

UNIVERSITY COLLEGE OF THE NORTH

2013-2014 ACADEMIC CALENDAR



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MISSION

The mission of the University College of the North is to ensure northern communities and people will have opportunities, knowledge and skills to contribute to an economically, environmentally, and culturally healthy society inclusive and respectful of diverse Northern and Aboriginal values and beliefs.

VISION

Rooted in the sacred teachings of Aboriginal peoples, the University College of the North prepares lifelong learners and graduates as positive and effective leaders through the creation of knowledge, and the development and delivery of innovative and ethical programming.

WHAT CAN YOUR KNOWLEDGE DO?



FOR MORE INFORMATION ABOUT PROGRAMS, SERVICES
OR UPCOMING EVENTS, VISIT WWW.UCN.CA

ACADEMIC SCHEDULE 2013-2014

TERMS

Summer Term	July 2, 2013 - Aug. 23, 2013
Fall Term	Aug. 26, 2013 - Dec. 20, 2013
Winter Term	Jan. 2, 2014 - April 25, 2014
Spring Term	April 28, 2014 - June 27, 2014

STATUTORY HOLIDAYS AND BREAKS

July 1	Canada Day - Closed
Aug. 5	Civic Holiday - Closed
Sept. 2	Labour Day - Closed
Oct. 14	Thanksgiving Day - Closed
Nov. 11	Remembrance Day - Closed
Dec. 25 - Jan. 1	Christmas Break - Closed
Feb. 17	Louis Riel Day - Closed
Feb. 17 - 21	Reading Week Break - Degree Programs: Bachelor of Nursing, Faculty of Arts and Science
Mar 31 - Apr 4	Spring Break - College Programs, Bachelor of Education and Faculty of Arts & Science
April 18	Good Friday - Closed
April 21	Easter Monday - Closed
May 19	Victoria Day - Closed
June 20	National Aboriginal Day - Closed

ADMISSIONS AND ASSESSMENT DATES

April 2/13	Fall Term - International Students: Last day for Fall Term admission application including submission of all required documentation
April 2/13	Fall Term - International Documentation Assessment: Last day for Fall Term admission application to assess International documentation
May 1/13	Fall Term - Faculty of Nursing: Last day for Fall Term admission application for Bachelor of Nursing and Diploma in Practical Nursing including submission of all required documentation
May 17/13	Summer Term: Last day for admission application including submission of all required documentation
June 3/13	Fall Term: Last day for admission application for UCN to request transcripts directly from Manitoba high schools
July 12/13	Fall Term: Last day for admission application including submission of all required documentation
Aug. 2/13	Fall Term - Assessments: Last day for assessments for Fall Term admission
Nov. 15/13	Winter Term: Last day for Winter Term admission application including submission of all required documentation
Nov. 29/13	Winter Term - Assessments: Last day for assessments for Winter Term admission

Jan 2/14	2014-15 Fall Term - Faculty of Nursing: First day for Fall Term admission application for Bachelor of Nursing
March 14/14	Spring Term: Last day for Spring Term admission application including submission of all required documentation
April 1/14	2014-15 Fall Term - International Students: Last day for Fall Term admission application including submission of all required documentation
April 1/14	2014-15 Fall Term - International Documentation Assessment: Last day for Fall Term admission application to assess International documentation
April 4/14	RPL: Last day for Recognition of Prior Learning applications for June convocation
May 1/14	2014-15 Fall Term - Faculty of Nursing: Last day for Fall Term admission application for Bachelor of Nursing and Diploma in Practical Nursing including submission of all required documentation
May 16/14	2014-15 Summer Term: Last day for admission application including submission of all required documentation
May 30/14	2014-15 Fall Term: Last day for admission application for UCN to request transcripts directly from Manitoba high schools

ORIENTATION DATES

Aug. 14	Last day to register for GPS to Success Orientation
Aug. 19 - 30	Faculty and Staff Orientation Weeks
Aug. 19 - 23	GPS to Success Orientation at The Pas campus
Aug. 26 - 30	GPS to Success Orientation at Thompson campus
Aug. 29 - 30	Mandatory First-Year Bachelor of Nursing Orientation
Sept. 3	Faculty of Arts and Science Orientation - The Pas
Sept. 4	Faculty of Arts and Science Orientation - Thompson
Sept. 4	Mandatory Bachelor of Nursing General Orientation
Sept. 5	The Pas - Student Assembly and Welcome Back BBQ
Sept. 6	Thompson - Student Assembly and Welcome Back BBQ

REGISTRATION DATES

Note: Regular and late registration periods may vary for courses that have irregular start and end dates. Students must complete their course registration one week prior to attending class in order

to avoid late or reinstatement fees. All tuition and compulsory fees must also be paid in full, one week prior to attending classes. Any outstanding balances will prevent registration into the next term.

Regular Registration Periods:

June 3 - 20	Summer Term: Registration period
July 5	Summer Term: Last day for course additions and cancellations
July 8 - Aug. 23	Fall Term: Registration period
Sept. 13	Fall Term: Last day for course additions and cancellations
Nov. 12 - Dec. 13	Winter Term: Registration period
Jan. 10	Winter Term: Last day for course additions and cancellations
Feb. 7	Thompson Adult Learning Centre: Second Semester registration deadline
April 7 - 25	Spring Term: Registration period
May 2	Spring Term: Last day for course additions and cancellations
June 2 - 19	2014-15 Summer Term: Registration period

Late Registration Periods - Late Fees Assessed:

June 24-July 5	Summer Term
Aug. 26-Sept 13	Fall Term
Dec. 16-Jan. 10	Winter Term
April 28-May 2	Spring Term
June 23-July 4	Summer Term (2014-15)

START/END, REFUND, AND VOLUNTARY WITHDRAWAL DATES

Note: Courses delivered outside of the regular term start and end dates will have varying refund, and voluntary withdrawal dates. Please refer to your course outline for exact dates.

Summer Term July 2 - August 23, 2013

July 2	Courses begin
July 5	Last day for 100% refund
July 12	Last day for 50% refund
July 26	Last day for Voluntary Withdrawal
Aug. 16	Last day of courses that have final exams

EXCEPTIONS:

Law Enforcement programs:	
Aug. 21	Courses begin

Fall Term August 26 - December 20, 2013

Sept. 3	Courses begin
Sept. 13	Last day for 100% refund
Sept. 27	Last day for 50% refund
Nov. 1	Last day for Voluntary Withdrawal from Fall Term courses that begin during the first week of Sept. and end during the first week of Dec.
Dec. 6	Last day of classes for courses that have final exams

EXCEPTIONS:

Adult Learning Centre high school courses:	
Nov. 23	Last day for Voluntary Withdrawal from First Semester courses
Jan. 25	First Semester courses end

Bachelor of Education:

Sept. 3	Courses begin
Oct. 21	Last day for Voluntary Withdrawal from Fall Term courses that begin in Sept. and end in Nov.
Nov. 4	Last day for Voluntary Withdrawal from Fall Term practicum courses that begin in Sept. and end in Dec.
Nov. 22	Last day of classes for fall term courses
Dec. 13	Last day of practicum courses

Bachelor of Nursing:

Sept. 5	Courses begin
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Early Childhood Education - Workplace Group:

Sept. 5	Courses begin
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Facilities Technician:

Dec. 20	Last day of fall term courses
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Faculty of Arts and Science degree programs:

Sept. 5	Courses begin
Oct. 30	Last day for Voluntary Withdrawal

Natural Resources Management Technology:

Aug. 26	Courses begin for first-year students
Nov. 8	Last day for Voluntary Withdrawal

Winter Term January 2 - April 25, 2014

Jan. 2	Courses begin
Jan. 10	Last day for 100% refund
Jan. 24	Last day for 50% refund
Jan. 31	Last day for Voluntary Withdrawal from Fall Term courses that begin during the first week of Sept. and end mid-May
March 7	Last day for Voluntary Withdrawal from Winter Term courses that begin during the first week of Jan. and end mid-April
April 17	Last day of classes for courses that have final exams

EXCEPTIONS:

Adult Learning Centre high school courses:	
Jan. 28	Second Semester courses start - Thompson campus
April 19	Last day for Voluntary Withdrawal from Second Semester courses

Bachelor of Education:

Jan. 6	Courses begin
Mar. 4	Last day for Voluntary Withdrawal from Winter Term courses that begin in Jan. and end in April
April 11	Last day of Winter Term courses

Bachelor of Nursing:

Jan. 6	Courses begin
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Faculty of Arts and Science degree programs:

Jan. 6	Courses begin
Jan. 10	Last day for Voluntary Withdrawal from Fall Term courses that begin during the first week of Sept. and end in April

Spring Term April 28 - June 27, 2014

April 28	Courses begin
May 2	Last day for 100% refund
May 9	Last day for 50% refund
May 23	Last day for Voluntary Withdrawal
June 6	Last day of courses that have final exams

EXCEPTIONS:**Adult Learning Centre high school courses:**

June 14	Second Semester courses end
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EXAM PERIODS

Aug. 19-23	Exam Week for Summer Term courses
Dec. 9-13	Exam Week for Fall Term courses
Apr. 14-17	Exam Week for Bachelor of Nursing, Faculty of Arts and Science 6 cr. hour Fall/Winter Term, and 3 cr. hour Winter Term degree program courses
Apr. 22-25	Exam Week for Winter Term courses excluding Bachelor of Nursing and Faculty of Arts and Science degree program courses
June 9-13	Exam Week for Spring Term courses



**UNIVERSITY COLLEGE OF
THE NORTH ACADEMIC
CALENDAR 2013-2014**

IMPORTANT NOTICE

University College of the North (UCN) reserves the right to make any changes in the information contained in the Academic Calendar without prior notice. Updated information can be found on the UCN website at www.ucn.ca.

Students are responsible to:

- Know and understand the university college's academic regulations and general policies of their particular program of studies
- Know and understand graduation requirements
- Ensure courses taken meet program requirements

No liability shall be incurred by the university college for loss or damage suffered by any student or third party as a result of delays in or termination of services, courses or classes by acts of God, fires, floods, riots, wars, strikes or lockouts, damage to university college property, financial exigency, or any occurrence beyond the normal control of the university college.

PROTECTION OF PRIVACY

The Freedom of Protection and Protection of Privacy Act and the Personal Health Information Act at University College of the North

All personal information collected is related directly to and is necessary for the operation of University College of the North's database and will be used for university college purposes only. It is protected by the protection of privacy provisions of the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University College

Personal information collected by University College of the North will be utilized for admission, registration and related purposes. It is collected under the general authority of the Colleges and Consequential Amendments Act, and in conformity with the Manitoba Freedom of Information and Protection of Privacy Act and Personal Health Information Act.

The information will be used to admit you as a student, assign you a student number, register you in classes and record your grades, create your permanent student record and provide you with student privileges (library, voting in elections and use of recreation facilities). It will also be used for accounting and correspondence purposes related to admission and registration, and may be employed in the determination of eligibility for student awards. Information regarding graduation and awards may be made public. Elements of your personal information may be used for alumni contact purposes. Finally, personal information may be used to conduct research into college enrolment and related statistical profiling activities.

Your personal information is protected under the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact: the FIPPA Coordinator, Box 3000, University College of the North, The Pas, MB, R9A 1M7 (204) 627-8500.

Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demands at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand outcomes. In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the ESIS database.

To make such a request, please contact:

Via telephone: Monday to Friday: 8:00 a.m. to 4:00 p.m. EST/EDST 1-613-951-1666

Via mail: Postsecondary Education Section, Centre for Education Statistics, Statistics Canada, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, Ontario, K1A 0T6

Via email: esis-siae_contact@statcan.ca

MESSAGE FROM THE PRESIDENT



Welcome to the 2013-14 academic year at the University College of the North. We have exciting things planned over the course of the year not the least of which will be the official opening of the Oscar Lathlin Research Library in The Pas and further completion of the new teaching facility in Thompson. These projects and those in our regional centre communities will ensure that we are providing the very best teaching and learning spaces for you. We are so pleased that you have chosen UCN, for those of you returning to us, welcome back and for those who are new to our institution, we are so glad that you are here. I wish you the very best of luck in your studies on behalf of UCN administration, faculty and staff.

Sincerely,

Konrad Jonasson
President & Vice-Chancellor

MISSION STATEMENT

The mission of the University College of the North is to ensure northern communities and people will have opportunities, knowledge and skills to contribute to an economically, environmentally, and culturally healthy society inclusive and respectful of diverse Northern and Aboriginal values and beliefs.

VISION STATEMENT



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SECTION 1 – GENERAL INFORMATION

1.0 GENERAL AND ADMISSION INQUIRIES

Toll-free to: The Pas Campus (866) 627-8500
Thompson Campus (866) 677-6450

Location	Phone	Fax
The Pas Campus	(204) 627-8500	(204) 627-8514
Thompson Campus	(204) 677-6450	(204) 677-6439
Regional Centres and Community- Based Services	(204) 627-8601 (204) 627-8612	(204) 623-6091
Bunibonibee (Oxford House)	(204) 538-2270	(204) 538-2152
Chemawawin (Easterville)	(204) 329-2420 C: (204) 329-3053	(204) 329-2447
Churchill	(204) 675-2975	(204) 675-2971
Flin Flon	(204) 687-1560 C: (204) 687-0117	(204) 687-8558
Mathias Colomb (Pukatawagan)	(204) 553-2099	(204) 553-2107
Misipawistik (Grand Rapids)	(204) 639-2684 C: (204) 639-6030	(204) 639-2686
Nisichawayasihk (Nelson House)	(204) 484-2886	(204) 484-2384
Norway House	(204) 359-6296	(204) 359-6262
Pimicikamak (Cross Lake)	(204) 676-2677	(204) 676-3981
St. Theresa Point	(204) 462-9588	(204) 462-9136
Swan River	(204) 734-4419	(204) 734-3855
Tataskweyak (Split Lake)	(204) 342-2621	(204) 342-2997

Residence inquiries

Inquiries about booking residence rooms can be made by calling The Pas 1-866-627-8500 ext. 8518 or (204) 627-8518 and Thompson 1-866-677-6450 ext. 6739 or (204) 677-6739.

1.01 HOURS OF OPERATION

8:00 a.m. – 4:30 p.m., Monday to Friday

1.02 MAILING ADDRESS

The Pas
Enrolment Services
University College of the North
Box 3000
The Pas MB R9A 1M7

Thompson
Enrolment Services
University College of the North
504 Princeton Drive
Thompson MB R8N 0A5

1.03 EMAIL

admissions@ucn.ca

1.04 WEBSITE

<http://www.ucn.ca>

Statement of Conduct

University College of the North seeks to create an environment of good order and respect for all people. No action may endanger the health, safety, rights or property of staff, students and visitors, or adversely affect UCN or government property. Your responsible actions help to sustain the well-being of the educational community.

SECTION 2 – APPLICATION AND ADMISSION

2.01 ADMISSION CLASSIFICATIONS

Unless otherwise stated, all programs are open to applicants in all admission categories.

Regular Student

A regular student is an applicant who has successfully completed a high school program or an academic equivalency attained through an approved adult education program with the stated minimum program entrance requirements. This is the normal route of entry and confers the status of Regular Student immediately.

Mature Student

College programs: A mature student is an applicant for college programs who is at least 20 years of age as of September 30 in the year of registration and who does not meet program entrance requirements. Evidence of any related training or work experience must be submitted to assist in determining admissions eligibility. An applicant may be requested to write a skill assessment test to identify subject areas requiring additional support.

University programs: A mature student is an applicant for university programs who is at least 21 years of age as of September 30 in the year of registration and meets the additional criterion as specified in the program admission requirements.

Special Student

A special student is an applicant who may not have all stated admission criteria but can reasonably expect to earn them in one academic year while taking a minimum of one program course. The applicant may be offered an acceptance into the program as a special student for one year only. A special student is a non-degree seeking student.

Transfer Student

A transfer student is an applicant who has attended a post-secondary institution and has accumulated a minimum of 24 credit hours of acceptable transferable credits. Some programs may require a minimum of 30 credit hours of acceptable transfer credit.

Visiting Student

A visiting student will be admitted to take a course(s) for transfer to his/her home institution.

2.02 STUDENT CATEGORIES

Full-time

A full-time student is registered in 60% of a course load, normally 9 credit hours or more per term. Sponsoring agencies may define full-time status differently for their purposes.

Part-time

A part-time student is registered in less than 60% of a course load, normally less than 9 credit hours per term.

2.03 APPLICATION PROCEDURES AND DOCUMENT SUBMISSION

To complete an Admission Application all documents must be received by Enrolment Services by the deadline specified. Failure to submit all required documents by the appropriate deadline may result in admission being denied.

