

Steinbach Campus

Welcome to the Steinbach Campus

Red River College is pleased to present our program guide for 2011-12. As you read through our offerings I encourage you to ask yourself; if you had no restraints and could do anything what would it be? Fulfillment of a dream begins with a first step. Let Red River College Steinbach Campus assist in the first steps as you pursue your dream. If you are seeking professional development or pursuing a special interest we can help you find what is right. Steinbach offers small class sizes in a convenient location and the staff is always ready to help you in your selections.

Red River College - Steinbach Campus. Going Places

Mary-Ann Shukla, Manager
 RRC Steinbach Campus

Location:	Contents	Page
Red River College Steinbach Campus Unit#2 – 385 Loewen Boulevard Steinbach, MB R5G 0B3	General Information	2
Contact us:	Full-Time Programs Business Administration Diploma Business Accounting and Management Business & Administrative Studies Certificate Administrative Assistant Certificate Human Resource Management Certificate Educational Assistant Certificate Early Childhood Education Diploma – Year 1 Early Childhood Education – Workplace Health Care Aide Certificate Health Unit Clerk	3 4 4 4 5 5 6 6 7 7
Regular Hours of Operation: Monday – Thursday 8:00 am – 7:00 pm Fridays 8:00 am – 4:00 pm	Part-time Options Mature High School Diploma Course Schedules Course Descriptions Campus Manitoba Course Registration Form	7 7 8 14 23 24
Summer Hours: July & August Monday – Friday 8:00 am – 3:30 pm		

General Information

Registration Policy

Payment is required at time of registration for individual courses. Early registration is recommended as some classes fill quickly.

A \$70.00 non-transferable application fee must accompany all full-time program applications. A \$300 non-refundable deposit will be required upon acceptance into any of our full-time programs.

All registrations are handled on a first come basis.

Tuition Fees do not include the cost of text books and program specific supplies and fees.

Refer to www.rrc.ca/steinbach for payment options and refund policies.

Be sure to save your receipts and all registration correspondence – these are important documents! These documents contain information about your course start date, webadvisor account and other relevant information. Students registering by mail, fax, e-mail, or telephone should do so as soon as possible to ensure that confirmation receipts containing important class information are received prior to the first class.

Textbooks

The cost of textbooks is not included in the registration fee unless noted.

Full-time students are responsible for purchasing required textbooks prior to the first day of their program. Students will be able to purchase their books online from the Red River College Bookstore two weeks prior to program start dates. If book lists are available, they will be provided to students with their registration statements.

Textbooks for evening and weekend classes will be sold to students at Red River College Steinbach Campus on the first day of class. Textbooks may be returned, if unmarked, no later than ten 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.

Administration Policies

It is the responsibility of all students registered at the RRC Steinbach Campus to be familiar with the Student Codes of Rights and Responsibilities – Policy S1, and the specific academic and attendance requirements of the diploma, certificate, or document of achievement they plan to pursue. Students can access these policies by going to:

<http://www.rrc.ca/index.php?pid=5069>

Web Accounts

E-Mail:

As a new student you will receive a College e-mail address to receive all communications. Your e-mail address is the official method of communication between you and the college.

Web Advisor

Once you have registered for your course you can access your course, personal and financial information, as well as your grades, online payment and T2202A tax receipts on web advisor.

Student Awards, Bursaries & Scholarships

The C.P. Loewen Family Foundation Bursary and the RRC Student Association Regional Campus Scholarship are two examples of awards available to students attending the Steinbach Campus.

Red River College also assists students by administering awards, bursaries and scholarships that have been donated by concerned corporations, community organizations and individuals.

For additional Awards information or Student Aid information specific to Red River College visit: www.rrc.ca/awards or contact the Student Service Centre:

Phone: 204-632-2327 or 1-800-903-7707

Email: financialaid@rrc.mb.ca

Manitoba's New Tuition Fee Income Tax Rebate

For more information follow the link;

<http://www.gov.mb.ca/tuitionrebate/index.html>

Full-Time Programs

Business Administration Diploma Program

Year 1

This program allows students to complete the first year of the two year Business Administration Diploma Program at the Steinbach Campus. This Business program is designed to provide a broad business foundation during the first year of studies. During the second year of the program you declare a major that focuses their studies in Accounting, Administration, Financial Services, Marketing or Office Management.

Program Content:

Term 1:

- Financial Accounting 1
- Business Mathematics
- Economics 1
- Marketing 1
- Business Communications 1
- Business Computing

Term 2:

- Financial Accounting 2
- Business Statistics
- Economics 2
- Marketing 2
- Business Communications 2
- Intro to E-Business

Program Date: Aug 29, 2011 – Apr 27, 2012

Tuition / Fees: \$2,462

Books: \$1,600

Next Intake: Aug 27, 2012

Year 2: Accounting / Marketing Streams

Red River College is pleased to offer the 2nd year of the Business Administration Diploma at our Steinbach Campus location. The 2nd year offering will focus on two majors – Accounting and Marketing.

Portions of the 2nd year program content will be delivered through Elluminate Technology. Elluminate Technology allows for simultaneous delivery of courses to both the Steinbach and Winkler Regional Campus locations. Electives have been preselected.

Business Admin – Year 2

Program Content: Accounting Major

Term 3:

- Entrepreneurship 1
- Management & Organizational Behaviour
- Intermediate Accounting 1
- Accounting Software

- Quantitative Methods
- Business Finance

Term 4:

- Entrepreneurship 2
- Business Law
- Intermediate Accounting 2
- Cost Accounting
- Securities Investment
- Management Information Systems

Program Content: Marketing Major

Term 3:

- Entrepreneurship 1
- Management & Organizational Behaviour
- Personal Selling
- Market Research
- Consumer Behaviour
- Psychology

Term 4:

- Entrepreneurship 2
- Business Law
- Human Resource Management
- Integrated Marketing Communications
- International Marketing
- Retail Management

Program Date: Aug 29, 2011 – Apr 27, 2012

Tuition / Fees: \$2,462

Books: \$1,600

Next Intake: Aug 27, 2012 - Streams TBA

Career Opportunities: Financial Institutions, department stores, insurance companies, your own business, management trainee, entry-level accountant, entrepreneur

Student Testimonials

I got more than I bargained for by attending Red River College in Steinbach. I didn't just learn about accounting principles and quantitative formulas. I learned a lot about myself, the community, and how investing what you have in someone else's life can take them to a new level of success and start a ripple effect that can influence far beyond what one person could ever reach on their own.

Kyla Murray, Graduate 2010
 Business Admin Diploma – Accounting Major

Business Accounting & Management Certificate

This program is designed for those who want to gain employment in a business/accounting environment. Students will develop skills in three core areas: computers, accounting and management. This program includes a workplace practicum component that provides valuable hands-on experience in a business environment.

Program Content:

- Basic Business Communications
- Basic Business Math
- Bookkeeping & Accounting for Small Business
- Payroll & Taxable Benefits
- Simply Accounting
- Quick Books
- Computers – Intro
- Excel 2010
- Word 2010
- Access 2010
- Keyboarding
- Bookkeeping & Accounting for Small Business
- Report Writing
- Payroll & Taxable Benefits
- Simply Accounting
- Human Resource Management
- Assertiveness Training
- Principles of Management
- Conflict Resolution
- Team Building/Work Habits for Success
- Effective Speaking
- Workplace Practicum

To be eligible for Practicum Placement students are required to submit an official Adult Criminal Record/Vulnerable Sector Check document.

Program Dates: Oct 11, 2011 – May 18, 2012

Tuition / Fees: \$5,732

Books: \$1,400

Next Intake: Oct 15, 2012

Career Opportunities: Office Manager, Bookkeeper.

Business & Administrative Studies Certificate

Prepare for a variety of careers in the world of business and management. In this program you will develop fundamental skills to supervise, communicate and manage. Electives are offered to further develop your understanding of key business functions such as accounting and marketing. This program is ideal for those seeking to develop a broad understanding of management and administrative functions in business, industry and not-for-profit organizations – or to prepare for advancement, career changes or a new job.

Program Content:

- Business Communications **or**
- Basic Business Communications
- Report Writing
- Human Resource Management
- Principles of Management
- Principles of Supervision & Leadership
- Human Behaviour in Organizations
- Financial Accounting 1
- Payroll & Taxable Benefits
- Marketing 1
- Basic Business Math
- Business Computing
- Business Law

Program Dates: Jan 3, 2012 – Aug 3, 2012

Tuition / Fees: \$5,335

Books: \$1,100

Career Opportunities: Accounting Clerk, Administrative Assistant; Office Manager, Operations Manager

Administrative Assistant Certificate

Prepare for employment opportunities in a business or office environment. This program focuses on communications, mathematics, accounting, office procedures and computer software applications. This program includes a workplace practicum component that provides valuable hands-on experience in a business environment.

