook.com/rrcinterlake and facebook.com/rrcpeguis

RED RIVER COLLEGE

Information collected will be used by the College for registration, financial and communication purposes (including phone, email and written correspondence), as well as for statistical and reporting activities. Information is collected under the authority of Manitoba's Colleges Act and in compliance with the Freedom of Information and Protection of Privacy Act.

Notes:

Notes:

Red River College
Interlake Campuses

Box 304, Selkirk, MB R1A 1T0

Tel: 204.785.5328
Toll-free: 1.866.946.3241
Fax: 204.482.7082
Email: interlake@rrc.ca
peguisfisherrivercampus@rrc.ca

rrc.ca/interlake

Important Information:
RRC reserves the right to cancel courses or programs.
All dates, fees and locations are subject to change.
Early registration is strongly recommended.

THE DIFFERENCE IS HERE