- a. Complete an Admission Application form. The form is available from Enrolment Services, any of UCN's regional centres or from the website www.ucn.ca.
- b. Submit official transcripts of marks (high school and post-secondary, if applicable) with the Admission Application form and application fee. Official transcripts will have the institution's stamp and/or official signature, and will normally be requested directly from the institution by the student.
- c. Current high school students must submit an official transcript of the most recent marks and include current course enrolment. UCN will request high school transcripts from Manitoba high schools for those applicants who apply by June 1. UCN will not request transcripts from Manitoba Education, Citizenship and Youth. Students are responsible for these transcript submissions. Final high school marks should be received by July 12 to allow adequate time to process applications for the Fall Term.
- d. Mature applicants must submit certified copies of birth certificates or other legal documents including driver's license or treaty card for proof of date of birth. Certified copies are stamped by notary public or by UCN staff person who has taken the copy from the original document.
- e. Transfer applicants must submit official transcripts from the former institution(s).
- f. Visiting students must supply a Letter of Permission at the time of registration for each course.

Admission applications are not considered complete until all required documentation has been received. Applications are processed on a first-qualified, first-served basis. It is the applicant's responsibility to inform UCN of any changes to the information on the application form. An applicant must supply legal documentation when requesting a name change.

2.03.1 APPLICATION DATES

High school students must submit their application forms by May 30 in order for UCN to request transcripts. All applications submitted after that date will require students to provide documentation.

Applicants must submit their applications and must supply all documents by July 12 for Fall Term admission.

Applicants seeking admission for Winter Term must submit the application by November 15, and must supply all documents by this time.

Applicants seeking admission for Spring Term must submit the application by March 14, and must supply all documents by this time.

Exceptions to the dates above will be handled on a case-by-case basis. Applications received after the above dates may not be received in time for processing prior to term commencement. In such cases, the applications will be returned and the applicant invited to apply for the next intake.

2.04 ACCEPTANCE

A letter of acceptance will be issued if program entrance requirements have been met. The letter will indicate the start and end date of the program.

A letter of conditional acceptance will be issued based on work in progress. A conditional acceptance letter does not confirm acceptance, although it will hold a seat in the program until the date specified in the letter. Upon receipt of final marks and confirmation that program entrance requirements have been met, a letter of acceptance will be issued. If the program is full, the letter will indicate that the applicant has been put on the wait list.

An applicant who does not meet program entrance requirements will be offered admission to General Studies: Adult Education where program entrance requirements can be earned. Applicants are encouraged to contact an academic advisor prior to application.

2.05 INTERNATIONAL APPLICANTS

An international applicant must have a student visa. Health insurance may be purchased after arriving at University College of the North and must be purchased prior to course registration. International students will be assessed a surcharge of 100% on tuition fees.

International applicants are required to submit evidence of English proficiency. A paper-based test score of 550, a computer-based test score of 213 or an Internet-based test score of 80 is required on the Test of English as a Foreign Language (TOEFL). Other English language proficiency tests will also be accepted. A complete International Student Guide is available upon request from Enrolment Services. The application deadline is April 2.

2.06 RETURNING STUDENTS

A current student who intends to continue into a subsequent year of studies the following year is not required to reapply, students are required to complete the 'Returning Student' form. A student who has taken a break of one year or more from the program of study is required to reapply by submitting an Admission Application form. A student who has been required to withdraw through the Involuntary Withdrawal process will be required to reapply for admission.

2.07 RECOGNITION OF PRIOR LEARNING

Adults are continually gaining knowledge and skills from the life experiences in which they are involved. A student may be able to receive UCN credit for previous skills and knowledge, and apply this credit to programs at University College of the North. The process of matching previous skills and knowledge to university- or college-level courses is called Recognition of Prior Learning

(RPL). UCN uses a variety of methods such as exams or tests, assignments or projects, skill demonstrations, and portfolio assessments to verify a student's prior learning. RPL decisions are made by the program faculty in consultation with the Recognition of Prior Learning Facilitator and academic dean, and in accordance with the UCN's RPL policy. Up to 75% of a program's credit hours may be obtained through the RPL process. More information on RPL can be obtained from Assessment Services, Enrolment Services and deans.

2.08 STUDENT IDENTIFICATION CARDS

Photo student identification cards are issued after students have registered. Cards are used for library, computer and gymnasium access.

2.09 STUDENT NUMBERS

A student number is issued at the time of application and should be used on all course registration and registration revision forms. Only one number is issued for each student.

2.10 TRANSFER OF COURSES

Credits may be transferred into University College of the North programs from other recognized post-secondary institutions for up to 75% of the program credit hours. Credits may also be transferred from one UCN program into another. A request for transfer of credit may be sent to Enrolment Services, along with a completed Admission Application form and official transcripts. The Recognition of Prior Learning Facilitator will assist with the course transfer process. Course transfer fees will be assessed only for transfer of credit from institutions outside of Manitoba. Students are encouraged to apply for transfer credit through the Recognition of Prior Learning office as early as possible prior to the start dates of their courses.

For most programs a minimum grade of C is required to transfer a course into University College of the North or from program to program. Some programs may establish higher minimum grade thresholds for credit transfer. In general, courses must have been taken within the last five (5) years to be considered for transfer credit. Computer-related courses or other specialized technical courses are generally considered current and relevant if they have been taken within the last three years.

SECTION 3 – REGISTRATION

3.01 TERMS

UCN normally offers courses four times during the academic year. Spring courses offered through university partners may start in April as determined by community needs. Terms are noted below:

Summer Term	July 2, 2013 - Aug. 23, 2013
Fall Term	Aug. 26, 2013 - Dec. 20, 2013
Winter Term	Jan. 2, 2014 - April 25, 2014
Spring Term	April 28, 2014 - June 27, 2014

3.02 REGISTRATION PROCEDURE

Upon acceptance into a program, an applicant must register for courses by completing a Registration form. Registration must be complete one week before the first day of classes.

Information on tuition, compulsory fees and book costs will be available on the UCN website or will be mailed to applicants upon request. A registration package including the course registration form, information on tuition, compulsory fees and book costs will be available to the applicant in July. Some material will be mailed and some will be available on the UCN website.

Accepted applicants may register from July 8 - August 23. To register by mail, complete the course registration form, include payment of fees or proof of sponsorship, and send to Enrolment Services. In-person registration can be completed at Enrolment Services, The Pas and Thompson campuses, or at the regional centres.

Academic advisors will assist with on-site registration in scheduled communities. All students are encouraged to contact an academic advisor at either The Pas or Thompson campus prior to registration.

Admission is required prior to registration. For those wishing to apply for admission and to register for courses at the same time, registration is conditional until all admission requirements have been satisfied.

3.03 LATE REGISTRATION

Late registration will be accepted until the dates posted in the academic schedule in the front of this calendar. Registration after that date will require written approval of the dean. Courses offered through university partners may not require approval of the dean. Registrations received during the late registration period will be subject to a late fee.

3.04 REGISTRATION REVISION

Any change to the first registration of each term must be submitted on a Registration Revision form. This includes course additions, course cancellations, transfer, credit to audit, audit to credit, voluntary withdrawal and reinstatement. Course additions, cancellations and transfers, and changing from audit to credit are possible until the end of the late registration period.

3.05 COURSE CANCELLATION

A student may cancel his/her course registration until the end of the late registration period.

3.06 CREDIT TO AUDIT

A student may change from credit to audit until the last date for Voluntary Withdrawal without academic penalty. No fee or refund is assessed.

3.07 AUDIT TO CREDIT

A student may change from audit to credit until the end of the late registration period. The credit tuition rate will be assessed.

3.08 COURSE OVERLOAD

A student who is in good academic standing may request permission from his/her dean to register in more than the prescribed credit hours for the program. Written permission of the dean is required at the time of registration.

3.09 COURSE PREREQUISITES

Some courses require a prerequisite course, that is, a course that must be completed prior to registration in specified course(s). Prerequisites are noted in the course description section of the calendar. In all cases, students wishing to register in a course without the stated prerequisite must get approval from the dean. The dean must submit a Prerequisite Waiver form to Enrolment Services. Students enrolled in courses offered through university partners normally are required to seek permission from the instructor. Enrolment Services will facilitate the prerequisite waiver process.

3.10 COURSE CO-REQUISITES

Some courses require a co-requisite course, that is, a course that must be taken at the same time as or prior to, another course. In all cases, students wishing to register in a course without the stated co-requisite must get approval from the dean. The dean must submit a Prerequisite Waiver Form to Enrolment Services.

3.11 AUDIT

Students may be allowed to audit a course, space permitting. Assignments and examinations are not required. No credit will be given for audited courses. Students auditing courses offered through university partners must obtain written permission of the faculty. This must be submitted to Inter-Universities Services immediately after the first class.

3.12 HOLDS

A student on hold may not be eligible to register. Holds may be financial or academic. Students on hold are advised to contact the relevant division for assistance. Holds are honoured across institutions. Students on hold may not be permitted to register at any university in Manitoba.

SECTION 4 – FEES

Fees can be paid by cheque or money order made payable to University College of the North, or by cash, debit card, MasterCard or Visa. Payment can be mailed to or made in person to the cashier. See Section 1.2 for mailing addresses. An applicant who is being sponsored is responsible for making all arrangements with the sponsor for payment of fees.

4.01 COURSE FEES SCHEDULE

College course tuition fees are \$54.60 per credit hour. University course tuitions were \$114.00 per credit hour for arts courses and \$134.40 for science courses. Science courses may have an additional laboratory fee of \$39.89 per credit hour. Student association fees apply only to on-campus students. Lab and material fees vary. All credit course tuition fees receive a 10% discount from the Province of Manitoba. Practicum and work experience courses are charged \$54.60 per credit hour plus a flat fee, if applicable. Distance education, general interest courses, and customized training fees vary.

UCN Adult Learning Centre courses are tuition-free. Field trips and work experience may require additional travel and living expenses.

Fees for 2013-2014 including new program costs will be available from Enrolment Services and on the website on or before June 28, 2013.

4.02 APPLICATION FEE

Applicants must submit the non-refundable application fee of \$43.00 at the time of application.

4.03 APPLICATION TO GRADUATE FEE

Each applicant must complete an Application for Graduation form in order to attend convocation and to receive the graduating credential. The application is typically expected at least three months prior to convocation. The fee is \$30.00. Late applications for graduation will be assessed a fee of \$50.00.

4.04 AUDIT FEE

Audit fees are charged at one-half the regular tuition fee rate. Lab and material fees are charged at the regular rate for the program.

4.05 CREDIT AUTHORIZATION

4.05.1 SPONSORED STUDENTS

Authorization to Invoice forms must clearly identify the financial responsibility of the sponsor for any student whose fees are paid by a sponsor. Fees include but are not limited to tuition, compulsory fees, textbooks, supplies and residence fees. Should a sponsor not pay tuition fees, the student is held responsible.

4.05.2 NON-SPONSORED STUDENTS

Full-time students unable to pay full tuition fees at the time of registration may request approval from the Finance Manager or Director of Enrolment Services & Registrar to carry over fees.

The student must indicate the reason for the carry over and the date of expected payment within the term. A request form is available from Finance or Enrolment Services. A financing fee will apply. See 4.5 Deferred Payment Fee.

Students may not register for a subsequent term until their account balances from all previous terms have been paid in full.

4.06 DEADLINE FOR FEE PAYMENT

All fees are due at the end of the regular registration period.

4.07 DEFERRED PAYMENT FEE

Students wishing to defer fees may discuss payment arrangements with the Director of Enrolment Services & Registrar or finance office. A deferred payment fee of \$43.00 per term will be assessed.

4.08 DUPLICATE CERTIFICATE OR DIPLOMA FEE

Certificates and diplomas are issued upon completion of program credits. Duplicate certificates or diplomas may be obtained at a cost of \$58.80 + GST per copy.

4.09 INCOME TAX RECEIPTS

Revenue Canada T2202A forms are issued at the end of February for tuition for eligible courses pertaining to the previous calendar year provided the student's account is paid in full. There is a \$31.50 charge for a replacement copy of the T2202A income tax receipt.

For courses delivered through Inter-Universities Services by university partners, T2202A forms will be available from UCN. University College of the North taxation receipts will be available online prior to the end of February. Both forms are necessary to claim tuition fees with Canada Revenue Agency.

4.09.1 TUITION FEE INCOME TAX REBATE PROGRAM

The government of Manitoba will provide a 60% tuition fee tax credit for individuals graduating from a post-secondary institution after January 1, 2007, and who are living and working in Manitoba. Students' relevant information will be provided to Manitoba Finance and Canada Revenue Agency based on the authorized release on the course registration and registration revision forms signed by students.

4.10 INTEREST CHARGES

Interest is charged at the rate of 1% of the unpaid balance outstanding at the end of each month.

4.11 LATE REGISTRATION FEE

A student whose initial registration for the term is not received by the last date for registration without penalty will be assessed a late registration fee of \$43.00.

4.12 LAB AND MATERIAL FEE

Programs are assigned varied lab and material fees. Specifics for each program are noted on the program cost information.

4.13 LOCKER FEE

Locker fees are \$31.50 + GST per year.

4.14 MISCELLANEOUS FEES

Field trips and work experience costs are borne by the student and are an additional cost.

4.15 NON-CREDIT COURSE FEES

Non-credit courses have variable rates.

4.16 NSF FEES

A charge of \$31.50 will be levied on each NSF cheque. Cash only or certified cheques may be requested for future transactions.

4.17 PARKING FEES

Parking spots are available from the residence manager at \$118.25 plus GST per term or \$10.80 per week plus GST.

4.18 RECOGNITION OF PRIOR LEARNING FEES

- a. A transfer credit from within Manitoba has no fee.
- b. A transfer credit from outside Manitoba and within Canada is charged at \$15 per course to a maximum of \$75 per application.
- c. International transfer credit fee is determined on an individual basis to a maximum of \$250 per application.
- d. Portfolio assessment fees are \$75 – \$325 dependent upon course hours.
- e. Challenge examinations, projects and assignments are charged at \$35 per hour of assessment to a maximum of \$250 per course plus consumables.
- f. Practical examinations, skill demonstrations and simulations are charged at \$35 per hour to a maximum of \$350 per assessment plus consumables.
- g. Applicants must submit fees with the request for credit transfer at the time of application.

4.19 REINSTATEMENT FEE

A student whose registration has been cancelled must pay a reinstatement fee of \$43.00

4.20 RESIDENCE RENT

Residence rooms are available from the residence manager at \$91.75 per week payable in advance.

4.21 SENIOR CITIZEN RATES

Senior citizen (60+) course fees for regular day course offerings are waived providing there is room in the class.

4.22 STUDENT ASSOCIATION FEE

Student Association fees are levied at \$10 per month for full-time students and \$5 per month for part-time students. Student Association fees are charged only to students in on-campus credit courses. All monies go directly to the Student Association Council.

4.23 STUDENT CARD FEE

Replacement student cards will be issued at \$21.00 + GST per card.

4.24 STUDENT SERVICES FEE

Students registered in credit courses will be charged a Student Services fee of \$10.79 per credit hour. Some exceptions apply.

4.25 SUPPLEMENTAL EXAMINATION FEE

The supplemental examination fee is \$31.50.

4.26 TRANSCRIPT FEE

Official transcripts are printed on security paper and are issued at the end of each academic year. Additional copies will be issued at a cost of \$15.75 plus GST for the first copy and \$1.05 + GST for each additional copy ordered at the same time.

4.27 TUITION FEES FOR INTERNATIONAL STUDENTS

International students pay a 100% surcharge. College courses are \$109.20 per credit hour and university courses were as follows: arts at \$228.00 per credit hour and science at \$268.80 per credit hour.

SECTION 5 – REFUNDS

5.01 TUITION FEES

Refunds will be processed upon receipt of a completed Registration Revision form available from Enrolment Services.

5.01.1 REFUNDS FOR CREDIT COURSES

Refunds as noted below are for Fall Term and Winter Term courses which run over a 15-16 week period. Refund dates for Spring Term and Summer Term courses are stated in the Academic Schedule in the front of the calendar. Courses with varied start dates may have different refund dates. Students should consult the course schedule for specific information.

- a. 100% refund until the end of the late registration period
- b. 100% refund in the case of course cancellation
- c. 100% refund if transfer credit is given and a RPL application has been made on or before the first seven calendar days of the term. If transfer credit is given and the RPL application has been made after the first seven calendar days of the term, the amount of refund will be calculated based on the date the RPL application was received by Enrolment Services and the prorated formula outlined in parts d-f below
- d. 50% refund up to 27 calendar days after the beginning of the term.
- e. No refund is applicable after the end of the 50% re-fund date.

5.01.2 REFUNDS FOR CONTINUING EDUCATION AND GENERAL INTEREST COURSES

- a. 100% refund prior to the first class
- b. 100% refund in the case of course/program cancellation by UCN
- c. 85% tuition refund prior to commencement of second scheduled class
- d. No refund is applicable after the second scheduled class.