Administrative Assistant – Con't

Program Content:

- Basic Business Communications
- Basic Business Math
- Bookkeeping & Accounting for Small Business
- Simply Accounting
- Business Computing
- Keyboarding
- Event Planning
- Office Professionalism
- Administrative Procedures
- Customer Service
- Workplace Practicum

To be eligible for Practicum Placement students are required to submit an official Adult Criminal Record/Vulnerable Sector Check document.

Program Dates: Oct 11, 2011 – Apr 6, 2012

Tuition / Fees: \$4,749

Books: \$1,200

Next Intake: Oct 15, 2012

Career Opportunities: Administrative Assistant, Office Technician, Office Clerk, Executive Assistant.

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, plus workplace health and safety.

Program Content:

- Human Resource Management
- Human Behaviour in Organizations
- Recruitment & Selection
- Training & Development
- Compensation
- Labour Relations
- Principles of Management
- Payroll & Benefits
- Supervision & Leadership
- Workshops (3)

Program Dates: Jan 3, 2012 – Apr 27, 2012

Tuition / Fees: \$4,133

Books: \$1,200

Next Intake: Jan 2, 2013

Career Opportunities: Human Resource Manager, Employment Advisor, Human Resource Representative

Educational Assistant Certificate

Prepare for a career working with students in educational settings under the direction of teachers or other educational professionals. Study and explore the developmental needs of children and the instructional strategies to meet those needs.

Program Content:

- Basic Computer Applications
- Academic Writing
- Inclusive Education
- EA Roles & Responsibilities
- Portfolio Development
- Communication & Partnerships
- Characteristics of Learners
- Managing Behaviour
- Supporting Learning Environment
- Observation & Documentation
- Professionalism
- Instructional Technology
- Exceptional Students
- ELA Content & Practice
- Math Content & Practice
- Emergency First Aide/CPR C
- Practicum – E.A.

Students are also required to have current certification in either NVCI or WEVAS

To be eligible for Practicum Placement students are required to submit an official Adult Criminal Record/Vulnerable Sector and Provincial Child Abuse Registry Check documents.

**Program Dates: Aug 22, 2011 – Jan 30, 2012 or
Jan 17, 2012 – June 12, 2012**

Tuition / Fees: \$4,382

Books: \$700

Next Intake: Aug 20, 2012

Career Opportunities: Educational Assistants in K-12 public or private schools.

Early Childhood Education Diploma – Year 1

Learn how to support children and families in group care settings by planning appropriate experiences that stimulate the intellectual, physical, emotional and social development of young children. You will study child development, the family, child centered curriculum, play, childcare guidance techniques, communication skills and professionalism.

Program Content:

Term 1

- Explain the Study of Human Development A
- Explain the Study of Human Development B
- Explain Development in Infancy & Toddlerhood
- Use Academic Communication Skills
- Explain the Early Childhood Profession
- Provide Nurturing Care
- Use Guidance Practices
- Provide for Physical Health & Safety
- Interact with Children through Play
- Provide an Environment for Play
- Apply Practical Skills 1

Term 2

- Explain Development in Early Childhood
- Explain Development in Middle Years
- Respect Individual Family Situations
- Use Interpersonal Skills 1
- Foster Social and Emotional Growth
- Facilitate Symbolic Play
- Facilitate Music and Movement
- Foster Discovery and Creative Play
- Prepare for Play
- Apply Practical Skills 2

To be eligible for Practicum Placement students are required to submit official Adult Criminal Record/Vulnerable Sector and Provincial Child Abuse Registry Check documents.

Please visit our website www.rrc.ca/steinbach for full details on entrance requirements and program content.

Program Dates: Sept 11, 2011 – June 8, 2012

Tuition / Fees: \$2,323

Books: \$1,200

Early Childhood Education - Workplace

Year 2

Students complete the ECE Workplace Diploma Program on an accelerated basis by attending classes two full days per week and working at a daycare centre the other three days per week. Practicum is completed in the workplace. Your employer will need to provide you with release time for the two days per week of classes. The goal of the program is to integrate the experience of employed ECE's to further develop knowledge and skills in providing quality childcare in the community.

Program Content:

Term 3:

- Support Children's Special Needs
- Respect Children within Diverse Cultures
- Support the Abused Child
- Support Infants and School Age Children
- Use Interpersonal Skills II
- Apply Behavior Management Strategies
- Respond to Physical, Medical & Nutritional Needs
- Foster Language, Literacy and Mathematics through Play
- Plan for Play-Based Programs
- Apply Practical Skills 3

Term 4:

- Analyze Theories of Development
- Support Partnerships with Families
- Use Professional Communication Skills
- Display Professional Behavior
- Guide a Variety of Challenging Behaviors
- Extend Children's Play
- Explore a Variety of Approaches to Program Planning
- Apply Practical Skills 4

Program Dates: Sept 8, 2011 – Jun 19, 2012

Tuition / Fees: \$2,243

Books: \$ 1,200

Career Opportunities: Day care centers, nursery schools, Level 2 Early Childhood Educator.

Health Unit Clerk

Attain the knowledge and skills to function as part of the health care team. Learn the roles and responsibilities of a health unit clerk, including: handling patient and unit records, order transcription, processing physician, diagnostic and laboratory orders.

Please visit our website www.rrc.ca/steinbach for full details on entrance requirements and program content.

Next Intake: July 2013

Career Opportunities: Health Unit Clerk, Ward Clerk

Health Care Aide Certificate

Prepare to become a health care worker who, under the supervision of a nurse, assists hospital patients, personal care home residents, or home care clients with specific physical, emotional and social needs.

Program Content:

- Health Care Delivery
- Interpersonal Relationships
- Growth & Development
- Introduction to Gerontology
- Safety in Health Care Settings
- Activities of Daily Living, Part 1
- Activities of Daily Living, Part 2
- Long-Term Care
- Caring for Clients in the Community
- Nonviolent Crises Intervention
- Health Care Aide Clinical Experience

Students are also required to have current certification in HCP/BSL CPR for Health Care Providers and provide evidence of up-to-date and completed immunizations.

To be eligible for Practicum Placement students are required to submit an official Adult Criminal Record/Vulnerable Sector and Provincial Child Abuse Registry Check documents.

Next Intake: July 2012

Part-time Option: Sept 20, 2011 – June 28, 2012

Career Opportunities: Health Care Aide, Nursing Assistant, Home Care Attendant

Prior Learning Assessment & Recognition

At RRC, Recognition of Prior Learning (RPL) is a process in which individuals have the opportunity to obtain credit for college-level knowledge and skills gained outside the classroom and/or through other educational programs. Please refer to the college website for more information on RPL.

Part-time Program Options

Any of the full-time programs offered at Red River College – Steinbach Campus can be done on a part-time basis. In addition, through careful selection students have the option of combining in class instruction, with offerings from either Distance Education or Continuing Education to pursue other Certificate or Diploma programs offered through Red River College. Following are a sample of programs that can be completed on a part-time basis:

- Accounting Certificate
- Administrative Assistant Certificate
- Business Administration Diploma
- Business & Administrative Studies Certificate
- Bookkeeping & Small Business Office Certificate
- Computer Applications Certificate
- Early Childhood Education Diploma
- Educational Assistant Certificate
- Health Services Management Certificate
- Human Resource Management
- Management Development Certificate
- Professional Sales Certificate (CPSA)
- Small Business Management Certificate

Mature High School Diploma Program

Red River College offers a variety of Grade 10, 11 & 12 courses for students seeking to attain the Mature Student High School Diploma, and for high school graduates who require specific courses for college or university.

Tuition is not charged for these courses. Students pay a materials fee of \$20 per course. Some supplies will need to be purchased. All courses may be applied to the Mature Student High School Diploma. Note: All courses may not be available in each term.