5.02 REFUNDS FOR SPONSORED STUDENTS

Refunds for sponsored students will be issued to the sponsoring agencies and not directly to the students. The same applies for students receiving Canada Student Loan and Manitoba Student Loan.

5.03 INVOLUNTARY WITHDRAWAL

Students who are required to withdraw through an Involuntary Withdrawal process forfeit the right to any refund.

5.04 LABORATORY AND MATERIAL FEES

Lab and material fees are non-refundable after seven calendar days from the beginning of the term for credit courses and are non-refundable after course commencement for all courses offered through continuing education.

5.05 OUTSTANDING DEBT

Any outstanding debt to UCN for bookstore charges, residence rent, parking fees and library fines will be deducted from the tuition refund.

5.06 RETROACTIVE VOLUNTARY WITHDRAWAL

The Academic Standards Committee of the Learning Council will give individual consideration to each student who is required to withdraw from all courses for compassionate reasons. This kind of request must be made, in writing, to the Director of Enrolment Services & Registrar who will take the request to the committee. Fees are normally non-refundable under a Retroactive Voluntary Withdrawal request.

5.07 STUDENT SERVICES FEE

The Student Services fee will be 100% refunded if the course/program is dropped in the first week of the term. No refund on these fees will be given after seven calendar days from the beginning of the term.

5.08 STUDENT ASSOCIATION FEE

The Student Association fee is not refundable after one month of attendance.

SECTION 6 – ACADEMIC POLICIES AND PROCEDURES

6.01 ABSENCE FROM TESTS AND EXAMINATIONS

The University College will award a grade of F (fail) to a student who absents him/herself from tests and examinations without just cause and without notifying UCN.

6.02 ACADEMIC DISHONESTY

UCN will act to encourage academic honesty. Academic honesty is the basis for the development and acquisition of knowledge. UCN considers any form of academic dishonesty to be a severe offense, destructive to the values of UCN. Academic dishonesty is also discouraging and unfair to those students who pursue their studies with academic honesty.

Academic dishonesty includes but is not limited to misrepresentation with the intent to deceive with regard to the accuracy of statements, reports or findings; distorting or concocting lab or shop results, reports or projects; unauthorized aids in examinations; giving or receiving inappropriate assistance in academic work, examinations, labs or shops; aiding another student's academic dishonesty; and plagiarism. It should also be noted that "giving inappropriate assistance" also includes not safeguarding one's own work, so that it is available to others for misrepresentation.

Plagiarism is defined as the intentional misrepresentation of the intellectual work of another as one's own. It includes but is not limited to essays, compositions, theses, creative writing, reports, reviews, lab reports, projects, computer programs, experimental data, drawings, charts, plans, musical compositions, and works of art.

All instances of academic dishonesty will result in a grade of zero for the assignment or occurrence, and could be grounds for suspension from the course. Instances of multiple infractions of academic dishonesty may result in suspension from UCN for a period of 12 months as of the date of the infraction.

Any decision regarding academic dishonesty may be appealed.

6.03 ACADEMIC PROBATION

A student whose program grade point average (GPA) falls below 2.0 will be placed on probation. Faculty must approve the course registration form for all students on probation.

If the GPA is less than 1.5, the student will not be allowed to register in the next term until s/he meets with the faculty advisor and the dean. If the student has failed more than one course s/he shall be required to carry a reduced course load.

Typically, a student will register for subsequent term courses prior to the end of the previous term. Course registration will be processed, however, it is considered conditional upon successful completion of the prerequisite course(s) and upon the student maintaining a grade point average of 2.0 or greater.

Registration in courses for which the prerequisite(s) has not been met will be cancelled. A student who is placed on probation subsequent to submitting a course registration and before the start of the course will have his/her course registration cancelled until the dean has approved the course load.

A student admitted to one of the university partners should consult the calendar of the home institution for specific regulations on academic probation.

6.04 ACADEMIC STANDARDS

Courses offered are identical across the campuses with academic standards, expectations, and prerequisite requirements being the same. A student admitted to one of the university partners is bound by the academic regulations of that institution and should consult the calendar of the home institution for specific regulations.

6.05 ACADEMIC SUSPENSION

Students whose program GPA is less than 1.0 at the end of the academic year will be placed on academic suspension. Academic suspension prohibits a student from readmission into the program from which he or she was suspended. In exceptional cases, a student may apply for readmission in the academic year of suspension as outlined below.

Academic suspension will be in effect for one academic year. An individual on academic suspension may submit an application for the next academic year. Admission is conditional on a comprehensive assessment of the student's prior academic history, a review of the student's aptitudes, abilities and interests, and receipt of a recommendation of the dean of the faculty to which the student is applying.

Academic suspension will be in effect for all UCN programs with the exception of General Studies: Adult Education.

A student admitted to one of the university partners should consult the calendar of the home institution for specific regulations on academic suspension.

6.06 ACADEMIC YEAR

An academic year is defined as July 1 to June 30.

6.07 APPEAL POLICY

Students have the right to appeal academic decisions relating to grades, and disciplinary action. The procedure is outlined in Section 7 Academic and Discipline Appeals.

A student admitted to one of the university partners should consult the calendar of the home institution for specific regulations on appeals.

6.08 ATTENDANCE

UCN believes that regular attendance is essential for academic success. Students who do not attend class on a regular basis are responsible for any negative impact on academic success. Poor attendance may result in termination through the involuntary withdrawal process which will result in a grade of FIW. Faculty will determine required attendance guidelines for their classes. Course outlines include attendance expectations.

6.09 COMPUTER AND INTERNET ACCEPTABLE USE POLICY

The environment at UCN uses shared computer resources, as resources do not allow for each student to have a personal computer for their exclusive use. As a result, computer usage must be structured and controlled for optimum availability to all students. Improper use of computer equipment for non-educational and entertainment purposes by one student denies other students the use of that computer for the purpose intended – a useful tool for their education.

A document stating the University College of the North Computer and Internet Acceptable Use Policy is posted in computer labs.

6.10 COURSE REPEATS

A student must repeat required program course(s) for which s/he has received a failing grade. The highest grade achieved will be used in calculating the grade point average. A minimum grade point average of 2.0 is required to be eligible for graduation.

A student will normally be allowed only one repetition of a course. Under exceptional circumstances, a dean may grant approval for the student to register in a course for the third time. If the third attempt results in a failure, the student will be asked to withdraw from the program.

A student enrolled in courses delivered by the university partners should consult the specific university calendar for information on academic standards.

6.11 DEFERRED TESTS OR EXAMINATIONS

Students may be granted permission to defer an examination or test for compassionate reasons. The student is responsible for providing appropriate documentation for the absence and for making arrangements with the faculty to write the test or examination within a reasonable time period.

Students registered in courses offered through university partners should consult the calendar of the university sponsoring the course and the faculty for specific directions on how to proceed. A student is required to submit a request/application for Deferred Examination or Appeal for Deferred Final Examination form available from Enrolment Services who will facilitate date changes for examinations which are approved by the faculty.

6.12 EARLY INTERVENTION

For either academic or disciplinary reasons, faculty may initiate an early intervention process resulting in a meeting with the faculty, counsellor and student to discuss the problem. In the event of recurring problems, the student will be placed on warning.

Terms will be outlined and the time lines for resolution will be identified. Students on warning are reviewed regularly and are expected to be in regular attendance. Student disregard of terms may result in termination through the involuntary withdrawal process.

6.13 ENGLISH AND MATHEMATICS REQUIREMENTS

An English or mathematics requirement may be mandatory prior to graduation. Specific requirements will be stated in the program description. A student admitted to one of the university partners should consult the calendar of the home institution for specific regulations on an English or mathematics requirement.

6.14 EVALUATION

A student's final standing in a course will be determined by achievement throughout the term, taking into account evaluation measures such as tests and examinations, laboratory work, essays, reports and projects. Where applicable, supervised practical experience, class participation and attendance will also be taken into account. Evaluation methods will be included on course outlines. Students unable to meet established course deadlines are responsible for making alternative arrangements with their faculty or faculties prior to the deadline.

6.15 GRADE POINT AVERAGE

Credit hours attached to a course reflect the general weighting of the course and are used to calculate the grade point average (GPA). A weighted grade point average (WGP) is calculated by multiplying the grade points obtained in each course by the course credit hours. The total product thus obtained is divided by the total credit hours for the courses taken to determine the cumulative GPA. Grade point averages are calculated by term, by program and cumulatively.

6.16 GRADE SCALE

Letter Grade	Percentile Range	Grade Points	Description	WGP 3 credits
A+	90 >	4.5	Exceptional	$4.5 \times 3 = 13.5$
A	80 – 89	4.0	Excellent	$4.0 \times 3 = 12.0$
B+	76 – 79	3.5	Very Good	$3.5 \times 3 = 10.5$
B	70 – 75	3.0	Good	$3.0 \times 3 = 9.0$
C+	66 – 69	2.5	Satisfactory	$2.5 \times 3 = 7.5$
C	60 – 65	2.0	Adequate	$2.0 \times 3 = 6.0$
D	50 – 59	1.0	Marginal	$1.0 \times 3 = 3.0$
P	50-100	N/A	Pass	N/A
F	0 – 49	0	Fail	$0 \times 3 = 0$

Note: The letter grade P does not have credit hours assigned to it, therefore, is not used in the GPA calculation. Program requirements may include courses without credit hours assigned to them.

6.17 GRADING SYMBOLS

AU	Audit: Performance unevaluated. No credit earned.
CR	Credit: Credit given for course work transferred from another post-secondary institution, an internal transfer of credits or through the RPL process. Not counted in GPA.
FIW	Fail Involuntary Withdrawal: UCN-initiated withdrawal. No credit earned. Academic penalty as-signed and calculated in GPA.
FNS	Fail No Show: The student may apply to the Registrar to have the grade deleted if s/he subsequently enrolls at UCN.
INC	Incomplete: Course work is incomplete and extension has been given. After three months the INC converts to an F.
RVW	Retroactive Voluntary Withdrawal: Voluntary Withdrawal granted in exceptional circumstances.
S	Satisfactory: Successful completion of a non-credit course.
U	Unsatisfactory: Unsuccessful completion of a non-credit course.
VW	Voluntary Withdrawal: Student initiated withdrawal. No credit earned and not calculated in GPA.
W	Withdrew: Faculty-initiated withdrawal for a student who has registered but has not been in attendance up to the last date for voluntary withdrawal without academic penalty. May be used only for adult education and UCN Adult Learning Centre courses.
WIP	Work in Progress: Term work in progress. A final grade will be awarded.

Note: Some courses/programs use a different grading system and have different standards for progression and graduation. The grading system is included on the course outline for each course.

The grading symbols above are used by UCN. Students registered in courses offered through university partners will be graded according to the grading policy of the institution offering the course. Students are encouraged to contact the faculty and the university offering the course for further information.

6.18 GRADUATION

6.18.1 APPLICATION FOR GRADUATION

Candidates for convocation are those who have been duly admitted to and have completed all the requirements for their degree, diploma or certificate programs. Every candidate for graduation must complete an Application for Graduation form, available from Enrolment Services, at least three months prior to convocation ceremonies. Graduates will be asked to confirm their attendance at convocation ceremonies on the Application for Graduation form. Late requests will be dealt with on a case-by-case basis.

6.18.2 CONVOCATION CEREMONIES

Convocation ceremonies are held the third week of June at The Pas and Thompson campuses. Regional centres host community celebrations, which are normally held the last week of June. Complete details are available from Enrolment Services. Students who do not attend convocation ceremonies will be sent their credentials.

Academic attire is determined by UCN.

6.18.3 GRADUATION REQUIREMENTS

UCN will confer graduate status on students who complete the requisite course work with a minimum grade point average of 2.0. All financial obligations to the UCN must be met prior to issuance of certificates, diplomas, degrees and transcripts

6.19 HONOURS GRADUATE

To receive an honours designation at graduation, a student must be registered in a certificate, diploma or degree program, and must have a program grade point average of 4.0 without course failures.

6.20 INCOMPLETE COURSE WORK

Faculty may assign a grade of INC to a student who is for excused reasons unable to complete all course requirements. The student must request an extension of course work from the faculty prior to the last day of class. The normal time frame for an incomplete is three months following which the grade will convert to an F.

A student registered in courses offered through university partners and who wishes to apply for incomplete status should consult the calendar of the university sponsoring the course and the faculty for specific directions on how to proceed.

6.21 INVOLUNTARY WITHDRAWAL

A student may be required to withdraw for academic or disciplinary reasons. The faculty will initiate the involuntary withdrawal. Once the dean has approved the involuntary withdrawal, the student will be informed in writing. The student has the right to appeal the involuntary withdrawal through the appeal process. A grade of FIW will be recorded for the course.

6.22 LETTER OF PERMISSION

A student wishing to take a course for transfer credit from another institution must do so on a Letter of Permission obtained from Enrolment Services prior to registration. Courses offered through Inter-Universities Services are exempt.

Students are encouraged to make arrangements for a Letter of Permission no less than one month prior to the time of registration at UCN. The institutions from which they wish to take courses will require admission as visiting students. Deadlines for admission at other institutions will vary and may be early. Students wishing to make arrangements to enrol in courses offered through the University of Manitoba's Faculty of Social Work in Thompson Program (FSWT) must register for courses in those programs through Inter-Universities Services.

6.23 PRESIDENT'S ACHIEVEMENT LIST

UCN wishes to recognize and celebrate the achievement of students who excel in their studies. Full-time students who achieve a grade point average of 3.75 or higher at the end of each term will be placed on the President's Achievement List.

6.24 PROGRAM COMPLETION

In general, a student has eight years from his/her date of entry into a program to complete that program.

6.25 PROGRAM REQUIREMENTS

Academic advisors are available to assist with program planning. Ultimately, it is the student's responsibility to ensure that courses taken meet program requirements.

6.26 SUPPLEMENTAL EXAMINATIONS

UCN may allow a student who has received a failing grade in a course to write a comprehensive supplemental examination. All course outlines will indicate supplemental examination privileges, if applicable, and eligibility criteria. The final grade received will be based only upon the supplemental examination. If the student is successful, the grade recorded on the transcript will be the minimum passing criterion as indicated in the course outline.

6.27 RETROACTIVE VOLUNTARY WITHDRAWAL

A student may apply for a retroactive voluntary withdrawal (RVW) after the last date for Voluntary Withdrawal without academic penalty. Voluntary Withdrawal requests before the last date for Voluntary Withdrawal without academic penalty are made through the normal Voluntary Withdrawal process using a registration revision form. The RVW request must be in writing and submitted to the Director of Enrolment Services & Registrar. It must include the following before it can be considered:

- a. A completed registration revision form listing all the courses for which the RVW is requested.
- b. A letter from the student stating the reasons for the request and, if applicable, a request for refund.
- c. Supporting documentation from a health care or other professional supporting the claim in the student's letter.

Once received, a recommendation from the dean will be sought and then it will be forwarded to the Learning Council Academic Standards Committee for decision. Only in situations of extraordinary personal duress will a Retroactive Voluntary Withdrawal be considered. If granted, the transcript will show a grade of RVW.

Students enrolled in courses offered by university partners will be bound by the regulations of the university offering the courses. UCN can consider RVW requests only for UCN courses. Withdrawal requests for courses from university partners (BU, UM or UW) must be forwarded directly to the relevant university.

6.28 TRANSCRIPTS

Transcripts are issued only at the request of the student. All transcript requests must be accompanied by payment (see Section 4 - Fees).

Transcripts will not be issued until all financial obligations to the University College and any "Holds" which have been placed on the student's record, including Library, Admissions, and Residence, have been cleared.

Official transcripts for students admitted to university partners are available upon written request and with the appropriate fee from the partner institution.

Students who require proof of degree completion prior to convocation can request a letter from Enrolment Services.

6.30 VOLUNTARY WITHDRAWAL

A student wishing to withdraw from a course must forward a completed Registration Revision form to Enrolment Services by the last date for Voluntary Withdrawal without academic penalty. A grade of VW will be recorded for the course. Students will receive a grade of F in those courses from which they do not formally withdraw. The onus is on the student to complete the registration revision form and to ensure that it is received by Enrolment Services by the required date. Informing the faculty or staff member of intent to withdraw or not attending class does not constitute a withdrawal. Only the registered student is permitted to Voluntarily Withdraw him/herself from courses. Some programs require faculty approval prior to Voluntary Withdrawal.

Students registering in courses offered through university partners should be aware that the home university may impose limits on the number of Voluntary Withdrawals a student is allowed. As well, the home university may impose restrictions on a student's ability to register in a course from which the student has previously withdrawn or wishes to repeat. Students should consult their home universities' academic calendars or an academic advisor for further information.

SECTION 7 – ACADEMIC AND DISCIPLINARY APPEALS

This policy addresses both academic and disciplinary appeals processes.

7.1 ACADEMIC APPEALS

The Academic Appeal Policy exists to ensure that students' academic concerns relating to the dispute of grades can be resolved in a fair, equitable, and orderly manner.

Academic decisions made by university college faculty are presumed to have been made correctly, in accordance with established academic standards and policies. It is the responsibility of the student appealing any decision to show that the decision was based on clerical error, or that the decision was made impermissibly or arbitrarily. A decision is arbitrary if it was made in a manner inconsistent with academic standards and procedures for evaluation established by the instructor, the programme, or the university college in the calendar, in the course outline and syllabus, or during the class/programme in written or oral communications directed to the class as a whole. A decision is arbitrary if it was based on the student's race, colour, ethnicity, religion, national origin, sex, age, disability, or sexual orientation; or was made for some other arbitrary or personal reason unrelated to the instructor's rightful exercise of his/her professional judgment.

Students have the right to appeal:

- a) Assessment of skill demonstrations and/or clinical, practical or work experiences;
- b) Grades on individual assignments;
- c) Final grades.

Students who have grounds for an academic appeal are encouraged to follow the Initial Appeal process as outlined in section 7.3. The appeals committee is a final recourse for students who feel so aggrieved. Any student who has exhausted the Initial Appeal process and who still feels that s/he has grounds for a reversal of a decision may serve notice of Formal Appeal to the chair of the University College of the North Appeals Committee c/o the registrar.

The process of appeal is student initiated and can be terminated at any time by the student.

The appeals committee does not replace other adjudicative processes.

7.2. DISCIPLINARY APPEAL POLICY

The Disciplinary Appeals Policy exists to ensure that appeals made by students relating to disciplinary action taken by the university college can be resolved in a fair, equitable and orderly manner.

7.2.1 CONDUCT SUBJECT TO DISCIPLINARY ACTIONS

The safe and orderly operation of the university college requires that students conduct themselves in a mature and responsible manner. Such conduct is expected to apply to all university college locations, including co-operative work placements and university college sponsored/affiliated activities. Student conduct and/or behaviour, as described below, will be subject to disciplinary action.

- a) Absence from class as stated in the Deferred Examination or Test Policy.
- b) Unsatisfactory performance in a course or program as defined by each course and program.
- c) Any form of dishonesty including fraud, deceit, and academic dishonesty will be subject to disciplinary action.
- d) The subjecting of any person(s) to indignity, injury, threat of violence or degradation.
- e) Disturbing, disrupting or otherwise interfering with authorized and legitimate education activities (studies, laboratory/shop/practical exercises, lectures) of fellow students and staff.
- f) Obnoxious behaviour such as using abusive or vulgar language, gestures and the like.
- g) The deliberate damaging of facilities or unauthorized use/removal of property belonging to the University College or the Student Association. This includes facilities rented for university college or Student Association sponsored activities.
- h) The theft or wilful damage to personal effects and property of students or staff.
- i) Neglecting Workplace Safety and Health procedures or practices, or the intentional creation of safety hazards.
- j) Bringing alcoholic beverages, illicit drugs, and/or other intoxicants onto the campus or other university college facilities, for personal use or for use by others.

7.2.2 SERIOUS MISCONDUCT

Some examples of misconduct that could result in the immediate suspension or expulsion of a student are as follows:

- a) Assault – the actual or attempted violent physical or verbal attack on another student or staff of the university college.
- b) Vandalism – the wilful, malicious destruction or defacement of public or private property of the university college, university college staff or students.
- c) Theft – the unlawful taking of property of the university college, staff or students.
- d) Obscenity – the uttering of offensive or vulgar language, including obscene gestures.–

7.2.3 TYPES OF DISCIPLINARY ACTIONS

Normally, disciplinary actions will progress in the sequence as outlined. However, serious breaches of conduct will result in immediate suspension or expulsion. A student who is expelled will not normally be re-admitted.

- a) Reprimand is an action that officially recognizes a violation of good conduct and advises the offender to avoid future infractions. The initial reprimand will be verbal and issued by a staff member with date and circumstances documented. A written reprimand will follow if the student fails to comply with the directions of the verbal reprimand, and may lead to probation.
- b) Probation is an action that allows the student to remain in the university college on the condition that future behaviour is acceptable. The dean or director will place the student on probation and will inform the student in writing of the terms of the probation. A copy of this letter will be placed in the student's file. A meeting may be held with the student, faculty, counsellor, sponsor, dean and/or director, in order to discuss the terms of the probation.
- c) Suspension is an action that excludes the student from a course, practicum, program, or the university college for a period of time. The period of suspension may range from a portion of an instructional day to the remainder of the term dependent upon the nature of the student behaviour. The dean or director, with recommendation and documentation provided by the faculty, has the authority to sanction a suspension of five days and under. Longer suspensions are given under the authority of the vice-president, academic & research, with recommendation and documentation provided by the dean or director. Removal from a course, practicum, program, or the university college will be immediate if the safety of university college staff or students is in danger. Suspensions will not normally exceed one term.
- d) Expulsion is an action that permanently excludes the student from the university college. The President, with recommendation and documentation provided by the vice-president, academic & research, will implement expulsions.

7.3 INITIAL APPEAL

The university college wishes to emphasize that the Initial Appeal process provides an opportunity for early resolution to the issue and urges both parties to make every effort to achieve resolution prior to the formal appeal process. Students may choose to seek resolution using a traditional method such as a Sharing Circle, which would include a university college Elder.

Final grade appeals must be submitted within 28 days of the date that the grade is posted to the student's web record.

Appeals of an assessment of skills, and/or clinical practical, or work experiences, must be launched within five (5) university college working days of receipt of grade.

Appeals of individual grade assignments must be launched within five (5) university college working days of receipt of grade.

Disciplinary appeals must be launched within five (5) university college working days from receipt of the decision being appealed.

Process:

- a) To start the Initial Appeal procedure, the student must complete the Initial Appeal form within five (5) university college working days of the matter giving rise to the appeal.
- b) The student must, whenever possible, have the instructor / staff member sign off on the Initial Appeal form, indicating that an attempt to reach an informal resolution was sought. For academic appeals where resolution is not reached, the student is required to indicate in writing to the dean specifically which aspect of his or her work s/he wishes to have reviewed, along with a written rationale explaining why his/her work merits review. In the case of an examination or written assignment, the dean will arrange a reread with a third party who has appropriate expertise. In the case of a disciplinary appeal, where resolution is not reached at this stage, the student may appeal to the appropriate division manager. This shall be considered step 1 of the Initial Appeal process.
- c) Where no resolution is reached at step 1 of the Initial Appeal process and within two (2) university college working days of the date stamped on the Initial Appeal form, the student may request that the appeal be heard by the appropriate dean/division manager. This shall be considered step 2 of the Initial Appeal process. For academic appeals, the dean will arrange a meeting with the student and the instructor and will make every effort to resolve the issue. For disciplinary appeals, the appropriate division manager will arrange a meeting with the student and appropriate staff member and will make every effort to resolve the issue. The dean/division manager will render a decision and, using the Initial Appeal form, inform both parties in writing of his/her decision with reasons by the next University College working day. In the event that a resolution is not reached at this stage of an academic or disciplinary appeal, the student may appeal to the vice-president academic & research.
- d) Within two (2) university college working days of receiving the written decision and completed Initial Appeal form by the dean or division manager, the student may appeal the decision only on the basis of alleged unfairness or bias in the process of the appeal, by arranging a meeting with the vice-president, academic & research. This shall be considered step 3 of the Initial Appeal process. After reviewing the matter with both parties, the vice-president, academic & research will render a decision and, using the Initial Appeal form, inform both parties in writing, with reasons, by the next university college working day. In the event that a resolution is not reached at this stage for either an academic or disciplinary appeal, the student may proceed to the Formal Appeal process as outlined in section 7.4.

7.4. FORMAL APPEAL PROCESS

Appeal Board Hearing

After having received the written decision from the vice-president, academic & research, the student can proceed to the Formal Appeal process which includes an appeal board hearing. The student must submit the signed formal appeal form and accompanying written rationale explaining in detail the nature of the appeal, providing all appropriate documentation, and indicating clearly the relief sought to the chair, University College of the North Appeals Committee (c/o the registrar) within two (2) University College working days.

In response, the committee may take any of the following steps: (a) indicate to the student that all avenues have not been exhausted and request that the matter be resolved before it reaches this final court; (b) request further information from the student and/or others involved in the case; and (c) grant a hearing, at which time the student and others involved may be asked to appear before the committee.

The committee chair will schedule a hearing as soon as it is practical and notify all parties involved.

The appeal board must hear the appeal within sixteen (16) University College working days of the initiation of Step 1 of the Initial Appeal.

At the discretion of the chair, the maximum time to hear the appeal may be extended to accommodate extenuating circumstances. Every effort will be made to schedule the hearing at a time convenient to both parties.

It is the responsibility of the university college to ensure that the student and staff members who are involved in the appeal are aware of all procedures, deadlines, decisions and other requirements that relate directly to the appeal. It is the responsibility of the student to follow up on the notification, to be aware of the prerequisite courses, and to meet the deadlines.

Appeal board hearing procedures and protocols can be found in 7.4.1.

7.4.1 GUIDELINES

1. The student and the university college staff member directly involved in the appeal shall have the right to have one representative each throughout the appeal process. The representatives may speak on their behalf.
2. The student who has filed the appeal and the university college staff member directly involved shall have the right to appear before the board and to attend the full hearing process, excluding final deliberations of the appeal board.
3. The student and the staff member shall have the right to present any witness and/or written material that supports their case. Representatives on behalf of the student and the staff member shall have the right to question witnesses. The chair must be notified in advance which witnesses will be present.

4. The board may request the student, the staff member or any other party to appear before the board, or provide additional information related to the case before reaching a decision.
5. In circumstances where the grade would prohibit the student from proceeding to a course dependent on it, or moving to the next term, the student will register pending the decision of the appeal board. An exception to this is made if the assessment in a clinical or practicum situation is the matter being appealed. The appeal must be initiated and heard as soon as possible. It is the responsibility of the university college to provide students with reasonable notice of results, so that the process can be initiated and heard within the required time limits.
6. Should the student fail to attend the hearing without notifying the appeal board chair, or his/her office, of his/her inability to be present, or should the student decline to attend, the appeal will be dismissed and the original recommendation will stand.
7. The university college will maintain a file of the appeal, as follows:
 - a) One year for the request for appeal; and
 - b) Five years for outcome of the appeal board
 - c) All appeal records will be put into the archives after five years.
8. The board's decision will form part of the academic file of a student.
9. The decision of the appeal board will be final.

7.4.2 COMPOSITION OF THE APPEAL BOARD

Whenever possible, the composition of the appeal board should reflect the demographic characteristics of the institution and of the student making the appeal. Members of the appeal board established to hear and render decisions on individual student's appeals shall be drawn from the membership of the appeals committee, except where a conflict of interest or other exceptional circumstance applies. In accordance with the provisions of the Appeals Policy of the University College of the North, such boards shall be composed of five members, including:

1. The chair of the appeals committee or his/her designate, who shall serve as the chair of the board.
2. One faculty member, from college faculty if the appeal is by a student in a college program or from university faculty if the appeal is by a student in a university program;
3. One non-instructional staff member;
4. One student;
5. One member from any of the above constituencies, to be agreed upon by the student and the board chair.

The chair will be a non-voting member, unless required to vote to break a tie. Any member of the university college noted below shall be disqualified from hearing an appeal.

1. A faculty or staff member connected to the program in which the student is enrolled;
2. A student registered in the program in which the student appealing is registered;

3. An individual or a member of the board responsible for making the decision being appealed;
4. Anyone who voluntarily declares bias or conflict of interest.

Where a member of the appeal board is challenged by the student appealing on grounds such as conflict of interest, bias or malice, the remaining members of the appeal board shall consider the merits of the challenge and determine whether or not the member should be disqualified from hearing the appeal. Should a challenge result in a loss of a member, the appeal board shall adjourn while a new member is selected.

The hearing is rescheduled as soon as possible.

7.4.3 HEARING PROCESS

The university college, in approving the procedures outlined herein, wishes to inform the parties appearing before the appeal board that the hearing is intended to be a search for the facts related to the issues before the board. Thus, the student and staff involved should expect to be questioned by the board members during the course of the hearing.

The board may, at its discretion, request and introduce at the hearing any evidence it deems relevant.

However, nothing in these procedures should be taken as relieving the student of the responsibility to present evidence and arguments in support of the appeal.

1. The chair reviews the process that will be followed in hearing the appeal, asks the student and staff member involved, as well as their representatives, if they have any questions about the process, and responds to questions accordingly.
2. To ensure order and to provide both parties to the appeal an equal opportunity to be heard, the parties to the appeal will speak through the chair, instead of speaking directly to each other. Rebuttals by either party are at the discretion of the chair.
3. The hearing must recess if any board member, the student, or staff member leaves the room temporarily. Either party may request a recess at any point in the hearing.
4. The staff member and his/her representative will make a presentation before the board.
5. A question and answer period will follow the staff member's presentation. Members of the appeals board may ask the staff member questions related to the presentation. The student's questions will be addressed through the chair to the staff member.
6. The student and his/her representative will make a presentation of the appeal to the board.
7. A question and answer period will follow that presentation. During this period, members of the appeal board may ask the student questions related to the presentation. The staff member's questions will be addressed through the chair to the student.
8. When the board is satisfied that it has acquired all the necessary information, the chair shall ask each party to

make a closing statement before the board dismisses them to pursue its deliberations, leading to a decision in camera. The board, once it enters its deliberations, may decide that it requires more information and may then call both parties back, possibly at a later date, or invite more witnesses to come before the board.

9. In most cases, the board will be able to hear all the evidence and to reach its decision at one meeting. Should a second or subsequent meeting be required solely for the board's deliberations, it will not be necessary for the student or staff member to appear again. However, both parties will be made aware of the presence of new witnesses and have the right to be present at any meeting at which new evidence is being presented.
10. The board chair must be advised before the date of the hearing which witnesses either party wish to have at the hearing. The board may, on its own initiative, decide to call witnesses who have not been requested by either party.
11. The discussion of the board in arriving at a decision on the appeal will be considered confidential. The decision of the appeal board is final.
12. The chair of the appeal board will communicate the decision, in writing, to the parties involved in the appeal by the next University College working day, including reasons for decision, with copies to the student, the student's file, staff member, dean and vice-president, academic & research.

7.5 REQUIRED FORMS

After the appeal has been disbursed, the Initial Appeal and Formal Appeal forms along with all other relevant materials shall be sent to Enrolment Services for retention.

Students may obtain copies of the Initial Appeal and Formal Appeal forms from Enrolment Services, UCN Student Association office in The Pas and Thompson, and the receptionist.

SECTION 8 – SERVICES

8.01 ABORIGINAL CENTRES: ININIWI KISKINWAMAKWIN CENTRE (THOMPSON) AND MAMAWECHETOTAN CENTRE (THE PAS)

The centres are available for all students attending UCN to honor and share Aboriginal cultures. The Aboriginal centres of both campuses are open to all students. All students are encouraged to participate by using the different services which are offered and to enhance the services may volunteer their skills and talents along with the many activities being offered. Specific counselling issues such as marriage, grief, and suicide counselling will be referred to appropriate departments or to other outside agencies as deemed necessary. Activities may include sharing circle meetings, special guest speakers and many other student initiated activities which are arranged by the coordinator and Aboriginal centre student executive.

Activities are alcohol- and drug-free. Activities include family and community orientation, traditional singing and dancing lessons, arts and crafts, powwow, and fundraising.

8.02 ACADEMIC ADVISING

Students are supported in course selection and career decision-making through a network of academic advisors and assessment officers. Each student is encouraged to meet one-on-one with an academic advisor prior to registration to ensure that the student selects courses that will best support his/her goals. Advisors continue to work with students throughout the year to assist them in becoming successful students. In addition, liberal access to tutorial supports is available throughout the students' tenure at UCN.

8.03 ELDER PROGRAM

UCN has a long-established Elder program under the direction of the resident Elder. The Elder is available for advice and counsel to staff and students.

8.04 BOOKSTORE

Located on site at both The Pas and Thompson campuses, the bookstore has textbooks, course supplies and miscellaneous items for purchase. Cash, cheque, debit card, VISA or MasterCard are accepted. Sponsored students must provide an Authorization to Invoice form from their sponsors before books and supplies are released.

8.05 CAFETERIA

The Pas and Thompson campuses each have an on-site cafeteria open to the public. Meal plans can be purchased.

8.06 COUNSELLING AND ADVISING SERVICES

Counselling and advising services are available to all students on The Pas and Thompson campuses. Specific counselling issues such as marriage, family or mental health issues may/will be referred to an outside agencies as deemed necessary. Appointments can be made and students may drop in as needed.

8.07 EDUCATIONAL SERVICE CENTRE

The Educational Service Centre assists students to meet their career goals. Dedicated staff members provide assessments, tutoring, and assistance with study skills, computers, and career and employment support. The staff members are willing to assist students in any way and will work to find the necessary resources to do so.