Call for an appointment with an advisor or if you have any questions, we would be glad to help. Give us a call at 320-2500 ext 6005 or check the website at www.rrc.ca/steinbach

Course Schedules

Business Courses

Access 2010	COMP-1182	Feb 27 – Apr 16	M/W/F	8:00 am – 10:00 am	\$399
Accounting Software	ACCT-3001	Aug 29 – Dec 15	M-Th	9:00 pm – 9:50 pm	\$529
Administrative Procedures	BUSA-1030	Jan 3 – Mar 15	T/Th	8:30 am – 10:30 am	\$399
Assertiveness Training	MGMT-1003	Oct 12 – Dec 14	M/W	2:00 pm – 4:00 pm	\$399
Basic Business Communications					
	COMM-1023	Oct 11 – Dec 15	T/Th	10:15 am – 12:15 pm	\$399
Basic Business Math	MATH-1039	Oct 11 – Dec 15	T/Th	8:00 am – 10:00 am	\$399
Bookkeeping & Accounting for Small Business					
	ACCT-1007	Oct 12 – Dec 16	M/W/F	12:00 pm – 1:45 pm	\$429
	ACCT-1007	Jan 31 – Apr 24	Tues	6:00 pm - 10:00 pm	\$429
Business Communications 1	COMM-1000	Aug 30 – Dec 15	T/Th	1:00 pm – 3:00 pm	\$529
Business Communications 2	COMM-2000	Jan 3 – Apr 26	T/Th	1:00 pm – 3:00 pm	\$529
Business Computing (64 hrs)	COMP-1975	Aug 30 – Dec 15	T/Th	10:15 am – 12:15 pm	\$529
Business Computing (80 hrs)	COMP-1975	Oct 11 – Mar 15	T/Th	1:00 pm – 3:00 pm	\$639
Business Finance	FNCE-3002	Aug 30 – Dec 15	T/Th	1:00 pm – 3:00 pm	\$529
Business Law	ADMN-3001	Jan 4 – Apr 25	M/W	10:15 am – 12:15 pm	\$529
Business Mathematics	MATH-1051	Aug 29 – Dec 16	M/W/F	10:15 am – 12:15 pm	\$639
Business Statistics	MATH-1020	Jan 4 – Apr 27	M/W/F	10:15 am – 12:15 pm	\$639
Compensation	HUMR-1017	Jan 3 – Feb 16	T/Th & Fri	10:15 am – 12:15 pm 1:00 pm – 3:00 pm	\$399
Computers – Intro	COMP-1081	Oct 12 – Dec 14	M/W	8:00 am – 10:00 am	\$399
Consumer Behaviour	MRKT-3010	Sept 2 – Dec 16	Fri	10:15 am – 12:15 pm and 1:00 pm – 3:00 pm	\$529
Cost Accounting	ACCT-3004	Jan 3 – Apr 27	M-F	9:00 am – 9:50 am	\$639
Customer Service	BUSA-1081	Jan 3 – Mar 15	T/Th	10:45 am – 12:15 pm	\$299
Economics 1	ECON-1022	Aug 29 – Dec 14	M/W	1:00 pm – 3:00 pm	\$529
Economics 2	ECON-2000	Jan 4 – Apr 25	M/W	1:00 pm – 3:00 pm	\$529
Entrepreneurship 1	ADMN-3003	Aug 30 – Dec 15	T/Th	10:15 am – 12:15 pm	\$529
Entrepreneurship 2	ADMIN-3006	Jan 3 – Apr 26	T/Th	10:15 am – 12:15 pm	\$529
Events Planning	BUSA-1083	Oct 12 – Dec 14	M/W	8:00 am – 10:00 am	\$399
Excel 2010	COMP-1183	Jan 4 – Feb 17	M/W/F	8:00 am – 10:00 am	\$399
Financial Accounting 1	ACCT-1971	Aug 29 – Dec 16	M/W/F	8:00 am – 10:00 am	\$639
	ACCT-1971	Sept 12 – Dec 14	M/W	6:00 pm – 9:00 pm	\$639
Financial Accounting 2	ACCT-2043	Jan 4 – Apr 27	M/W/F	8:00 am – 10:00 am	\$639
	ACCT-2043	Feb 1 – May 14	M/W	6:00 pm – 9:00 pm	\$639

Human Behaviour in Organizations	HUMR-1019	Jan 4 – Feb 17	M/W/F	8:00 am – 10:00 am	\$399
Human Resource Management	HUMR-3003	Jan 4 – Apr 25	M/W	1:00 pm – 3:00 pm	\$529
Integrated Marketing Communications	MRKT-3015	Jan 3 – Apr 26	T/Th	8:00 am – 10:00 am	\$529
Intermediate Accounting 1	ACCT-3000	Aug 29 – Dec 16	M-F	8:00 am – 8:50 am	\$639
Intermediate Accounting 2	ACCT-3003	Jan 3 – Apr 27	M-F	8:00 am – 8:50 am	\$639
International Marketing	MRK-3016	Jan 3 – Apr 26	T/Th	1:00 pm – 3:00 pm	\$529
Introduction to E-Business	EBUS-1311	Jan 3 – Apr 26	T/Th	10:15 am – 12:15 pm	\$529
Keyboarding	BUSA-1080	Oct 12 – Dec 14	M/W	10:15 am – 11:15 am	\$199
Labour Relations	HUMR-1002	Sept 21 – Dec 14	Wed	6:00 pm – 9:00 pm	\$399
	HUMR-1002	Feb 28 – Apr 13	T/Th Fri	10:15 am – 12:15 pm 1:00 pm – 3:00 pm	and \$399
Management & Organizational Behaviour	ADMN-3004	Aug 29 – Dec 14	M/W	10:15 am – 12:15 pm	\$529
Management Information Systems	ACCT-3002	Jan 3 – Apr 26	T/Th	1:00 pm – 3:00 pm	\$529
Management Principles1	MGMT-1161	Jan 3 – Apr 10	T/Th	1:00 pm – 2:30 pm	\$399
Marketing 1	MRKT-1061	Aug 30 – Dec 15	T/Th	8:00 am – 10:00 am	\$529
Marketing 2	MRKT-2068	Jan 3 – Apr 25	T/Th	8:00 am – 10:00 am	\$529
Marketing Research	MRKT-3011	Aug 30 – Dec 15	T/Th	1:00 pm – 3:00 pm	\$529
Office Professionalism	BUSA-1082	Jan 4 – Mar 14	M/W	8:00 am – 10:00 am	\$399
Payroll & Benefits	HUMR-1007	Jan 3 – Apr 10	T/Th	8:30 am – 10:00 am	\$399
Personal Selling	MRKT-3012	Aug 29 – Dec 14	M/W	1:00 pm – 3:00 pm	\$529
Project Management	PROJ-1030	Oct 14 – Dec 19	Mon	5:30 pm – 9:30 pm	\$419
There will be 1 extra class for Project Management lab on Saturday November 26, 2011 from 9:00 am – 1:00 pm					
Psychology	SOSC-3001	Aug 29 – Dec 14	M/W	8:00 am – 10:00 am	\$529
Quantitative Methods	MATH-3001	Aug 29 – Dec 14	M/W	1:00 pm – 3:30 pm	\$639
QuickBooks	ACCT-1014	Mar 7 – Apr 18	M/W	10:15 am – 12:15 pm	\$259
Recruitment & Selection	HUMR-1184	Jan 4 – Feb 17	M/W/F	10:15 am – 12:15 pm	\$399
Retail Management	MRKT-3017	Jan 4 – Apr 25	M/W	8:00 am – 10:00 am	\$529
Report Writing	COMM-1016	Jan 3 – Apr 26	T/Th	10:15 am – 11:45 pm	\$399
Securities Investments	FNCE-3008	Jan 4 – Apr 25	M/W	1:00 pm – 3:00 pm	\$529
Simply Accounting (2010)	ACCT-1088	Sept 20 – Dec 6	Tues	6:00 pm – 10:00 pm	\$429
	ACCT-1088	Jan 4 – Mar 5	M/W Fri	10:15 am – 12:15 pm 10:15 am – 12:15 pm	and \$429
Supervision & Leadership 1	MGMT-1167	Feb 27 – Apr 13	M/W/F	8:00 am – 10:00 am	\$399
Training & Development	MGMT-1063	Feb 27 – Apr 13	M/W/F	10:15 am – 12:15 pm	\$399
Word 2010	COMP-1184	Jan 6 – Apr 27	Fri	12:30 pm - 3:00 pm	\$399

Business Workshops/Seminars

Conflict Resolution	SEMR-9096	Oct 25 & Oct 27	T/Th	1:00 pm – 5:00 pm	\$ 89
Exceptional Customer Services	PDEV-1947	Nov 22 & 24	T/Th	6:00 pm – 9:30 pm	\$ 79
Effective Speaking Skills	COMM-1424	Dec 6 & Dec 8	T/Th	1:00 pm – 4:30 pm	\$ 79
Managing Young Workers	SEMR-9003	Mar 3	Sat	9:00 am – 5:00 pm	\$ 89
Team Building/Work Habits for Success					
	PDEV-1985	Nov 15 & 17	T/Th	1:00 pm – 4:30 pm	\$ 79
Study Skills Workshop	SEMR-9448	Oct 7	Fri	9:00 am – 2:30 pm	\$ 59
Building Trust & Loyalty in the Workplace					
	SEMR-9158	April 17 & 19	T/Th	9:00 am – 1:00 pm	\$ 89
Diversity	SEMR-9124	April 20	Fri	8:30 am – 4:30 pm	\$ 89