8.08 FINANCIAL AID AND STUDENT AWARDS

Students seeking information about scholarships, bursaries, awards and loans should make inquiries through the financial awards office. The office maintains close liaison with the Student Aid branch of the provincial government's Advanced Education, Training and Literacy ministry, with the Student Aid programs of other provinces and the federal government, and with other public and private scholarships, bursary and loan programs. A student who qualifies for a Canada Student Loan will receive a Certificate of Eligibility (Schedule 1 for full-time studies or Schedule 1A for part-time studies) once the loan application has been assessed, providing the applicant has qualified for a Canada Student Loan. It outlines the amount of money the applicant will receive in student loans. It also indicates the date on which the loan document may be cashed. The document will be sent to the financial awards office where the Confirmation of Enrolment section will be completed. The individual will then drop it off at a designated Canada Post outlet in order to receive loan funds.

8.09 INFORMATION TECHNOLOGY

The Information Technology division creates computer accounts for students as part of the admissions and registration processes. Computer accounts are provided to students so that they may learn about computers as part of their education. These accounts are to be used for schoolwork while the student is attending University College of the North or taking courses from university partners.

A document outlining the University College of the North Computer and Internet Acceptable Use Policy is posted in computer labs.

The Getting Started document is available at the student orientation session held at the beginning of the Fall Term.

8.10 ACCESSIBILITY FOR LEARNERS WITH DISABILITIES

University College of the North supports students with disabilities, including students with physical challenges and/or learning disabilities. In order to assist students to the fullest extent possible, it is imperative that the portion designated for disclosure on the UCN application form be filled in. This will allow for ample preparation to help students achieve academic and personal success.

The student will be consulted in regards to enacting a Disclosure of Information form to allow UCN staff to access any outside agencies who are working with the student. This will ensure any case meetings happen in a timely manner and follow-up plans are efficiently enacted accordingly. Academic assessment may be necessary to ensure supports are in place for success in the chosen program. If you would like more information please contact the Student Accessibility Service Office at (204) 677-8083 or toll-free at 1-866-677-6450 ext. 8083.

8.11 LIBRARY SERVICES

Library and Instructional Services:

Libraries are located at Chemawawin (Easterville), Norway House, The Pas and Thompson. They provide a variety of library resources and services to our campuses and regional centres. These resources include: books, electronic books, electronic documents, electronic databases, online courses, CD-ROMs, audio CDs, DVDs, journals, maps, archival materials, and special collections. Each library has space for students to relax and study. Recreational materials such as books, audio CDs, and DVDs are available for use.

At every library, staff are trained to assist students and faculty to find information, or request resources from other libraries. Each library is responsible to make the UCN ID cards needed for identification and to borrow materials from the library. Instructional Services supplies equipment (digital cameras, video cameras, medical kits, etc.), printing services (posters, banners, books, chapter books, etc.) and personnel to assist in producing visual programs (power point, layout for brochures, books, etc.). These services are available to all campuses and regional centres.

The UCN libraries are responsible for the institution's records, archives, and copyright compliance.

For additional information, please contact the staff at any of our libraries. Our e-mail address is Library@ucn.ca. You can call for reference service at 1-877-999-9593 toll-free, or fax us at 204-623-4597. Our web page can be found at www.ucn.ca/ics/library.

8.12 ORIENTATION – GPS TO SUCCESS

GPS to Success is a student orientation open to all students new to post-secondary education or for those students already experienced in a post-secondary setting who seek tips for academic success. Students will learn success strategies that include note taking, time management, budgeting, library research, plagiarism, computer use, and much more. Participants will also meet UCN counsellors, Learners' Assistance Centre staff and a variety of UCN instructors, as well as becoming familiar with the campus and creating new friendships with other students. GPS to Success is free and students may stay in residence at student rates and are responsible for their meals. Dates of the orientation and the registration deadline are in the academic schedule in the front of the Academic Calendar.

For information or registration, please call Student Development at (204) 627-8546 or toll-free at 1-866-627-8500 ext. 8546.

8.13 RECREATION SERVICES

8.13.1 THE PAS CAMPUS

University College of the North has a fully equipped gymnasium for many sporting events throughout the year. Intramural sports offered are basketball, badminton, lacrosse, curling, floor hockey and volleyball. Students have priority use of the gymnasium through intramural programming, fitness classes, open gym time and the occasional tournament. University College of the North is also the preferred site for many community tournaments and functions.

Students can enjoy winter activities such as cross-country skiing, snowshoeing and curling. UCN is within five minutes of the Rosie Mayne Ski Trails and backcountry for snowshoe enthusiasts. The arena, curling rink, ball diamonds, park, running track, tennis court, soccer field and swimming pool are all within a two-block distance of UCN.

The institution also has a small, well-maintained, free-weight and global gym facility as well as equipment for a cardiovascular workout. For a nominal fee, a student can become a member of the weight room.

A certified fitness instructor offers a variety of group fitness classes throughout the week. These range from step aerobics to kick boxing to resistance training classes. All classes offer a flexibility component at the end.

Some students may have limited time to participate on a regular basis, so UCN offers many one-time special events. These include barbecues, swim and sauna nights, bowling evenings, golf and slo-pitch tournaments, funspiels, fishing evenings, and craft nights.

For more information on recreation services, please phone (204) 627-8535.

8.13.2 THOMPSON CAMPUS

The Student Association Council partners with University College of the North administration and other educational institutions to promote various recreational and social activities. These may include but are not limited to volleyball, basketball, badminton, and slo-pitch tournaments. The gymnasium at Wapanohk Eastwood School is rented occasionally for student-focused gym nights where activities of primary interest to the student body are planned.

Throughout the year, several special events are scheduled for students and/or their families that may include water volleyball, bowling nights, craft nights, barbecues, fun fairs, and family socials.

The Student Association Council has a lot of opportunity to plan and schedule events for the sport enthusiasts. The city of Thompson is host to the Norplex Swimming Pool, two bowling lanes, Mystery Mountain Ski Hill, indoor and out-door arenas, a curling rink, ball diamonds, tennis courts, racquet ball courts, a golf course, and a fitness centre. Many facilities in Thompson offer student rates.

8.14 RESIDENCE

8.14.1 THE PAS CAMPUS

Carroll Residence, a co-ed residence, is attached to the UCN campus in The Pas. Carroll Residence provides 55 rooms with a total of 107 beds. Three rooms are available for the physically challenged. Each of the three residential floors contains showers/washrooms and TV rooms. Other facilities available to residence students within UCN include washers/dryers, laundry receiving area, kitchenette, recreation room, student lounge, gymnasium, weight room and a main dining room.

8.14.2 THOMPSON CAMPUS

The Thompson campus residence, a co-ed residence, is adjacent to the campus buildings in Thompson. The residence provides 48 rooms with a total of 65 beds. One single room is available for the physically challenged. Thirteen rooms on each floor have private bathroom facilities. Both residential floors contain common washrooms and showers. Other facilities available to residence students include a kitchenette, laundry room, student lounge, recreation area, visitors' room, TV room, weight room, and a main dining room.

SECTION 9 – OFFICE OF INTER-UNIVERSITIES SERVICES

9.01 MANDATE AND PURPOSE

University College of the North assumed the mandate of Inter-Universities North on July 1, 2005. The Inter-Universities Advisory Committee (IUAC), represents the partner universities, Brandon University, University College of the North, the University of Manitoba and the University of Winnipeg, assumes responsibility for academic matters in course delivery. The office of Inter-Universities Services (IUS) handles the administrative matters, for information please contact IUS at (204) 677-6361.

IUS delivers courses and programs in direct response to individual and community-based needs through consultation with students and various organizations in all communities served by IUS.

IUS course offerings are university-degree credit courses that meet the residency requirement of the partnering universities and are applicable to a degree program, providing that:

- a. admission and registration requirements have been satisfied, and
- b. the course meets the program requirements of the home university. (Home university is the institution from which a student intends to graduate.)

There is no limit on the number of credits toward a degree that may be obtained through the IUS course offerings.

9.02 ADMISSIONS/REGISTRATION

An applicant who has not previously been admitted to one of the four Manitoba institutions, or has not previously registered for a course through IUS, must complete a UCN Admission Application form and select a home university. Applicants may be admitted to the home university of their choice by satisfying that institution's admission requirements. Students wishing to subsequently change home universities will do so by an application for transfer prior to further registration.

Upon acceptance into a university, students must register for courses by completing a UCN Registration form. Registration must be completed by the deadline date.

9.03 LIBRARY SERVICES

Students enrolled in Inter-Universities Services courses are encouraged to make effective use of library resources. Each course is provided with a modest collection of reference material for background reading, enrichment, term paper preparation and assignments. Students are encouraged to make use of public, school and UCN library services.

For more information on IUS Library Services, please contact the UCN library.

9.04 COURSES

Course offerings will be published pending approval of the IUAC.

Courses may be eligible towards degree graduation from UCN. Students are recommended to contact the faculty or an academic advisor.

SECTION 10 – GOVERNANCE

The University College of the North (UCN) has a tri-council system of governance. The Governing Council is the governing body for UCN and the Learning Council is the academic body. UCN has established a Council of Elders to promote an environment at UCN that respects and embraces Aboriginal and northern cultures and values.

With the establishment of this governance system for University College of the North, it is the intention of the government of Manitoba to ensure greater access to the breadth of post-secondary education programming; that post-secondary education is provided in a culturally sensitive and collaborative manner fundamental to the social and economic wellbeing of Northern Manitoba; that post-secondary education in Northern Manitoba is learner and community-centred and characterized by a culture of openness, inclusiveness and tolerance, and respectful of Aboriginal and northern values and beliefs; and that Elders will have a unique role in fostering that environment.

10.01 GOVERNING COUNCIL

Membership to the Governing Council is mandated by the UCN Act, with the majority of the members appointed by the Lieutenant Governor in Council, with due regard given to the Aboriginal composition of Northern Manitoba. The membership is comprised of individuals with a diverse range of educational, industrial, and community interests, as well as the student and employee sectors of UCN. Both the Council of Elders and the Learning Council have representation on the Governing Council.

It is the responsibility of the Governing Council to establish UCN's purpose and direction, set its mission, ensure UCN is effectively and efficiently managed, and establish governance policies -- typically involving questions of institutional direction and wellness, values, priorities, and principles to guide decision-making and implementation.

The Governing Council plays a pivotal role in helping to meet the diverse educational and training needs of Northern Manitoba at the post-secondary level.

10.02 LEARNING COUNCIL

The Learning Council was formally established in April 2006 and serves in a consultative and advisory capacity to the Governing Council on issues relating to mission, vision and values; programming; qualifications of teaching staff; and granting of degrees, honorary degrees, certificates, and diplomas. In the area of academic matters, the Learning Council recommends and approves course proposals, certificate, diploma and degree programs, and policies regarding academic standards, and any and all academic matters that arise. The Learning Council also sets criteria concerning admission, examinations, evaluations, graduation, and academic awards; exercises disciplinary jurisdiction on academic conduct; establishes appeal processes; and determines curriculum content for courses leading to degrees, certificates, and diplomas.

The Learning Council's membership is comprised of the chancellor, the president, a representative of the Governing Council, a representative of the Council of Elders, university and college faculty, students, educational administrators, and support staff.

10.03 COUNCIL OF ELDERS

The Council of Elders was established by the UCN Act and plays a vital role within UCN. The Council of Elders' primary role is to promote an environment within UCN that respects and embraces Aboriginal and northern cultures and values, and to promote an understanding of the role of Elders within UCN. The Council of Elders has representation on the Governing Council and the Learning Council, as well as the standing committees of the Learning Council, program advisory committees, interview committees, etc.

10.04 STUDENT ASSOCIATION COUNCIL

The Student Association Council (SAC) is financially responsible for the collection of student association fees. Two staff members on each campus advise the SAC on its financial and organizational affairs.

Yearly, fall elections are held at The Pas and Thompson campuses to elect members to run the affairs of the council. Class representatives are selected by their peers as their representative at SAC meetings which are open to all UCN students. The SAC also selects a student representative, either from the SAC itself or the student population, to sit on the Governing Council and two members (one each from The Pas and Thompson campuses) to sit on the Learning Council, as well as for the various standing committees of the Learning Council.

SECTION 11 – ADULT LEARNING CENTRE PROGRAMS

The UCN Adult Learning Centres, located at campuses in The Pas and Thompson, offer a variety of adult education courses. With the assistance of the dean, an academic advisor and/or faculty advisors, students choose courses that will prepare them for entry into post-secondary programs, satisfy employment-related goals, earn specific high school credits, or earn a Mature Student High School diploma. There are no tuition fees for UCN Adult Learning Centre courses.

Please refer to the program listing under General Studies: Adult Education for details regarding courses offered at the UCN Adult Learning Centres.

11.01 GENERAL STUDIES: ADULT EDUCATION

The Adult Education program is designed for students who wish to prepare for entry into post-secondary programs, satisfy employment-related goals, or earn a high school diploma.

Admission Requirements

Regular Student

- a. Grade 12 graduate

Mature Student

- a. 19 years of age, and
- b. Manitoba Grade 9 graduate

Applicants will be asked to provide a senior years (high school) transcript.

Additionally, an individual assessment including an interview will be used in placing the student at an appropriate level, which will result in the creation of an individualized learning plan.

Program Content

Students will take a variety of Adult Education courses that meet their specific needs. Course offerings are subject to enrolment.

Courses		Credits
ALC.1001 *	0217 Applying Information and Communication Technology 1, 15F	.5
ALC.1002 *	0218 Applying Information and Communication Technology 2, 15F	.5
ALC.1110 *	9964 Refresher English and Composition	1.0
ALC.1310 *	9964 Refresher Mathematics	.5
ALC.1510 *	9964 Refresher Science	.5
ALC.1710 *	9964 Coping Skills for Life	.5
ALC.1821 *	1271 Keyboarding 15G	.5
ALC.2000 *	3905 Introduction to Applied and Pre-Calculus 20S	1.0
ALC.2100 *	0222 Print Communications 25S	.5
ALC.2110 *	0001 English 20F	1.0
ALC.2315 *	3000 Essential Mathematics 20S	1.0
ALC.2320 *	3903 Mathematics, Applied 20S	1.0
ALC.2500 *	0120 Science 20F	1.0
ALC.3000 *	0254 Data Collection and Analysis 35S	.5
ALC.3100 *	0221 Relational Databases 35S	.5
ALC.3110 *	0092 English 30S Comprehensive	1.0
ALC.3120 *	0094 English 30S Transactional	1.0

ALC.3315 *	3000 Essential Mathematics 30S	1.0
ALC.3320 *	3903 Mathematics, Applied 30S	1.0
ALC.3330 *	3939 Mathematics, Pre-Calculus 30S	1.0
ALC.3520 *	0124 Biology 30S	1.0
ALC.3530 *	0122 Chemistry 30S	1.0
ALC.3540 *	0123 Physics 30S	1.0
ALC.3820 *	9966 Computer Applications 31G	1.0
ALC.3840 *	0200 Accounting 30S	1.0
ALC.3940 *	4565 Aboriginal Studies 31G	1.0
ALC.4000 *	1274 Automated Office 40S	1.0
ALC.4110 *	0092 English 40S Comprehensive	1.0
ALC.4120 *	0094 English 40S Transactional	1.0
ALC.4130 *	0030 English 40S Technical	1.0
ALC.4315 *	3000 Essential Mathematics 40S	1.0
ALC.4320 *	3903 Mathematics, Applied 40S	1.0
ALC.4330 *	3939 Mathematics, Pre-Calculus 40S	1.0
ALC.4520 *	0124 Biology 40S	1.0
ALC.4530 *	0122 Chemistry 40S	1.0
ALC.4540 *	0123 Physics 40S	1.0
ALC.4630 *	1126 Geography 40S	1.0
ALC.4840 *	1227 Accounting 40S	1.0
ALC.4850 *	0580 Canadian Law 40S	1.0
ALC.4920 *	1118 Family Studies 40S	1.0
ART.0360	Learning Strategies	3.0

*This course will receive credit towards a Mature High School Diploma.

For specific information about the program, the program contact may be reached at (204) 677-6474 or toll-free at 1-866-677-6450 ext. 6474.

11.02 GENERAL STUDIES: COLLEGE PREPARATION

In the College Preparation program, students learn the skills they need to succeed in life and education. Adults without a high school diploma, particularly those who have been out of school for a long time may wish to start their educational journey with College Preparation. Students completing the program will be awarded a certificate of academic achievement.

Career Opportunities

After graduation, College Preparation students may enter some UCN programs or continue in Adult Education to earn a high school diploma.

Admission Requirements

- a. Mature student status.

Applicants will be asked to provide a senior years (high school) transcript. Applicants under 20 years of age will be accepted as mature students to General Studies: College Preparation. Additionally, an individual assessment including an interview will be used in placing the student at an appropriate level, which will result in the creation of an individualized learning plan.

Program Content

Core Courses		Credit Hours
AED.1120	Developmental Communications	6.0
AED.1330	Developmental Mathematics	6.0
AED.1821	Keyboarding 15G	3.0
Elective Courses		Credit Hours
ALC.1510	9964 Refresher Science	.5
ART.0251	Learning and Life Skills	3.0

For specific information about the program, the program contact may be reached at (204) 677-6474 or toll-free at 1-866-677-6450 ext. 6474.

11.03 MATURE STUDENT HIGH SCHOOL DIPLOMA

Students who have not obtained a high school diploma may be able to obtain a Mature Student High School Diploma at University College of the North.

To obtain a Mature Student High School Diploma, students must meet all of the following criteria:

- Be at least 19 years of age at the time of enrolment,
- Have been out of school for six months or more,
- Have been out of school long enough for the class of which the student was last a member graduated from senior years.

Mature student high school graduation requirements consist of eight approved credits. Four of these credits must be at a Grade 12 level, and of those, Grade 12 mathematics and Grade 12 English language arts are compulsory where applicable, provincial standards tests apply. Subject to approval, four additional credits from Grade 9 to Grade 12 level may be taken or transferred from previously completed courses.

For specific information about the program, the program contact may be reached at (204) 677-6474 or toll-free at 1-866-677-6450 ext. 6474.

Program Content

Students will take a variety of Adult Education courses that meet their specific needs. Course offerings are subject to enrolment.

Courses		Credits
ALC.1001	0217 Applying Information and Communication Technology 1, 15F	.5
ALC.1002	0218 Applying Information and Communication Technology 2, 15F	.5
ALC.1110	9964 Refresher English and Composition	1.0
ALC.1310	9964 Refresher Mathematics	.5
ALC.1510	9964 Refresher Science	.5
ALC.1710	9964 Coping Skills for Life	.5
ALC.1821	1271 Keyboarding 15G	.5
ALC.2000	3905 Introduction to Applied and Pre-Calculus 20S	1.0
ALC.2100	0222 Print Communications 25S	.5
ALC.2110	0001 English 20F	1.0
ALC.2315	3000 Essential Mathematics 20S	1.0
ALC.2320	3903 Mathematics, Applied 20S	1.0
ALC.2500	0120 Science 20F	1.0

ALC.3000	0254 Data Collection and Analysis 35S	.5
ALC.3100	0221 Relational Databases 35S	.5
ALC.3110	0092 English 30S Comprehensive	1.0
ALC.3120	0094 English 30S Transactional	1.0
ALC.3315	3000 Essential Mathematics 30S	1.0
ALC.3320	3903 Mathematics, Applied 30S	1.0
ALC.3330	3939 Mathematics, Pre-Calculus 30S	1.0
ALC.3520	0124 Biology 30S	1.0
ALC.3530	0122 Chemistry 30S	1.0
ALC.3540	0123 Physics 30S	1.0
ALC.3820	9966 Computer Applications 31G	1.0
ALC.3840	0200 Accounting 30S	1.0
ALC.3940	4565 Aboriginal Studies 31G	1.0
ALC.4000	1274 Automated Office 40S	1.0
ALC.4110	0092 English 40S Comprehensive	1.0
ALC.4120	0094 English 40S Transactional	1.0
ALC.4130	0030 English 40S Technical	1.0
ALC.4210	5747 EAL for Academic Success I	.5
ALC.4220	5747 EAL for Academic Success II	.5
ALC.4315	3000 Essential Mathematics 40S	1.0
ALC.4320	3903 Mathematics, Applied 40S	1.0
ALC.4330	3939 Mathematics, Pre-Calculus 40S	1.0
ALC.4520	0124 Biology 40S	1.0
ALC.4530	0122 Chemistry 40S	1.0
ALC.4540	0123 Physics 40S	1.0
ALC.4630	1126 Geography 40S	1.0
ALC.4840	1227 Accounting 40S	1.0
ALC.4850	0580 Canadian Law 40S	1.0
ALC.4920	1118 Family Studies 40S	1.0

For specific information about the program, the program contact may be reached at (204) 677-6474 or toll-free at 1-866-677-6450 ext. 6474.

SECTION 12 – COLLEGE CERTIFICATE AND DIPLOMA PROGRAMS

UCN offers a variety of full-time career-related programs. In general, classes are held during the day from Monday to Friday. Those programs are listed in this section.

In addition, the institution works in partnership with communities, industry, business, public agencies and sectors to design, and deliver customized, quality programming to meet the training needs of the North. For specific information, for a training services catalogue with a full listing of customized programs or courses, or to discuss a new opportunity, contact a community education coordinator at (204) 627-8601 or toll-free at 1-866-627-8500 ext. 8601.

Admission requirements are stated for each program in the program description listed in this section. Manitoba high school graduates must meet the minimum requirements as listed. Graduates from other Canadian high schools are considered individually and must meet comparable admission requirements. International applicants must submit notarized English translations of all documents and applicants will be considered on their own merit.

The regular route of entry is to meet the stated prerequisites. Individuals who do not meet the stated prerequisites may wish to apply to certificate and diploma programs as mature students if they are 20 years of age. Mature applicants must score satisfactorily on an assessment to be admitted to the program. If an applicant does not meet admission requirements, there are opportunities to upgrade within the UCN system.

The fee table in Section 4 outlines the compulsory program fees. Some programs have practicum placement, field trips and work experience opportunities that will require additional travel and living expenses, and are not included in the fee table.

Program enrolment is normally limited to one intake per year commencing in September. Applications are processed on a first-qualified, first-served basis. Early application is recommended to avoid placement on a wait list. Most UCN programs start in September and last eight to 10 months.

For specific information about the programs, including the duration and location, the program contact may be reached by email at admissions@ucn.ca or by telephone at the numbers listed following each program.

The information contained in program descriptions is subject to continuing review. UCN reserves the right to alter what is described herein without notice. The most current information is available from the UCN website at www.ucn.ca.

ABORIGINAL TEACHINGS

University College of the North is committed to providing all students with stimulating, supportive, relevant and culturally

grounded learning experiences. We acknowledge and celebrate the Aboriginal culture, traditions and spiritual values that are the root of the communities and people of Northern Manitoba. Students in certificate or diploma programs will all have the opportunity to participate in a course entitled 'Tradition and Change: An Aboriginal Perspective,' and in doing so, will gain an understanding of how culture in general influences thought, behaviour, values, and attitudes.

12.01 APPRENTICESHIP TRAINING

Apprenticeship is a training program that leads to certification as a journey-person in more than 50 trades and sub-trades designated in Manitoba.

The Process

Apprenticeship training varies from two to five levels, depending on the trade. The average length of apprenticeship training is four levels. For each level, apprentices spend 80% of their time learning practical skills on the job. The remaining 20% is for technical training which is usually four to 10 weeks of in-school learning.

In order to begin, the prospective apprentice or employee must find work with an employer who has a journey-person on staff and who is willing to indenture the employee as an apprentice. A legal agreement is drawn up between the employer and the employee, with the assistance of the Apprenticeship Manitoba Entrepreneurship, Training and Trade.

Earn While Learning

Although apprentices will be required to pay for a small portion of their in-school/technical training tuition costs, they earn an income while they learn, and the rest is left up to the Apprenticeship Manitoba who is responsible for arranging technical learning and funding more than 90% of the in-school/technical training costs. During the apprenticeship, the apprentice will be required to attend periods of classroom instruction at University College of the North. Technical training includes theory and special skills of the trade. While attending the UCN, apprentices may qualify for employment insurance (EI) benefits or a training allowance. More detailed information about EI is available from local employment centres.

In-School/Technical Training

Apprenticeship in-school/technical training is offered annually in several full-time day programs at University College of the North. The following apprenticeship in-school/technical training programs are available to indentured apprentices at UCN: Carpenter, Industrial Electrician and Industrial Mechanic (Millwright). A listing of required textbooks for these programs may be obtained from the UCN campus bookstore at www.ucn.ca/ics/bookstore.

Certification

Upon successful completion of on-the-job and in-school training, the apprentice will write a certification exam that, if successfully completed, will result in certification as a journey-person. A Certificate of Qualification, along with an Inter-provincial Standards Red Seal endorsement, is also issued. The Inter-provincial Standards Red Seal program was established to provide greater mobility for skilled workers and also encourages the standardization of provincial/territorial training and certification programs.

Admission Requirements

For the majority of apprenticeship programs, it is required that applicants have a high school diploma or equivalent academic standing. Because apprenticeship trades involve technical components, it is important to have high school credits in math and science. Those with mature student status, more than 19 years of age, regardless of completed grade level, may be required to participate in an assessment process. Graduates from a college pre-employment program, Senior Years Apprenticeship Option, or an accredited high school vocational program may qualify for time and/or level credits in an apprenticeship program.

To enter apprenticeship training, a person must first find an employer who is willing to enter into an apprenticeship agreement and provide the on-the-job practical skills development. In order to register as an apprentice, an Apprenticeship Application/Agreement must be completed and submitted to the Apprenticeship Manitoba Entrepreneurship, Training and Trade. Apprenticeship Manitoba will provide information and assistance on establishing apprenticeship agreements, monitoring the practical skills development, and in making arrangements for apprenticeship in-school/technical training. Various scholarships and awards are also available.

Note: Companies will usually set/establish their own minimum educational requirements for their apprentices.

Contact Information

For further information and/or an application form, contact the Apprenticeship Manitoba Entrepreneurship, Training and Trade: Toll-free at 1-877-978-7233;

Website: www.manitoba.ca/tradecareers.

In Winnipeg: 100 - 111 Lombard Avenue, R3C 0P8;

Telephone (204) 945-3337

In Brandon: Room 128, 340- 9th Street R7A 6C2;

Telephone (204) 726-6365

In The Pas: 305 - Fourth Street West, R9A 1M4;

Telephone (204) 627-8290

In Thompson: 118 - 3 Station Road, R8N 0N3;

Telephone (204) 677-6346

12.02 AUTOMOTIVE TECHNICIAN

The purpose of this entry-level program is to develop the knowledge and skills required to disassemble, inspect, machine calibrate and reassemble motor vehicle units and components.

The Automotive Technician program is a one-year certificate program with a September entry date. The program is designed to develop an understanding of the basic purpose, construc-

tion, operation and service of component parts and assemblies of an automobile.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

Career Opportunities

After successfully completing Automotive Technician, a certificate will be awarded.

Graduates of this program have found employment in service stations, dealerships, large corporations, and allied industries where they work in service/repair, sales or parts distribution. Graduates who have entered apprenticeship programs, and reached journey-person level, work as journey-person mechanics, shop supervisors, service managers, parts managers, machine operators and service station operators.

Graduates qualify to apply for the second year of the Automotive Technician diploma program offered by Red River College. This technician program has been designed to meet the demand for training in new technology. It supplements the certificate program and will prepare graduates to work in the automotive electronic technician field.

Graduates must obtain approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training and Trade to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 20F, and
- Pre-Calculus Mathematics 20S, Applied Mathematics 20S or Essential Mathematics 30S, and
- Science 20G,
- Or equivalencies of above,
- Or mature student, see 2.01.

Good hearing and eyesight, good physical coordination, and some strength are needed in automotive mechanical work. Applicants should enjoy working with their hands. Because the work can be intricate, applicants should have good finger dexterity and be mechanically inclined. Applicants will need a tolerance for working with grease and oil and for exposure to various levels of exhaust fumes, dust and dirt.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.1681	Pre-employment Trades Communication	2.0

BTR.1912	Core Occupational Health and Safety	2.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
ITA.1100	Related Gas Welding	2.0
MSC.1380	Mathematics	2.0
MSC.1381	Science	2.0
VTR.1001	Shop Safety/Hand Tools Theory and Practical	2.0
VTR.1011	Electrical Systems Theory and Practical	3.0
VTR.1021	Fuel Systems Theory and Practical	3.0
VTR.1031	Tune-up Theory and Practical	1.0
VTR.1041	Standard Transmission Theory and Practical	2.0
VTR.1051	Rear Axles and Drive Lines Theory and Practical	1.0
VTR.1061	Brakes-Hydraulic Theory and Practical	3.0
VTR.1071	Steering/Suspension Theory and Practical	1.0
VTR.1081	Automatic Transmission Theory and Practical	3.0
VTR.1091	Engines Theory and Practical	2.0
VTR.1101	Restraint Systems Theory and Practical	1.0
VTR.1111	Introduction to Electronics and Diagnostics Theory and Practical	3.0
VTR.1121	Automotive Technology Practicum	1.0

Students will study internal combustion engines, automatic and standard transmissions, brakes, steering, electrical circuits, wiring and fuel systems.

Theory grades are determined by an exam on each area, with approximately 20% of the grade mark adjusted for assignments in some course areas. Practical marks are graded separately. Each area is given a letter grade based on step-by-step evaluations with the final area mark being given upon completion of the assigned jobs or tasks.

Instruction consists of lectures in theory, demonstrations and practical work application on both shop models and running vehicles. Most of the training will take place at UCN in the auto mechanics workshop. Students will spend some time gaining work experience in the industry.

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

12.03 BASIC ELECTRICAL

This program is designed to teach the student the skills and knowledge required to become employed in a variety of jobs in the electrical field. It will also prepare the student for studies in related technologies.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

Career Opportunities

Graduates receive a certificate and are prepared for entry-level employment in the electrical field. A graduate may pursue further training in one of the various streams of apprenticeship training that lead to certification as a journey-person in the construction, industrial, power or lineperson field.

Graduates must obtain approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training and Trade to be accram.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 30S, and
- Pre-Calculus Mathematics 30S, Applied Mathematics 30S (preferred) or Essential Mathematics 30S, and
- Or equivalencies of above,
- Or mature student, see 2.01.

Candidates should have good manual dexterity, eyesight and mechanical aptitude. Colour blindness or poor manual dexterity could be restrictive in this type of training or employment.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.1681	Pre-employment Trades Communication	2.0
BTR.1912	Core Occupational Health and Safety	2.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
ITA.0790	Electronics	3.0
ITA.0810	Electrical Tools and Safety	3.0
ITA.0821	Residential Wiring Methods and Codes	4.5
ITA.0850	Direct Current Theory	3.0
ITA.0860	Alternating Current Theory	3.0
ITA.0871	Commercial Wiring Methods and Codes	4.5
ITA.0890	Motors and Controls	3.0
ITA.0910	Work Experience	1.0
MSC.1370	Basic Electrical Mathematics	3.0
VTR.1100	Blueprint Reading and Drafting	3.0

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

12.04 BUSINESS ADMINISTRATION

The Business Administration two-year diploma program provides graduates with the knowledge and skills required for entry-level management positions in business, industry and public administration, as well as preparing them to be small business entrepreneurs.

Students enrol in all core courses and in addition, take the courses listed for their chosen major. The majors currently offered are Accounting and Management. A general diploma in Business Administration may be obtained by completing all the core courses and six approved electives from any major. Students may exit the program after one year with a certificate in Basic Business Principles. Graduation requirements of the

general diploma or the certificate in Basic Business Principles may be obtained from the dean.

Career Opportunities

Employment opportunities for graduates may be found in the areas of banking, accounting, marketing, sales, office administration, human resource management, First Nations administration offices and Aboriginal organizations. For graduates who wish to continue their formal training in accounting, arrangements are in effect with the Society of Management Accountants and the Certified General Accountants Association for credit toward the C.M.A and C.G.A. accounting designations. Graduates who wish to attain a university degree can receive a full two years' credit toward degrees at Brandon University, Athabasca University and the University of Lethbridge. Accreditation arrangements are also in place with the University of Manitoba, the University of Winnipeg, Red River College and Assiniboine Community College. Other institutions may grant credit on a course-by-course basis.

Admission Requirements

- Grade 12 graduate, with
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S (preferred) or Essential Mathematics 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Assessments will be done for all applicants, and may affect a student's admission in the Business Administration program. Please note that students not meeting the minimum requirement of 60% in each of the above required courses will be required to complete additional assessment testing. Assessments must be complete by August 1.