Computer Courses

AutoCAD 1	CADD-1010	Feb 28 – May 8	Tues	6:00 pm – 10:00 pm	\$399
Intro to PC's	COMP-9007	Sep 13 – Sep 22	T/Th	6:00 pm – 8:30 pm	\$109
Intro to PC Tasks	COMP-9008	Sep 27 – Oct 6	T/Th	6:00 pm – 8:30 pm	\$109
Excel 2010 – Level 1	COMP-9039	Oct 11 - 25	Tues	6:00 pm – 8:00 pm	\$ 69
Excel 2010 – Level 2	COMP-9040	Nov 1 – 15	Tues	6:00 pm – 8:00 pm	\$ 69
Excel 2010 – Level 3	COMP-9041	Nov 22 – Dec 6	Tues	6:00 pm – 8:00 pm	\$ 69
Word 2010 – Level 1	COMP-9042	Jan 10 - 24	Tues	6:00 pm – 8:00 pm	\$ 69
Word 2010 – Level 2	COMP-9043	Jan 31 – Feb 14	Tues	6:00 pm – 8:00 pm	\$ 69
Word 2010 – Level 3	COMP-9044	Feb 28 – Mar 13	Tues	6:00 pm – 8:00 pm	\$ 69

Educational Assistant

Basic Computer Applications*	EDUA-1001	Sept 2 – Oct 7	Fri	9:00 am – 11:30 am	\$159
Academic Writing*	EDUA-1002	Aug 22 – Aug 29	M-F	9:00 am – 2:30 pm	\$299
Inclusive Education*	EDUA-1003	Aug 31 – Oct 17	M/W	9:00 am – 11:30 am	\$299
EA Roles & Responsibilities*	EDUA-1004	Aug 30 – Oct 6	T/Th	9:00 am – 11:30 am	\$299

Early Childhood Education

Explain the Study of Human Development – Part A*					
	ECED-1353	Sept 12 – Oct 3	Mon	9:00 am – 2:30 pm	\$199
Explain the Study of Human Development – Part B*					
	ECED-1354	Oct 17 – Nov 7	Mon	9:00 am – 2:30 pm	\$199
Use Academic Communication Skills*					
	COMM-1049	Sept 13 – Sept 23	T-F	9:00 pm – 2:30 pm	\$399

*These courses are pre-requisites for all other courses in the respective programs. Visit Website for further details.

Nursing

Human Anatomy & Physiology 1	ZOOL-1071	Sep 20 – Feb 14	Tues	6:00 pm – 10:00 pm	\$579
Human Anatomy & Physiology 2	ZOOL-1072	Sep 22 – Feb 16	Thurs	6:00 pm – 10:00 pm	\$579
Nursing Microbiology	MBIO-1016	Sep 24 – Feb 17	Sat	9:00 am – 1:00 pm	\$429
Psychology	SOSC-3001	Sep 12 - Nov 28	Mon	6:00 pm – 10:00 pm	\$449

Health & Community Service

Activities Programming for Youth

CYCP-1018 NEW - Coming Soon – watch website for updates

Counseling Fundamentals	COUN-1025	Jan 25 – May 2	Wed	6:00 pm – 9:30 pm	\$449
Counseling Skills Theory	COUN-1029	Sep 7 – Dec 7	Wed	6:00 pm – 9:30 pm	\$429

Foundations in Disability & Community Support

DISA-1002	Oct 11 – Dec 13	Tues	5:00 pm – 9:00 pm	\$399
DISA-1002	Apr 10 – Jun 12	Tues	12:00 pm – 4:00 pm	\$399

Intro to Early Childhood Education

ECED-1072	Sep 28 – Dec 7	Wed	6:30 pm – 9:30 pm	\$399
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Supervision in Human Services

MGMT-1067	Apr 10 – Jun 12	Tues	5:00 pm – 9:00 pm	\$399
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Use Interpersonal Communications 1

COMM-1050	Jan 24 – Feb 17	T – Th	9:00 am – 11:30 am	\$399
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Health Unit Clerk & Health Care Aide Courses

Medical Terminology	HEAL-1003	Jan 16 – Apr 16	Mon	6:00 pm – 9:30 pm	\$449
Health Care Delivery	HEAL-1845	Sept 13 – Oct 6	T/Th	6:00 pm – 10:00 pm	\$299
Safety in Health Care Settings	HEAL-1831	Oct 11 – Nov 3	T/Th	6:00 pm – 10:00 pm	\$299
Growth & Development	HCAP-1132	Nov 8 – Dec 6	T/Th	6:00 pm – 10:00 pm	\$199
Intro to Gerontology	HCAP-1006	Dec 8 – Jan 19	T/Th	6:00 pm – 10:00 pm	\$399
Activities of Daily Living 1	HCAP-1000	Jan 24 – Mar 6	T/Th	6:00 pm – 10:00 pm	\$449
Interpersonal Relations	HEAL-1001	Mar 8 – Apr 10	T/Th	6:00 pm – 10:00 pm	\$399
Activities of Daily Living 2	HCAP-1001	Apr 12 – May 15	T/Th	6:00 pm – 10:00 pm	\$399
Long-Term Care	HCAP-1133	May 17 – Jun 12	T/Th	6:00 pm – 10:00 pm	\$299
Caring for Clients	HCAP-1131	Jun 14 – Jun 26	T/Th	6:00 pm – 10:00 pm	\$199
Health Care Aide Clinical	PRAC-1130	Jul 2 – Aug 10	Practicums are full-time, shift work		\$659

Health Related /Safety Courses

CPR – Level A	HEAL-1024	Nov 19	Sat	9:00 am – 1:00 pm	\$ 59
CPR – Level C	WRKS-1325	Nov 19	Sat	9:00 am – 5:00 pm	\$ 99
BLS for Health Care Providers	WRKS-1330	Oct 29	Sat	9:00 am – 5:00 pm	\$ 99
Emergency First Aide/CPR C	HEAL-1846	Nov 5	Sat	9:00 am – 5:00 pm	\$119
Standard Childcare First Aid/CPR B	HEAL-1005	Dec 10 & 17	Sat	9:00 am – 5:00 pm	\$189

Textbooks are included in the Tuition for the First Aide & CPR courses listed above.

Safe Food Handler	HEAL-1501	Sep 24 or	Sat	9:00 am – 5:00 pm	\$119
		Nov 19 or	Sat	9:00 am – 5:00 pm	\$119
		Feb 25 or	Sat	9:00 am – 5:00 pm	\$119
		April 14 or	Sat	9:00 am – 5:00 pm	\$119
		May 26	Sat	9:00 am – 5:00 pm	\$119
Hunter Safety	SEMR-9298	Oct 22 & 29	Sat	9:00 am – 1:00 pm	\$129
Red Cross Babysitter	GENI-1010	Dec 3	Sat	9:00 am – 5:00 pm	\$ 89
Non-Violent Crisis Intervention	SEMR-9012	Dec 21 & 22	Wed/Th	9:00 am – 4:00 pm	\$149
Nutritional Therapy	PDEV-9009	Nov 9 - 23	Wed	6:00 pm – 9:00 pm	\$ 99

Trades/Industrial

Math for Trades	MATH-1005	Sept 15 – Dec 3	T/Th	6:30 pm – 9:30 pm	\$449
Power Engineering – 5 th Class	ENGI-1008	Sep 29 – Feb 16	M/TH	5:00 pm – 9:00 pm	\$825
Wastewater Treatment II*	CONF-1067	Oct 24 – Oct 27	M-Th	8:00 am – 4:00 pm	\$785
		Manitoba Certification Exam will be Friday, October 28 th , 2011			
Wastewater Collection I & II*	WATR-1003	Oct 31 – Nov 3	M-Th	8:00 am – 4:00 pm	\$785
		Manitoba Certification Exam will be Friday, November 4 th , 2011			

*Note: Course fees do not include cost of Manitoba Certification Exams. Students must register with Manitoba Conservation for Provincial Exams seven days in advance of scheduled exam date. For further information on Manitoba Certification Exam dates and fees contact Pat Goran at 204-945-2791

General Interest

Cooking Classes:

Basic Canning	GENI-9025	Sep 19	Mon	6:30 pm – 9:30 pm	\$ 59
Cooking for One	GENI-9026	Oct 24	Mon	6:30 pm – 9:30 pm	\$ 59
Game Day Munchies	CULI-XXXX	Oct 17	Mon	6:30 pm – 9:30 pm	\$ 59
Greek	CULI-9003	Nov 21	Mon	6:30 pm – 9:30 pm	\$ 59
Italian	CULI-9002	Dec 5	Mon	6:30 pm – 9:30 pm	\$ 59
Newly Wed Cooking	GENI-9027	Nov 7	Mon	6:30 pm – 9:30 pm	\$ 59
Southwest Cooking	CULI-9006	Oct 3	Mon	6:30 pm – 9:30 pm	\$ 59