Program Content

Core Courses for all Majors	Credit Hours
ABS.1001 Tradition and Change: An Aboriginal Perspective	1.0
ART.1310 Communications	3.0
ART.1322 Essentials of Business Communication	3.0
MGT.1010 Introductory Financial Accounting 1	3.0
MGT.1020 Introductory Financial Accounting 2	3.0
MGT.1200 Microeconomics	3.0
MGT.1210 Macroeconomics	3.0
MGT.1300 Marketing	3.0
MGT.1400 Commercial Law	3.0
MGT.1410 Organizational Behaviour	3.0
MGT.1710 Computer Applications 1	3.0
MGT.2305 Advanced Topics in Marketing	3.0
MGT.2371 Entrepreneurial Development	3.0
MGT.2550 Business Seminar	6.0
MGT.2700 Introduction to Statistics	3.0
MGT.2720 Computer Applications 2	3.0
MSC.1780 Financial Mathematics	3.0

Management Major**	Credit Hours
MGT.2020 Managerial Accounting - Planning and Control	3.0
MGT.2400 Human Resource Management	3.0
MGT.2410 Retail Management	3.0
MGT.2420 Management	3.0
MGT.2430 Labour Relations	3.0
MGT.2500 Financial Management	3.0

Management Major Elective**	Credit Hours
MGT.1120 Simply Accounting	3.0
MGT.2940 Desktop Publishing	3.0

Accounting Major*	Credit Hours
MGT.1100 Computerized Accounting	3.0
MGT.2000 Intermediate Financial Accounting - Assets	3.0
MGT.2010 Intermediate Financial Accounting - Equities	3.0
MGT.2020 Managerial Accounting - Planning and Control	3.0
MGT.2030 Managerial Accounting - Systems and Control	3.0
MGT.2500 Financial Management	3.0
MGT.2940 Desktop Publishing	3.0

Accounting Major - Elective Credit Hours	Credit Hours
MGT.2710 Quantitative Methods	3.0

*To take this major, students must have obtained a minimum grade of C+ in both Introductory Financial Accounting 1 (MGT.1010) and Introductory Financial Accounting 2 (MGT.1020).

**Students in the Management major will have the choice of taking either Desktop Publishing (MGT.2940) or Simply Accounting (MGT.1120).

Note: Some courses may be offered only by distance delivery.

For specific information about the program, the program contact may be reached at (204) 677-6391 in Thompson or toll-free at 1-866-677-6450 ext. 6391.

12.05 BUSINESS ADMINISTRATION - GENERAL BY DISTANCE EDUCATION

The Business Administration - General by Distance Education (BADGDE) program is designed to equip students with the practical knowledge and skills necessary for a successful career in business-- all without having to leave home and without having to attend full-time classes. The BADGDE program is especially designed for people who are already working in full-time employment. A thorough understanding of business practices and principles is provided through the program's required courses. Students also choose from a select variety of business electives to focus their studies. The work experience component of this program allows students to apply theoretical knowledge and skills to their current employment setting.

Good mathematics and communication skills will be assets in this field. No previous knowledge of business principles or practices is necessary. A positive attitude toward studying is essential for success in this program. Students studying courses by distance education need to be self-motivated, disciplined, able to learn and study independently, organized, able to prioritize and manage their time, and know when to ask for support from their faculty. Course material is print-based (paper or on-line) with textbooks and other supplementary resources.

The BADGDE program accepts registrations on a continuous basis. This means that there is no registration deadline; students may register at any time. Courses start at the first of every month, and students have six months from the start date of each course to complete that course. All required courses and electives must be successfully completed within five years.

Career Opportunities

Graduates of this program find employment in a wide range of challenging careers in all sectors of the business community, government and not-for-profit corporations. Graduates may pursue further training to receive professional designations in various branches of business administration. Credit agreements are in place with the Society of Management Accountants (CMA), Certified General Accountants Association (CGA), Canadian Institute of Bookkeeping, the Credit Union Institute of Canada, and the Institute of Chartered Accountants of Manitoba (CA).

Students of this program may continue their studies at the university level. Credit agreements are in place with Brandon University, Athabasca University and the University of Lethbridge.

Admission Requirements

Applicants who have extensive industry-related experience or who have taken high school vocational programs may be eligible for advanced credits through Recognition of Prior Learning (RPL).

- Manitoba Grade 12 graduate, with
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Assessment may be required as part of the application process for BADGDE courses.

Program Content

Students in the BADGDE program must successfully complete 132 academic credits (required courses - 66 credits; elective courses - 66 credits, which may include a maximum of 12 practical credits for work experience obtained through Recognition of Prior Learning).

Required Courses	Credit Hours
ART.136A Communications (Distance)	6.0
MGT.100A Accounting Principles (Distance)	6.0
MGT.101A Financial Accounting 1 (Distance)	6.0
MGT.120A Microeconomics (Distance)	6.0
MGT.131A Marketing Principles (Distance)	6.0
MGT.140A Legal Principles (Distance)	3.0
MGT.141A Organizational Behaviour (Distance)	6.0
MGT.167A Presentation Skills and Graphics (Distance)	3.0
MGT.171A Computer Systems (Distance)	3.0
MGT.177A Financial Mathematics (Distance)	3.0
MGT.182A Word Processing (Distance)	3.0
MGT.183A Spreadsheets 1 (Distance)	3.0
MGT.197A Job Skills Development Seminar (Distance)	3.0
MGT.240A Managing the HR Function (Distance)	3.0

MGT.257A Business Project	12.0
MSC.178A Business Mathematics (Distance)	3.0

Elective Courses	Credit Hours
MGT.102A Financial Accounting 2 (Distance)	6.0
MGT.103A Financial Accounting 3 (Distance)	6.0
MGT.104A Financial Accounting 4 (Distance)	6.0
MGT.1090 Computerized Accounting (Distance)	6.0
MGT.109A Computerized Accounting 1 (Distance)	3.0
MGT.110A Computerized Accounting 2 (Distance)	3.0
MGT.121A Macroeconomics (Distance)	6.0
MGT.144A Commercial Transactions Law (Distance)	3.0
MGT.170A Statistics 1 (Distance)	6.0
MGT.172A Statistics 2 (Distance)	6.0
MGT.181A Research and Report Writing (Distance)	3.0
MGT.184A Spreadsheets 2 (Distance)	3.0
MGT.185A Database 1 (Distance)	3.0
MGT.186A Database 2 (Distance)	3.0
MGT.188A E-Commerce Strategies (Distance)	3.0
MGT.198A Work Experience 1 BUAD	3.0
MGT.206A Management Accounting 1 (Distance)	6.0
MGT.207A Management Accounting 2 (Distance)	6.0
MGT.235A International Marketing (Distance)	6.0
MGT.239A Human Resource Legislation (Distance)	3.0
MGT.241A Payroll Administration (Distance)	3.0
MGT.2470 Management (Distance)	6.0
MGT.247A Management Skill Development (Distance)	6.0
MGT.250A Finance 1 (Distance)	3.0
MGT.253A Finance 2 (Distance)	3.0
MGT.254A Finance 3 (Distance)	3.0
MGT.256A Securities Investment (Distance)	6.0
MGT.262A Tax Preparation-Personal (Distance)	3.0
MGT.263A Tax Theory - Personal (Distance)	6.0
MGT.264A Tax Theory-Corporate (Distance)	3.0
MGT.297A Work Experience 4 BUAD	3.0
MGT.298A Work Experience 2 BUAD	3.0
MGT.299A Work Experience 3 BUAD	3.0

Note: Students may be able to use on-campus Business Administration courses as electives in the BADGDE program. Details are available upon request to Enrolment Services.

The BADGE program at University College of the North is offered in partnership with Assiniboine Community College, and as such, the tuition fees for some courses may be calculated at a different rate per credit than most University College of the North courses.

For specific information about the program, the program contact may be reached at (204) 627-8610 or toll-free at 1-866-627-8500 ext. 8610. For registration information, please contact Enrolment Services at (204) 627-8831 or toll-free at 1-866-627-8500 ext. 8831.

12.06 BUSINESS FOUNDATION INTRODUCTORY

The Business Foundation Introductory Certificate program is a 10-12 week program to provide incoming business students with the skills to bridge the 'knowledge gap' amongst students entering programs in the Faculty of Business. This program provides some credits towards business programs to ensure progress towards certificate, diploma and degree completion. The Business Foundation Introductory Certificate consists of six core courses that will effectively help students to make the transition from high school (Grade 12) to college/university levels. It is envisaged that this program will satisfy funders and will also provide sufficient challenge and encouragement to students to ensure that they are effectively prepared for College, and understand what is involved in a College/University education, whilst developing critical thinking, business and lifestyle skills necessary for success at College and University. Those students who meet UCN's entrance requirements but demonstrate a need for skills upgrading would be encouraged to participate in this program.

Opportunities

Students will develop the skills, knowledge, attitudes and abilities required for College and University. This program will prepare students to succeed in their chosen business program. Graduates will be eligible to ladder into certificate and diploma programs of their choice. Students may request transfer of credits to other business certificate and diploma programs in the Faculty of Business

Any student can enter the Business Foundation Introductory Certificate (BFIC) program as it is based on individual assessment of prospective students.

Admission Requirements

- Grade 12 graduate, with
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S (preferred) or Essential Mathematics 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Assessments will be done for all applicants, and may affect a student's admission in the Business Administration program. Please note that students not meeting the minimum requirement of 60% in each of the above required courses will be required to complete additional assessment testing. Assessments must be complete by August 1.

Program Content

ART.1310	Communications	3.0
MGT.1005	Foundations of First Nations Cultures	1.0
MGT.1303	Survival Skills for Business	3.0
MGT.1420	Introduction to Business	3.0
MGT.1700	Introduction To Computer Applications	3.0
MSC.1751	Business Mathematics	3.0

For specific information about the program, the program contact may be reached at 204-677-6391 or toll-free at 1-866-677-6450 ext. 6391.

12.07 CARPENTRY / WOODWORKING

This one-year program is designed to provide the student with basic carpentry knowledge and the skills to gain employment in the construction field. Students will learn all phases of the woodworking and building construction trades. Courses include blueprint reading, hand tool and machine woodworking, framing, concrete forming, roofing, interior and exterior finishing, cabinet making and stair building, CNC wood processing, as well as a work practicum.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace. Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

Career Opportunities

Graduates usually find employment with residential or commercial building companies, prefabrication plants or cabinet and furniture-making shops.

A graduate may pursue further training in an apprenticeship program to attain a journey-person's certificate. Journey-persons frequently find employment as forepersons, supervisors, building inspectors, superintendent, or are self-employed.

Graduates must obtain approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training and Trade to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 20F, and
- Pre-Calculus Mathematics 20S, Applied Mathematics 20S or Essential Mathematics 20S, and
- Science 20G,
- Or equivalencies of above,
- Or mature student, see 2.01.

Students who have a C+ or better standing in Pre-Calculus Mathematics 40S or equivalent may apply through Recognition of Prior Learning (RPL) to receive credit for MSC.1290 Applied Mathematics.

Applicants should have good health, eye-hand coordination, and finger dexterity. They should enjoy working with people. Good communication and reading skills, as well as some basic computer skills, are also expected.

Program Content

Courses	Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective 1.0
ART.1681	Pre-employment Trades Communication 2.0
BTR.1040	Introduction to CNC 2.0
BTR.1050	Intermediate CNC Router 2.0
BTR.1060	Hand Tools 3.0
BTR.1080	Woodworking Machines 3.0
BTR.1120	Concrete Form Construction 3.0
BTR.1170	General Framing 3.0
BTR.1190	Equal Pitch Roof Framing 3.0
BTR.1200	Stair Construction 2.0
BTR.1220	Exterior and Interior Finishing 3.0
BTR.1240	Cabinet Making 2.0
BTR.1290	Work Practicum 1.0
BTR.1912	Core Occupational Health and Safety 2.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance) 1.0
MSC.1350	Mathematics 1 2.0
MSC.1360	Mathematics 2 2.0
VTR.1010	Blueprint Reading and Drafting 1 2.0
VTR.1040	Blueprint Reading and Drafting 2 2.0

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

12.08 CULINARY ARTS

This 40-week program is designed to provide students with the knowledge and skills in Culinary Arts and prepare the students for employment in this field. The students will be working and cooking food in the UCN cafeteria.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will be emphasize knowledge and practices for a safe workplace.

Students may exit the program with a Commercial Cooking Aide certificate upon successful completion of all program courses except ART.0670 and MSC.1300. Students exiting the program with a Commercial Cooking Aide certificate will not be eligible for the first level in class academic training of the associated apprenticeship program.

Career Opportunities

Culinary Arts is one of the fastest growing trades in the Canadian food service industry. Graduates of college culinary arts programs are always in demand.

Graduates must obtain approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training, and Trade and to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated

apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 20F, and
- Pre-Calculus Mathematics 20S, Applied Mathematics 20S or Essential Mathematics 20S (preferred),
- Or equivalencies of above,
- Or mature student, see 2.01.

Upon admission, students are responsible for providing updated immunization records and proof of a complete physical examination, including a chest x-ray.

Students should be in good physical condition as lifting and bending is part of the daily activity. Good manual dexterity is essential, as the greatest part of cooking involves use of the hands. Hairnets are required for those with long hair.

Program Content

Courses	Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective 1.0
ART.0670	Communications for Commercial Cooking 1.0
BTR.1912	Core Occupational Health and Safety 2.0
EXT.0120	Foodsafe Level 1
EXT.0158	Standard First Aid with CPR (St. John Ambulance) 1.0
MSC.1300	Mathematics 3.0
VTR.1760	Workplace Health and Safety 1.0
VTR.1780	Planning and Organization of Work 3.0
VTR.1800	Stocks, Soups, and Sauces 3.0
VTR.1820	Meats, Poultry and Fish 3.0
VTR.1840	Bakery and Dessert Products 3.0
VTR.1860	Vegetables and Fruits 2.0
VTR.1880	Potatoes, Rice and Pasta 2.0
VTR.1900	Cold Foods and Buffets 3.0
VTR.1910	Eggs and Breakfast Cookery 3.0
VTR.1920	Use of Convenience Products 1.0
VTR.1930	Preparing Hot and Cold Beverages 1.0
VTR.1940	Food Items for Chilling 1.0
VTR.1960	Food Services Practicum 1.0

For specific information about the program, the program contact may be reached at (204) 627-8504, or (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8504 or 8415.

12.09 DENTAL ASSISTING

The program is designed to prepare the student for a career in the high-paced, patient centered, field of dentistry. Dental Assistants are an integral part of the team and are called upon to deliver quality care to their clients. Dental Assistants are responsible for all infection control practices, preparation of treatment armamentariums, oral health education and the delivery of intra-oral services.

Students will acquire knowledge and clinical skills through extensive reading, hours of instructor-guided practice labs and patient-centered clinics in the fully modernized UCN Dental

Clinic. The final phase of experiential learning is an arranged clinical externship at a general dentistry practice.

Professional values and attitudes are essential and will be developed through immediate compliance of employment standards in the academic setting. Assistants are expected to demonstrate initiative, handle stressful situations and communicate effectively with patients and peers. Students will attend professional association meetings and scientific conferences to acquire a greater understanding and appreciation of dentistry in general. Course work in interpersonal communication, ethics and public health education will help develop the necessary attributes required to meet the needs of others.

Career Opportunities

The role of the dental assistant varies, but most will spend their day supporting a dentist in the delivery of restorative dentistry. During the delivery of treatment, the assistant may be called upon to place dental dams, apply medications, and provide post-operative instructions. Assistants will also prepare diagnostic radiographs, gather medical histories and complete chart documentations. The preventative services of oral hygiene care, polishing teeth, fabrication of mouth guards and placement of fissure sealants are delegated duties of the assistant. Those who have an interest in the business aspect of the practice may take on the task of managing schedules, financial transactions and all other business functions.

Dental Assistants are employed in general dentistry practices, as well as specialty practices. Those who choose to work in a specialty practice may require post-graduate training to support the specific needs of the specialist. Opportunity for employment exists with public health agencies, the military, dental sales and insurance companies.

The Commission on Dental Accreditation of Canada has granted full accreditation status to the program and therefore graduates are eligible to write the National Board Exam. Provincial licensing regulations require these two conditions be met prior to employment. Fees for these credentials are the responsibility of the applicant.

Admission Requirements

- Grade 12 graduate, and
- English 40S, and
- Pre-Calculus, Applied or Essential Mathematics 40S, and
- Biology 30S, and
- A minimum of 60% is required for each of the above courses.
- Completion of a prescribed reading assessment (August 1 deadline).
- Or equivalencies of above, or mature student (See 2.01) or completion of the Health Transition Certificate.

General Requirements

(Preferred for September admission; mandatory for January admission)

- Current Certification in CPR (Level C) and First Aid (Standard or Emergency)
- Updated immunization record based on the Manitoba

- Healthcare Workers recommendations
- Completion of Criminal Records and Child Abuse Registry Checks
- Documented sound oral health status

Certification in CPR and First Aid, as well as an updated immunization record, are mandatory for participation in clinical activities. Students with a criminal record or a listing on the Child Abuse Registry may not be able to complete the program due to restrictions in completing practicum requirements.

Preparing for a career as an assistant: It is strongly suggested that applicants either spend some time observing dental assistants in a practice or participate in a career day at UCN Dental Assisting Program. To be successful in the program, students must achieve 60% in all course work; therefore high school grades should reflect this level of achievement.

Academic Regulations

The provisions of Section 6, Academic Policies and Procedures, and Section 7, Academic and Disciplinary Appeals, apply to all students. However, the Dental Assisting department has regulations and requirements, published in Dental Assisting Program Policies, which may differ and apply specifically to its students.