Healthy Mennonite Food

	GENI-9028	Nov 14	Mon	6:30 pm – 9:30 pm	\$ 59
Digital Cameras 101	PHOT-9002	Oct 1	Sat	9:00 am – 1:00 pm	\$ 49
Advanced Digital Cameras	PHOT-9003	Oct 15	Sat	9:00 am – 1:00 pm	\$ 49
Survival 101	GENI-9029	Oct 1	Sat	9:00 am – 12:00 pm	\$ 49
Reiki – Level 1	PDEV-9022	Oct 15	Sat	9:30 am – 5:00 pm	\$ 99
		Nov 26	Sat	9:30 am – 5:00 pm	\$ 99
		Feb 25	Sat	9:30 am – 5:00 pm	\$ 99
Intro to Hot Stone Massage	GENI-9030	Jan 28	Sat	9:30 am – 5:00 pm	\$ 99
Feng Shui	PDEV-9023	April 12, 19 & 26	Thurs	6:30 pm – 9:30 pm	\$109
Life Wheel Assessment	PDEV-9021	Sept 8	Thurs	6:30 pm – 9:30 pm	\$ 49
		Jan 26	Thurs	6:30 pm – 9:30 pm	\$ 49
		Apr 26	Thurs	6:30 pm – 9:30 pm	\$ 49
Make a Million in Real Estate	SEMR-9529	Oct 13 – Oct 27	Thurs	7:00 pm – 9:30 pm	\$ 79
Residential Tenancy Act	APT-1004	Oct 29	Sat	9:00 am – 5:00 pm	\$ 89
Women & Money: Managing Money	SEMR-9107	Oct 12	Wed	6:30 pm – 9:30 pm	\$ 39
Women & Money: Wills, Health Directives, Power of Attorney, Common-Law, & Divorce	SEMR-9217	Oct 26	Wed	6:30 pm – 9:30 pm	\$ 39
Women & Money: Starting Out or Starting Over	PDEV-9024	Nov 9	Wed	6:30 pm – 9:30 pm	\$ 39
Women & Money: Saving & Investing Money When You Don't Have Any	SEMR-9116	Nov 23	Wed	6:30 pm – 9:30 pm	\$ 39

Declaration of Waiver

RRC Steinbach Campus does its best to update program information regularly so you are not inconvenienced.

Information in this guide is current as of date of printing, however, on occasion, changes do occur.

The College reserves the right to modify or cancel any program, option, course, program objective, fee, or schedule without notice or prejudice.

Visit our website at www.rrc.ca/steinbach for new course offerings.

Course Descriptions

RRC Steinbach Campus regularly adds new courses and workshops – for a current listing of courses and workshops visit our website at: www.rrc.ca/steinbach

Business Workshops / Seminars

Building Trust & Loyalty in the Workplace SEMR-9158

Pressure is being placed on managers to build progressive working environments that encourage and support employee growth and job satisfaction. Participants will be introduced to a simple tool to assess their ability to foster a working environment that ensures high levels of employee engagement. We will also discuss practical techniques to identify and nurture employee ability and to build higher levels of employee commitment and contribution.

8 hrs\$ 89

Date: Tues/Thurs, April 17 & 19, 2012

Time: 9:00 am – 1:00 pm

Conflict Resolution – SEMR-9096

We can expect to face conflict situations whenever we spend time with others; conflict gets resolved whether the situation is to our liking or not. This conflict resolution workshop addresses the interpersonal scope for such activity so that you can resolve your conflicts with others in a stable and safe environment, while still maintaining your own dignity. Topics include: safety procedures, how to maintain control of a situation, defusing techniques, how to listen and ask questions, mediation, and how to come to an eventual agreement.

8 hrs\$ 89

Date: Tues/Thurs, Oct 25 & 27, 2011

Time: 1:00 pm – 5:00 pm

Diversity – SEMR-9124

Discover the importance of employment equity in business planning in order for business 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.

8 hrs\$ 89

Date: Friday, April 20, 2012

Time: 8:30 am – 4:30 pm

Exceptional Customer Service – PDEV-1947

Attracting customers and keeping them: these are the goals of quality customer service. This workshop looks at who your customers are, what their needs are and how your business can satisfy those needs. Topics covered include internal and external customers/clients, top customer turn-offs, customer/clients with special needs and customers with problems needs.

7 hrs\$ 79

Date: Tues/Thurs, Nov 22 & 24, 2011

Time: 6:00 pm – 9:30 pm

Effective Speaking Skills – COMM-1424

Hold your audience's attention while you speak; whether it is one-on-one with peers or clients, or in a group setting. This interactive workshop (including role-playing and public speaking exercises) will enable you to get your point across clearly and enthusiastically in a variety of situations, enabling you to create a professional and effective business image.

7 hrs\$ 79

Date: Tues/Thurs, Dec 6 & 8, 2011

Time: 1:00 pm – 4:30 pm

Managing Young Workers – SEMR-9003

Learn as managers and supervisor the facts about the new generations of workers. Explore innovative techniques to ensure effective skills transfer and how to maintain a productive workplace.

8 hrs\$ 89

Date: Saturday, March 3, 2012

Time: 9:00 am – 5:00 pm

Study Skills Workshop – SEMR-9448

In this one-day workshop, you will learn how to study more efficiently and effectively. Some of the topics covered are: note taking, test taking, developing a study routine, what to look for when reading a textbook, and managing your school and personal time.

5 hrs\$ 59

Date: Friday, Oct 7, 2011

Time: 9:00 pm – 2:30 pm

Team Building/ Work Habits for Success – PDEV-1985

Analyze yourself and others in order to see what each individual brings to the team, and discover why there is no “I” in “Team”. Re-energize team members, and make yours a winning team! Topics include how teams work, building a team attitude among your employees and learning how to deal with internal conflict to achieve “win-win” results.

7 hrs\$ 79

Date: Tues/Thurs, Nov 15 & 17, 2011

Time: 1:00 pm – 4:30 pm

Computer Courses

AutoCAD1 – CADD-1010

This course is designed to provide students with an introduction to and an understanding of the basic functions of AutoCAD computer aided drafting software. Students successfully completing this course will be able to produce accurate and complete simple two-dimensional working drawings in both imperial and metric measurements. They will understand the concepts of formatting units, layers, text and dimensions. They will know how and when to add or modify objects, text, dimensions and hatching. Course will use AutoCAD 2011 Software.

Pre-Req: DRAF-1000 Drafting Fundamentals

40 hrs\$399

Date: Tuesdays, Feb 28 – May 8, 2011

Time: 6:00 pm –10:00 pm

Excel 2010 – Level 1 – COMP-9039

This basic Excel 2010 workshop will cover the following; creating spreadsheets, constructing formulas, editing data, formatting data and cells, and printing worksheets. Functions such as SUM, AVERAGE, MINIMUM, MAXIMUM, Autofill and Autoformat will be covered as well as creating headers, footers and modifying page settings.

6 hrs\$ 69

Date: Tuesdays, Oct 11 – 25, 2011

Time: 6:00 pm – 8:00 pm

Excel 2010 – Level 2 – COMP-9040

In this intermediate Excel 2010 workshop you will learn how to use multiple spreadsheets, additional functions (i.e. COUNT, COUNTIF, PMT and NOW), how to create and modify charts and how to use graphics and diagrams.

6 hrs\$ 69

Date: Tuesdays, Nov 1 – Nov 15, 2011

Time: 6:00 pm – 8:00 pm

Excel 2010 – Level 3 – COMP-9041

In this advanced Excel 2010 workshop you will learn how to work with large spreadsheets, how to use advanced functions (IF and VLOOKUP), how to validate and analyze data and how to set protection on spreadsheets and workbooks.

6 hrs\$ 69

Date: Tuesdays, Nov 22 – Dec 6, 2011

Time: 6:00 pm – 8:00 pm

Intro to PC’s – COMP-9007

This course is for the individual with little or no computer experience. If you are afraid to use a computer – this class is for you! Together we will learn what this strange new machine really is – and is not – and practice some basic windows personal computer skills.

10 hrs\$109

Date: Tues/Thurs, Sep 13 – 22, 2011

Time: 6:00 pm – 8:30 pm

Intro to PC Tasks – COMP-9008

Now that you are familiar with the basic computer terminology and operation, you are ready to learn how to explore the web and access your email. You will also learn how to create and format basic word processing documents using MS Word. Finally, you will be introduced to the basics of MS Excel – creating and formatting a basic spreadsheet as well formulas and creating charts.

10 hrs\$109

Date: Tues/Thurs, Sep 27 – Oct 6, 2011

Time: 6:00 pm – 8:30 pm

Word 2010 – Level 1 – COMP-9042

In this basic course you will learn how to: create a new document, save and open an existing document, use delete and backspace keys, use spelling and grammar tools, cut, copy, and past text, align text, adjust line spacing, change font, preview a document and modify page settings.

6 hrs\$ 69

Date: Tuesdays, Jan 10 – 24, 2012

Time: 6:00 pm – 8:00 pm

Word 2010 – Level 2 – COMP-9043

In this intermediate course you will learn how to: insert a table, edit a table, format a table, insert clip art, pictures, WordArt, modify a graphic, insert headers and footers, footnotes and endnotes, use drop caps, adjust page breaks and create a table of contents.

6 hrs\$ 69

Date: Tuesdays, Jan 31 – Feb 14, 2012

Time: 6:00 pm – 8:00 pm

Word 2010 – Level 3 – COMP-9044

In this advanced course you will learn how to: create a document using a template, create a template, create a main document, create a data source, merge, work with existing files, sort and select records.

6 hrs\$ 69

Date: Tuesdays, Feb 28 – Mar 13, 2012

Time: 6:00 pm – 8:00 pm

Nursing Courses

Nursing courses are offered through Elluminate - a virtual online classroom where the lecture is delivered with an instructor through web-based technology. Students may need to travel for course labs.

Human Anatomy & Physiology 1 – ZOOL-1071 (HEAL-1006)

This course is designed to provide an introductory study of the structure and pertinent aspects of the function of the principle organ systems. The importance of learning and using correct terminology is stressed. Laboratory exercises are provided to support and enrich the theoretical content by having students perform dissections and complete lab reports.

80 hrs.....\$579

Date: Tuesdays, Sept 20, 2011 – Feb 14, 2012

Time: 6:00 pm – 10:00 pm

A text book is required for this course.

Human Anatomy & Physiology 2 – ZOOL-1072 (HEAL-2070)

The gross and histological anatomy of each principal organ system is examined. The details of anatomy and physiology are organized around unifying concepts such as inter-relationships of body organ systems, homeostasis and the complementary nature of structure and function. Presentation of the material reflects hierarchical levels of complexity that contribute to the understanding of the body as a whole. The importance of learning and using correct terminology is stressed. Laboratory exercises assist in aiding the application of theoretical concepts of anatomy and physiology. (This course has credit hours in the Nursing Joint Baccalaureate Program.)

80 hrs.....\$579

Date: Thursdays, Sept 24, 2011 – Feb 15, 2011

Time: 6:00 pm – 10:00 pm

A text book is required for this course.

Nursing Microbiology-MBIO-1016 (NURS-1002)

This course is designed to provide students with a basic knowledge of medically important microorganisms, how these organisms interact with the host, and the range of defences available to the host. Students will learn techniques used in the control of microorganisms along with chemotherapy practices presently being used to reduce or eliminate infectious diseases. Laboratory practices are designed to increase students' understanding of the above areas. Infectious diseases will be approached by anatomical systems. Emphasis is placed on the recognition of each disease, the nursing skills required in the care of the infected client, and the safety of the health care team.

48 hrs.....\$429

Date: Saturdays, Sept 24, 2011 – Feb 17, 2012

Time: 9:00am – 1:00 pm

A text book is required for this course.

Psychology – PSYC-1002

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. Students are expected to gain insight into the roots of human behaviour from both a biological and psychological perspective.

50 hrs.....\$449

Date: Mondays, Sep 12 – Nov 28, 2011

Time: 9:00am – 1:00 pm

A text book is required for this course.

Health & Community Service

Activities Programming for Youth – CYCP-1018

This course is designed to equip students with the attitudes, conceptual frameworks and skills to develop appropriate recreational activities for young people. Students will be able to program such activities to facilitate leisure, educational and therapeutic goals.

NEW - Coming soon.

Counselling Fundamentals – COUN-1025

Acquire knowledge of basic micro-counselling skills. Study topics such as body language, communication in a group setting, non-verbal communication and factors that assist or hinder effective listening. Acquire advanced skills in empathy, probing, and helping clients tell their stories. Develop the skills that will help you assist individuals to make healthier decisions and become more efficient problem solvers.

50 hrs\$449

Date: Wednesdays, Jan 25 – May 2, 2012

Time: 6:00 pm – 9:00 pm

Counseling Skills Theory – COUN-1029

Study a variety of counseling theories (Adlerian, Person Centered, Feminist, Gestalt and Cognitive) with an emphasis on translating theory into practice. Participate in ongoing practical counseling exercises to accompany the theoretical portion of this course. Note: discussion, demonstration and practice will all be part of this course.

48 hrs\$429

Date: Wednesdays, Sep 7 – Dec 7, 2011

Time: 6:00 pm – 9:30 pm

Foundations in Disability and Community Support – DISA-1002

An entry level course targeted at 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 job safely and effectively. Areas to be addressed would include but not be restricted to communication, planning and programming, health and safety issues, documentation and a variety of areas viewed as essential by employers. They will recognize the value in providing services that are value based, respectful of individuals and their rights and are consistent with the new Vulnerable Persons Legislation in Manitoba. New employees will also need a basic knowledge of the overall service delivery system and the role they will play in their employer's organization.

40 hrs\$399

Date: Tuesdays, Oct 11 – Dec 13, 2011

Time: 5:00 pm – 9:00 pm or

Date: Tuesdays, April 10 – Jun 12, 2012

Time: 12:00 pm – 4:00 pm

Introduction to Early Childhood Care and Education – ECED-1072

Early childhood assistants are responsible for interacting with children and working collaboratively with Early Childhood Educators. This course provides an overview of techniques for interacting with children and keeping them healthy and safe. Manitoba's Child Care Regulation, effective January 2003, requires all licensed providers to take an approved child care training course. The introduction to Early Childhood Care and Education course is an ideal option that meets this regulation. It is also accepted as credit in Year One of the ECE Diploma Program.

40 hrs\$399

Date: Wednesdays, Sep 28 – Dec 7, 2011

Time: 6:30 pm – 9:30 pm

A Text book is required for this course.

Supervision in Human Service Settings MGMT-1067

Learn how to manage the work of others and supervise staff effectively in human service settings. The course covers leadership, teamwork, the role of the supervisor, effective communication, problem employee behaviour, correction and reinforcement. Students will gain competency in the effective review of employee behaviour, follow-up in the appraisal process, and will understand the negative outcomes of conflict-avoidance.

40 hrs\$399

Date: Tuesdays, April 10 – June 12, 2012

Time: 12:00 pm – 4:00 pm

Health Unit Clerk Courses

Medical Terminology - HEAL-1003

This course discusses the technical language of medical science, and 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.

50 hrs\$449

Date: Mondays, Jan 16 – Apr 16, 2012

Time: 6:00 pm – 10:00 pm

A Text book is required for this course.

Health Related / Safety Courses

Course Requirements for CPR & Emergency First Aid: Participants must be capable of kneeling to perform CPR procedures. Please bring a blanket, towel or yoga mat to kneel on in class.

BLS for Health Care Providers - WRKS-1330

CPR - HCP - Adult/Child/Infant CPR and Choking, 2 rescuer CPR, AED training and includes AR. People who can take this course are Physicians, nurses, health care aides, paramedics, allied health care providers (RT, OT, PT, etc)

8 hrs\$ 99

Date: Saturday, Oct 29, 2011

Time: 9:00 am – 5:00 pm

Text book included.

CPR - Level A – HEAL-1024

Level A CPR - Adult CPR - one rescuer and choking, AED introduction, no AR. People who can take this course are lay public and workplace teams.

4 hrs\$ 59

Date: Saturday, Nov 19, 2011

Time: 9:00 am – 1:00 pm

Text book included.

CPR – Level C – WKRS-1325

Level C CPR – Adult/Child/Infant CPR and Choking, 2 rescuer CPR and AED introduction, may include AR. People who can take this course are Police, Fire, 1st Responders, workplace teams and Lifeguards.

8 hrs\$ 99

Date: Saturday, Nov 19, 2011

Time: 9:00 am – 5:00 pm

Text book included.

Emergency First Aid with Level C CPR

HEAL-1846

This eight-hour primary, entry-level certification course will give you the skills and knowledge to enable you to recognize when first aid is needed. Learn emergency scene management and how to recognize when more qualified help is required. Skills covered; shock, unconsciousness, fainting, artificial respiration - adult, choking - adult and severe bleeding. CPR adult, eye injuries, burns and medical conditions are also covered.

8 hrs\$119

Date: Saturday, Nov 5, 2011

Time: 9:00 am – 5:00 pm

Text book included.

Hunter Safety – SEMR-9298

To qualify for a hunting license, any person born after January 1st, 1951 and all first time hunters wanting to purchase a hunting license must take the provincial Manitoba Hunter Safety course or similar course from another province. Ages 12 +

8 hrs\$129

Date: Saturdays, Oct 22 & 29

Time: 9:00 am – 1:00 pm

Includes Certification

Non Violent Crisis Intervention Training

SEMR-9012

This two day workshop teaches students a crisis model and the appropriate responses for intervening at each stage of an escalating crisis. Restraint techniques are taught. This crisis intervention model is recognized by agencies in the province of Manitoba and delivered by a certified trainer. Students who successfully complete the course receive a certificate in Non-Violent Crisis Intervention from the Crisis Prevention Institute.

14 hrs\$149

Date: Wednesday/Thursday, Dec 21 &22, 2011

Time: 9:00 am – 3:00 pm

A Text book is required for this course.

Nutritional Therapy – PDEV-9009

Food provides the building blocks we need to obtain and maintain an optimum state of health. Unfortunately, today's society has changed the role that food plays in our lives and a fast-paced lifestyle has forced many to reach for processed, instant and fast-food meals, resulting in the burden of poor health and obesity. This workshop provides an introduction to nutritional therapy - a holistic healing method that ensures that the body has the correct nutrition and healing therapies leading to better physical, mental and emotional health. Topics covered in this workshop include; healthy diets, alternatives to convenience foods, the hidden culprits, ordinary versus organic foods, body helpers and healers, toxins in our households and dietary supplements. The final session in this workshop will provide an opportunity for participants to prepare a healthy meal.

9 hrs\$ 99

Date: Wednesdays, Nov 9 - 23, 2011

Time: 6:00 pm – 9:00 pm

Red Cross Babysitting Course – GENI-1010

This course is designed to prepare adolescents 11 years of age and older for babysitting. Participants will learn important child care skills, safety tips for children of all ages, how to cope with common problems, how to make the children's environment safe and enjoyable, some great games and what to do in case of an emergency.

8 hrs\$ 89

Date: Saturday, Dec 3, 2011

Time: 9:00 am – 5:00 pm

Safe Food Handlers Certificate – HEAL-1501

The purpose of this course is to provide individuals with 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: food borne 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.

8 hrs\$119

Date: Saturday, Sept 24, 2011

Or Saturday, Nov 19, 2011

Or Saturday, Feb 25, 2012

Or Saturday, Apr 14, 2012

Or Saturday, May 26, 2012

Time: 9:00 am - 5:00 pm

Text books included.

Standard Child Care First Aid & CPR B Course

HEAL-1005

Includes the latest First Aid & CPR Guidelines. Comprehensive First Aid & CPR techniques for those who want more knowledge to respond to emergencies in the home or workplace. The course covers a variety of topics from basic (such as cardiovascular and breathing emergencies, CPR Level B, prevention of disease transmission) to in-depth topics, such as sudden medical conditions and injuries to the head and spine. Certificate is valid for 3 years and is recognized in the workplace.

16 hrs\$189

Date: Saturdays, Dec 10 & 17, 2011

Time: 9:00 am – 5:00 pm

Text books included

Trades/Industrial

Math for Trades

Course includes: Whole numbers; fractions; decimals; signed numbers; logic in problem solving - equations; three types of percent questions; simultaneous equations; exponents - scientific notation; S I measurements; reciprocals; square roots; Pythagorean Theorem; money calculations - interest and trigonometry.

50 hrs\$449

Date: Tues/Thurs, Sept 15 – Dec 3, 2011

Time: 6:30 pm – 9:30 pm

A textbook is required for this course.

Power Engineering 5th Class – ENGI-1008

Relates to low pressure plants [steam below 103 Kpa/15 PSIG or hot water] developing over 200 KW (20 BHP). TERM I: Basic mathematics; basic design of low pressure boiler; boiler construction, combustion and firing. Automatic controls, water treatments, pumps and piping; steam - hot water and warm air heating. TERM II: Basic electricity; plumbing; basic refrigeration and air conditioning, maintenance and control.

112 hrs.....\$825

Date: Mon/Thurs, Sep 29 – Feb 16, 2012

Time: 5:00 pm – 9:00 pm

Please note there are no classes Oct 6, 10, 24, Nov 3 & 21, Dec 1 & 19, Jan 2, 16, 26, Feb 2.

This course will be delivered through Elluminate.

A textbook is required for this course.

Wastewater Collection (Class I or II Certification)

WATR-1003

This course is intended as preparation for the Manitoba Wastewater Collection Class I or Class II Certification exams. Topics include: manholes/lift stations, backflows/cross connections, piping standards, trenching bedding standards, odor/corrosion control, lift station calculations, detention time/flow rate calculations, chlorination and testing/sampling.

32 hrs\$785*

Date: Mon – Thurs, Oct 31 – Nov 3, 2011

Exam: Friday, Nov 4, 2011

Deadline for Registration Oct 14, 2011

Time: 8:00 am – 4:00 pm

**Wastewater Treatment II (Class II Certification)
CONF-1067**

This course is intended as preparation for the Manitoba Wastewater Treatment Class II Certification exam. Topics include: wastewater characteristics, treatment processes, mathematical calculations, microbiological control, sampling & testing, laboratory equipment & practices, selection, operations & maintenance of equipment, safety, security & administration.

32 hrs.....\$785*

Date: Mon – Thurs, Oct 24 – 27, 2011

Exam: Friday, Oct 28, 2011

Deadline for Registration October 7, 2011

Time: 8:00 am – 4:00 pm

*Course fees do not include cost of Manitoba Certification Exams. Students must register with Manitoba Conservation for Provincial Exams seven days in advance of scheduled exam date. For further information on Manitoba Certification Exam dates and fees contact Pat Goran at 204-945-2791

General Interest

Advanced Digital Cameras – PHOT-9003

Intended for digital camera users who want to move beyond the “full automatic” mode, and would like to control their image creation with some of the more advanced features of their digital cameras.

4 hrs\$ 49

Date: Saturday, Oct 15, 2011

Time: 9:00 am – 1:00 pm

Digital Cameras 101 – PHOT-9002

This course provides individuals with the basic knowledge of digital cameras and their functions. Discover how digital cameras work, basic photography, downloading and editing techniques. Learn how to properly save digital images to maximize storage on your computer.

4 hrs.....\$ 49

Date: Saturday, Oct 1, 2011

Time: 9:00 am – 1:00 pm

Feng Shui – PDEV-9023

Feng Shui is the interaction between you and your environment. By applying tips, tricks, and techniques you can change how you feel within your own living space, and ultimately become happier in the process. This course will give you some of the basics principles. Carole Tetreault, Reiki Master, will show you how to map the energy of your home, placement of objects, and applying some Feng Shui tools.

9 hrs\$109

Date: Thursdays, April 12, 19 & 26th, 2012

Time: 6:30 pm – 9:30 pm

Introduction to Hot Stone Massage – GENI-9030

Anyone can learn Hot Stone Energy Therapy. All you need is a loving heart.

Let Carole, Tetreault, Reiki Master, show you how the warmth and healing powers of Hot Stones enter your energy centres to help you relax completely while you drift off into a wonderful state of euphoria and peace. The Hot Stones allow for healing of the mental, emotional and physical bodies.

The Stones used in this treatment are basalt stones, remnants from the volcanic ages. These stones hold a memory from these periods and contain minerals they've gathered as they lay at the bottom of rivers and streams over the ages. Allowing the flow of the water to smooth them to their present softness, which feels so smooth on the body.

Hot Stone Therapy is an ancient Indian remedy used to heal the body and spirit. Also used for the same purpose by other nationalities all over the world. The treatment has been adapted to suit our society and evolution. Hot stones help release tension and toxins from ligaments, nerves, muscles in every part of the body to help promote a natural release resulting in wonderful state of health and well-being.

8 hrs\$ 99

Date: Saturday, January 28th, 2012

Time: 9:30 am – 5:00 pm

Make a Million in Real Estate – SEMR-9529

Topics include how to calculate return on your investment, comparing different type of real estate, how to do subdivisions, and increasing value by changing the use. You will learn where to find a good deal and how to recognize if it's a good buy. We'll touch on accounting and managing your investment. An understanding of basic math is beneficial.

7.5 hrs\$79

Date: Thursdays, Oct 13 – 27, 2011

Time: 7:00 pm – 9:30 pm

Reiki – First Degree (Level 1) – PDEV-9022

Reiki Master Carole Tetreault will help you explore this technique for stress reduction and relaxation that also promotes healing. Reiki is administered by “laying on hands” and is based on the idea that an unseen life force energy flows through us and is what causes us to be alive. If one’s life force energy is low, then we are more likely to get sick or feel stress and, if it is high, we are more capable of being happy and healthy.

The word Reiki is made of two Japanese words – Rei which means “God’s Wisdom” or the “Higher Power” and Ki which is “life force energy.” So Reiki is actually “spiritually guided life force energy.”

A treatment feels like a wonderful glowing radiance that flows through and around you. Reiki treats the whole person including body, emotions, mind and spirit creating many beneficial effects that include relaxation and feelings of peace, security and wellbeing. Many have reported miraculous results.

Reiki is a simple, natural and safe method of spiritual healing and self-improvement that everyone can use. It has been effective in helping virtually every known illness and malady and always creates a beneficial effect. It also works in conjunction with all other medical or therapeutic techniques to relieve side effects and promote recovery.

This degree involves permanent attunements to the Reiki Ray. Once initiated, it allows a person to channel Reiki energy for healing oneself and others. It requires no special invocation or alteration of the thinking process to “turn on” the flow of Reiki. By simply placing hands on and opening the heart to love, one automatically brings in the energy.

8 hrs\$ 99

**Date: Saturday, Oct 15, 2011 or
Saturday, Nov 26, 2011 or
Saturday, Feb 25, 2012**

Time: 9:30 am – 5:00 pm

Residential Tenancies Act – APMT-1004

Topics covered include the Residential Tenancies Act, the Residential Tenancies Branch and what it does, types of residential properties, why people rent, duties and responsibilities of a property manager, contract law, leases and residential tenancy agreements, and tenant selection.

8 hrs\$ 89

Date: Saturday, October 29, 2011

Time: 9:00 am – 5:00 pm

Survival 101 – GENI-9029

In this workshop you will learn about several things involved with the mental stresses of being in a survival situation. You will learn about the mental enemies of survival and how to defeat them, as well as tricks and helpful strategies to keep your mind occupied and in a positive state. You will learn how to construct a proper and effective survival kit so you can be ready for almost any situation. From what to put in to how much to include, you will learn and understand the difference between a proper survival kit and the cheap drug-store knockoff. These kits will be constructed in class and will be yours to take home once completed. Upon completion of the course, you will have a detailed knowledge of both the psychological and physical aspects of surviving in almost any situation.

3 hrs\$ 49

Date: Saturday, Oct 1, 2011

Time: 9:00 am – 12:00 pm

Kit is included in tuition fee.

Women & Money Series – Just for Women

Women & Money: Managing Money – SEMR-9107

This seminar will cover financial planning, mistakes people make managing their money, the tools you need to build a solid plan, the best way to save for your child’s education (includes how RESP/CESG work) general income tax overview, joint accounts (good and bad), credit ratings, how to be organized with your money, the importance of budgeting, how to budget, and other money saving tips. Insurance: life, disability, critical & long term care.

3 hrs\$ 39

Date: Wednesday, Oct 12, 2011

Time: 6:30 pm – 9:30 pm

Women & Money: Saving & Investing Money When You Don't Have Any – SEMR-9116

This seminar will look at GIC's, RRSP, mutual funds, risk and return, investment types, tax sheltering, protecting and maximizing your investments and what to do when the market fluctuates. It will also look at pensions, RRIF's, LIF's and annuities, your sources of income at retirement, your options, RRSP Homebuyer plan, and how to reach your retirement goals.

3 hrs\$ 39

Date: Wednesday, Nov 23, 2011

Time: 6:30 pm – 9:30 pm

Women & Money: Wills, Health Directives, Power of Attorney, Common-Law, Divorce – SEMR-9217

Instruments can be created to allow you to specify who handles your affairs if you are incapacitated and to allow you to express your wishes regarding the course of medical treatment. This workshop will cover benefits and risks, alternatives and other factors to consider; wills, separation & divorce, common-law and pre-nuptial agreements.

3 hrs\$ 39

Date: Wednesday, Oct 26, 2011

Time: 6:30 pm – 9:30 pm

Women & Money: Starting Out or Starting Over PDEV-9024

This seminar will look at basics: credit scores, joint accounts, common-law, marriage, managing money, and buying versus renting for young women or for those that are starting over after a divorce

3 hrs\$ 39

Date: Wednesday, Nov 9, 2011

Time: 6:30 – 9:30 pm

Cooking Classes

Basic Canning – GENI-9025

There are many different ways to harvest our garden's abundance from canning, freezing, dehydrating, to hanging fresh herbs and edible flowers to dry. One of my favorites is making homemade jam using only unpasteurized honey. My niece calls it, 'Jackie Jam'. Included in the workshop besides the hands-on cooking, will be methods of using these beautiful jars of surplus in everyday cooking.

3 hrs\$ 59

Date: Monday, Sep 19, 2011

Time: 6:30 pm – 9:30 pm

Cooking for One – GENI-9026

Cooking for yourself doesn't have to be an overwhelming chore! Embrace the opportunity to try different ingredients, cuisines, and cooking methods that are quick, and efficient. No more Kraft dinner or Ichiban noodles! Soon it won't be just you at the table when your friends find out how good you are in the kitchen.

3 hrs\$ 59

Date: Monday, Oct 24, 2011

Time: 6:30 pm – 9:30 pm

Game Day Munchies – CULI-XXXX

Next game day party, receive many cheers for the fantastic spread that you have prepared. New twists on classic favourites prepared with the essence of game watching – Beer! From Guinness to Corona, we will create a goal scoring party. Bring a friend and have a competition while learning.

3 hrs\$ 59

Date: Monday, Oct 17, 2011

Time: 6:30 pm – 9:30 pm

Greek – CULI-9003

We won't be breaking plates, but we will be devouring the incredible delicious Greek food that we will be preparing together. Greek dining is an experience unto itself; lively, colorful, musical and the smell of culinary paradise. Lemon roasted chicken & potatoes, Greek salad, Tzatzki with pita bread & walnut baklava.

3 hrs\$ 59

Date: Monday, Nov 21, 2011

Time: 6:30 pm – 9:30 pm

Healthy Mennonite Food – GENI-9028

Our lifestyles are significantly more sedentary than our ancestors who worked for long hours in physical labour. The delicious, rich food that we grew up with is sticking to our arteries, stomachs, and colons. These traditional dishes will be prepared with stone ground whole grains and colorful vegetables, while utilizing locally raised meat, and produce.

3 hrs\$ 59

Date: Monday, Nov 14, 2011

Time: 6:30 pm – 9:30 pm

Italian – CULI-9002

The enticing aroma of Italian food is an experience in itself; the smell of minced garlic and the pungency of fresh chopped basil. But the tastemmmm, tender pasta dripping with a rich creamy sauce and lemon sauce over succulent veal. Drooling? Join me in the kitchen to learn to make this impressive yet simple trattoria feast.

3 hrs\$ 59

Date: Monday, Dec 5, 2011

Time: 6:30 pm – 9:30 pm

Newlywed Cooking – GENI-9027

The honeymoon doesn't have to end just because of boring food! Learn together how exciting cooking together can be, from grocery shopping, meal preparation and creating the ambiance of a cozy dining experience. Basics such as pantry staples, fresh produce to have on hand, cooking pots and pans, along with kitchen utensils and gadgets that make cooking more user friendly will be covered in great detail. No more prepackaged, processed food in your marriage!

3 hrs\$ 59

Date: Monday, Nov 7, 2011

Time: 6:30 pm – 9:30 pm

Southwest Cooking – CULI-9006

Learn to prepare delicious chipotle chicken quesadillas, fresh salsa, guacamole, homemade spelt tortillas and for dessert – banana burritos! You would be surprised how easy this is and never again have to buy that packaged stuff. We will use the freshest ingredients, fresh organic produce, no processed seasonings and stone ground spelt flour.

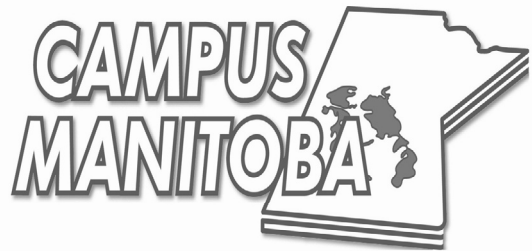
3 hrs\$ 59

Date: Monday, Oct 3, 2011

Time: 6:30 pm – 9:30 pm

Welcome to your **Virtual** Campus

Bringing Post-Secondary Education to You!



What is Campus Manitoba?

(CMB) is a partnership of universities and colleges designed to facilitate access to post-secondary education within the province of Manitoba.

Where Do I Graduate From?

Despite the virtually seamless transfer of credits, students must choose a “home” institution which will evaluate and approve the student’s application for admission, hold all earned credits and will be the university/college from which the student expects to graduate.

What Will My Courses Be Like?

Campus Manitoba courses are delivered using a variety of interactive technologies, multimedia web support and teleconferencing. Enrolling in courses does not mean that you have to own a computer. CMB centres can provide access to computers and high speed internet. Qualified personnel are available to solve technical problems.

- Brandon University
- Collège universitaire de Saint-Boniface
- University College of the North
- University of Manitoba
- University of Winnipeg
- Assiniboine Community College
- Red River College of Applied Arts, Science & Technology

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