Program Content

Full-time students are to register for all Fall Term courses, regardless of the prerequisite. Students wishing to enrol on a part-time basis must meet the prerequisite requirements. Students may not enrol for Winter Term courses until all Fall Term courses are completed.

Fall Term Courses		Credit Hours
ART.1570	Interpersonal Communication	1.0
DDA.1100.L	Basic Laboratory Skills	1.0
DDA.1110.L	Chairside Assisting 1	1.0
DDA.1120.L	Dental Isolation Techniques	1.0
DDA.1130.L	Dental Materials	1.0
DDA.1140	Disease Transmission and Infection Control	1.0
DDA.1150	Ethics	1.0
DDA.1160	General Anatomy	1.0
DDA.1181	Introduction to Patient Assessment	2.0
DDA.1190	Nutrition	1.0
DDA.1210	Oral Anatomy	1.0
DDA.1220	Oral Pathology	1.0
DDA.1230	Principles of Dental Assisting	1.0
MGT.1951	Dental Office Management	1.0
RRR.1810	Fitness and Health Lifestyles	1.0

Winter Term Courses		Credit Hours
DDA.1511.L	Alginate Impressions	2.0
DDA.1521.L	Chairside Assisting 2	3.0
DDA.1530.L	Dental Health Education	1.0
DDA.1540.L	Oral Prophylaxis and Prevention Clinic	3.0
DDA.1550	Pharmacology and Emergency Care	1.0
DDA.1570	Preventive Dentistry	1.0
DDA.1580	Dental Radiography Theory	1.0
DDA.1590.L	Dental Radiography Practical	1.0
DDA.1900.L	Advanced Laboratory Skills	1.0

DDA.1910	Career Shadowing and Clinical Externship	1.0
DDA.1920.L	Restorative Clinic	3.0
DDA.1931.L	Specialty Assisting	2.0

For specific information about the program, the program contact may be reached at (204) 627-8545 or toll-free at 1-866-627-8500 ext. 8545 or email: DAinfo@ucn.ca

12.10 DIPLOMA IN PRACTICAL NURSING

The primary outcomes of the program are to graduate a practical nurse eligible for registration with CLPNM and competent in providing quality wholistic nursing care to clients of all ages in a variety of health care settings. The University College of the North Diploma in Practical Nursing graduate is able to work in collaboration with clients, their families, and members of the interdisciplinary health care team to promote health.

Specifically, the graduate will:

1. Apply the nursing process within the conceptual framework of nursing theory to provide safe, wholistic, compassionate, competent care.
2. Establish and maintain effective interpersonal and therapeutic relationships.
3. Communicate effectively using written, verbal, nonverbal, and technological methods.
4. Integrate theory, principles, and concepts from a variety of disciplines into professional nursing practice.
5. Work within the parameters of professional practice as defined by legislation, the professional association, and the practice setting/employing agency.
6. Demonstrate ethical, legal, and moral responsibility and accountability for own actions.
7. Demonstrate personal and professional growth and continued competence through self-evaluation and ongoing learning.
8. Apply principles of teaching and learning to health and wellness promotion.
9. Work collaboratively with the client, family, and interdisciplinary health care team to achieve expected health outcomes.
10. Demonstrate leadership skills within the practice setting and profession.
11. Apply research findings to support best practice.

Career Opportunities

The Licensed Practical Nurse applies knowledge based nursing practice in collaboration with other health care professionals to promote an optimal state of health for a diverse clientele in a variety of settings, such as hospitals (medical, surgical, ER, OR etc.), personal care homes, public health units, community nursing agencies, private practices, clinics, physician offices, schools, adult day care centres, private homes, community health centres, child care centres, and children's camps.

Licensed Practical Nurses in Manitoba practice autonomously and assume full responsibility for their own practice. The Licensed Practical Nurse is accountable for the nursing care they provide within their knowledge and skills, and in accordance with their individual competence, gained continuing education,

the legislation and profession. Scope of practice refers to the outer range of activities that the LPN is educated and legally authorized to provide. Health care education and practice have developed in such a way that most professions today share some skills with other professionals. It is no longer reasonable to expect each profession to have a completely unique scope of practice, exclusive of all others.

The legal authority for health care profession's scope of practice is found in legislation. Scope of practice reflects the evolution of abilities of each health care discipline and education. However, the scope of practice of an individual nurse is more specific and is shaped by individual experience and opportunities as well as ongoing professional development and formal education.

The basic education program ensures that practical nurses entering the profession can demonstrate the entry level competencies and can practice safely, competently and ethically in situations of health and illness with people of all ages and genders in a wide variety of health care environments. There are numerous post-basic learning opportunities for LPNs, such as courses in foot care, mental health, perioperative nursing, renal health, as well as leadership and management.

Graduates of the UCN DPN program may use the title Licensed Practical Nurse (LPN) after successfully passing the national Canadian Practical Nurse Registration Examination (CPRNE).

Source: College of Licensed Practical Nurses of Manitoba (CLPNM).

Admission Requirements

REGULAR STUDENT

- a. Grade 12 graduate, and
- b. English 40S, and
- c. Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S, and
- d. Chemistry 40S, Physics 40S or Biology 40S

A minimum grade of 60% is required in each of the three 40S courses, with an overall average of 63%.

MATURE STUDENT

- a. Health Transition certificate program graduate and
- b. Successful completion of the prescribed skills test at the required competency level.

TRANSFER STUDENT

Transfer requests from other institutions/programs will be assessed on an individual basis.

All students must be physically and emotionally fit to meet the employment requirements. A physical examination prior to entry is highly recommended.

Any costs associated with the admission requirements are a student responsibility.

CPR Certification

All students are required to obtain annual certification in cardiopulmonary resuscitation at the Health Care Provider Level. All students must provide proof of certification annually. Certifi-

cation must be valid for the entire academic year; therefore all nursing students must certify in April/May.

Immunization Regulations

Immunizations are a requirement mandated by the regional health authorities.

Students are required annually to review and update immunization against communicable diseases. Standard immunization forms are sent to students upon admission into the program. Students enrolled in the nursing program must provide proof of current immunizations.

Criminal Record and Child Abuse Registry

Students are required to provide official documentation to the regional health authority prior to attendance in clinical. Students listed on the Child Abuse Registry will be dismissed from the program. Those students with a criminal record may not be able to complete the nursing program due to restrictions in acquiring clinical placements. After admission to the program and prior to completion of it, the onus is on the student to disclose any conviction to the Dean of Health. Failure to report a criminal offence can result in dismissal from the program.

Penalty for non-compliance for Criminal Record Search/Child Abuse Registry Check, Immunization and CPR Students who do not comply with the deadlines for proof of criminal record search/Child Abuse Registry check, CPR certification and immunization regulations will be blocked from registering and attending a clinical course.

College of Licensed Practical Nurses of Manitoba (CLPNM) Student Registration

DPN students are responsible to attain and maintain Student CLPNM Registration as outlined by the CLPNM. Any fees are the responsibility of the student. The student is responsible to submit all documentation, as required or requested, directly to the CLPNM.

Academic Regulations

The provisions of Section 6, Academic Policies and Procedures, and Section 7, Academic and Disciplinary Appeals, apply to all students. However the Nursing Department has regulations and requirements, published in the Diploma in Practical Nursing Program Student Handbook Program Policies, which may differ and apply specifically to its students.

Program Content

Courses		Credit Hours
	Social Science course	3.0
ART.1028	Communications for Nursing	3.0
NUR.1025	Introduction to Essential Skills for Nursing	3.0
NUR.1031	Health Assessment	4.0
NUR.1032	Basic Pharmacotherapeutics	3.0
NUR.1035	Nursing Foundations I: Introduction to Nursing	4.0
NUR.1036	Nursing Foundations II: Basic Nursing	4.0
NUR.1037	Nursing Practice I: Continuing Care Practice	3.0
NUR.126U	Human Growth and Development	3.0

NUR.2000	Pathophysiology for the Health Care Professions	3.0
NUR.2001	Nursing Foundations III: Medical/Surgical Nursing	9.0
NUR.2002	Nursing Foundations IV: Family Nursing 1	3.0
NUR.2003	Nursing Foundations V: Family Nursing 2	3.0
NUR.2004	Nursing Foundations VI: Community Nursing	3.0
NUR.2005	Nursing Foundations VII: Mental Health Nursing	3.0
NUR.2006	Nursing Foundations VIII: Transition to Graduate Nursing	3.0
NUR.2010	Nursing Practice II: Acute Care Practice Medical	3.0
NUR.2011	Nursing Practice III: Acute Care Practice Surgery	3.0
NUR.2012	Nursing Practice V: Mental Health Care Practice	3.0
NUR.2014	Nursing Practice IV: Obstetrical Nursing Care Practice	3.0
NUR.2015	Nursing Practice VI: Senior Comprehensive Practice	8.0
UM.BIOL.1410	Anatomy	3.0
UM.BIOL.1412	Physiology	3.0

Practical nursing students require a cumulative program GPA of 2.5 or better to enter second year and to graduate. Students who fail to attain the required GPA at the end of a year will be placed on academic probation for the following year. Students on academic probation for a year and who fail to attain the required GPA by the end of that year will be suspended from the program. While suspended indefinitely, after one year's suspension, the student may apply in writing for reinstatement on academic probation. To request reinstatement, the student should submit a written request before May 1st to the Dean of Health.

For specific information about the program, the program contact may be reached at (204) 734-9823 in Swan River.

12.11 EARLY CHILDHOOD EDUCATION

This diploma is designed to maximize students' knowledge, skills, and attitudes required for employment and advancement in the field of early childhood education. The program provides flexibility in delivery options, is implemented using adult learning principles, has opportunities for individualization, and recognizes prior learning through a Recognition of Prior Learning (RPL) process.

Program graduates are prepared to provide quality care and education to children in a variety of settings. Emphasis is placed on learning within the context of Northern Manitoba and, in particular, within Aboriginal communities. Affirmation of Aboriginal world views, values, perspectives, and traditions are an integral part of this program.

Career Opportunities

Employment opportunities for graduates are increasing as the need for quality child care grows in our society. Opportunities for employment exist in a variety of early childhood settings

such as child care centres, infant care centres, nursery schools, family daycare homes, school-age programs, family resource centres, and related employment sectors. Program graduates will be eligible to receive classification from Manitoba Child Day Care as an early childhood educator level 2 (ECE level 2).

Admission Requirements

Potential students may be required to pass a degree of reading proficiency test prior to acceptance into the program. Additionally, students must complete immunization requirements, undergo a criminal record check and Child Abuse Registry check. Students with a criminal record or a listing on the Child Abuse Registry may not be able to complete the program due to restrictions in completing the practicum requirements. Students who have not completed the required immunizations may be restricted from field placement opportunities, which may impact on successful completion of the diploma program.

- Manitoba Grade 12 graduate,
- English 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Program Content

The Early Childhood Education two-year diploma program is an outcome/competency-based program. The outcomes and competencies provide maximum flexibility to:

- Provide a consistent, transparent approach to teaching and learning
- Implement a valid and reliable approach to evaluation
- Design learning activities that are sensitive to cultural values and expectations
- Recognize and design a program to meet the various learning styles of students and
- Ensure that graduates have attained all program out-comes and competencies

Year One		Credit Hours
ECE.1005	The Early Childhood Professional	3.0
ECE.1015	Safe and Healthy Environments	3.0
ECE.1018	Safe and Healthy Children	3.0
ECE.1025	Positive Child Guidance 1	3.0
ECE.1028	Positive Child Guidance 2	3.0
ECE.1035	Physical Growth and Development	3.0
ECE.1045	Observation, Documentation and Planning	3.0
ECE.1055	Interpersonal Communications 1	3.0
ECE.1057	Interpersonal Communications 2	3.0
ECE.1075	Active Play	3.0
ECE.1085	Respect Children and Families from Diverse Cultures	3.0
ECE.1095	Professionalism	3.0
ECE.1105	Computer Skills for ECE 1	3.0
ECE.1107	Computer Skills for ECE 2	3.0
ECE.1115	Building Responsive Relationships	3.0
ECE.1125	Observing, Documenting, and Planning for Literacy Activities	3.0
ECE.1135	Literacy Development	3.0
ECE.1145	Cultural Diversity	3.0
ECE.1200	Applied Learning 1	2.0
ECE.1205	Applied Learning 2	2.0

Year Two		Credit Hours
ECE.2005	Social and Emotional Development	3.0
ECE.2015	Well-Being of Children	3.0
ECE.2017	Issues Affecting Children	3.0
ECE.2025	Observing and Planning Activities for Social and Emotional Growth	3.0
ECE.2028	Quality Practices	3.0
ECE.2035	Relating Theory to Practice	3.0
ECE.2045	Observing and Planning for Cognitive Development	3.0
ECE.2055	Aboriginal Perspectives	3.0
ECE.2057	Intrapersonal Skills	3.0
ECE.2075	Arranging the Learning Environment	3.0
ECE.2077	Planning in Diverse Settings	3.0
ECE.2095	Personal Growth and Development	3.0
ECE.2105	Cognitive Development	3.0
ECE.2145	Family and Community Relations	3.0
ECE.2157	Collaborative Relationships	3.0
ECE.2195	Demonstration of Professionalism	3.0
ECE.2200	Application of Learning 3	3.0
ECE.2205	Application of Learning 4	3.0

For specific information about the program, the program contact may be reached at (204) 627-8805 or toll-free 1-866-627-8500 ext. 8805.

12.12 EARLY LEARNING AND CHILD CARE

The Early Learning and Child Care program is a UCN post-diploma certificate program that is designed to provide knowledge and skills that will provide students new perspectives on creating an environment, implementing activities/routines that will enhance the development of children ages newborn to 12 years of age in a variety of settings. Graduates will be able to integrate their enhanced skills and knowledge into child care centres through working in partnerships with the children, ECE staff and parents, Elders and community members and other service agencies. Graduates will have the administrative skills to lead early learning and child care programs. This program will be offered to students who have a diploma in Early Childhood Education from a recognized accredited institution and have received a Manitoba classification Level II.

The Early Childhood Education (ECE) Level III Certificate program with a focus in Administration will be commencing in September, 2012. The Early Childhood Education Level III program will provide students with the competencies required by the province's accrediting body, Child Care Education Approval Committee (CCEPAC). The ECE Level III program will provide further education for graduates of UCN's Early Childhood Education Diploma program and other diploma programs in Manitoba. The ECE level III program will meet the need for daycare directors with skills in Administration. Additionally, the ECE Level III program will reflect the principles embedded in the Kenanow Learning Model.

Kenanow Early Learning and Child Care Post Diploma Certificate Level III Program

The Kenanow Early Learning and Child Care program will provide a northern-based and Aboriginal-focused Early Learning and Child Care Post-Diploma Certificate in Administration. An Aboriginal perspective will be evident throughout the program. The Kenanow Learning Model is the foundation for programs in the Faculty of Education at University College of the North. The program outline for the ECE Level III program incorporates the information gathered from extensive consultations, directions and requirements of the Manitoba Child Care Competency Standards for Directors in Centre Based Programs, and in response to educational needs of the Aboriginal and northern learners.

The Education programs offered by the University College of the North (UCN) will meet the need to provide highly skilled leaders in early learning and child care management. Level III Early Learning and Child Care professionals prepared at the University College of the North should not only be proficient enough as Early Childhood Educators to effectively meet the needs of Early Child Learning and Child Care management in the North, but capable of working effectively anywhere in Manitoba. The ECE Level III program will reflect the mandate of UCN by incorporating Aboriginal and Northern Manitoba perspectives. The ECE Level III program at UCN will incorporate Aboriginal cultural knowledge with current research and standards. Students, Elders, college and university faculty, local early childhood educators, early learning and child care centres and community members will emphasize a collaborative approach in the delivery of programs.

Career Opportunities

Graduates from the certificate program will find employment in child care programs, infant development programs, resource centres, emergent curriculum settings, elementary schools and other related programs throughout Canada. The demand for qualified early childhood educators is expected to be sustained well into the future. Child care programs will remain an essential service needed to support economic growth in our communities. In order to provide such service there is a need for qualified early learning and child care centre leaders.

Admission Requirements

Students entering the certificate program must have obtained an Early Childhood Education diploma and have received Level II classification from the Manitoba Child Daycare office.

Note: Students holding diplomas from another province must receive a classification Level II from the Manitoba Child Daycare office.

Program Content

Courses		Credit Hours
ECE.2620	Financial Management	3.0
ECE.2630	Human Resources	3.0
ECE.2640	Community Based Partnerships	3.0
ECE.2650	Family Partnerships	3.0
ECE.2660	Design of Early Childhood Education Settings	3.0
ECE.2670	Practicum 1	3.0

EDU.2600	Leadership in Organizations	3.0
MGT.1011	Basic Accounting Theory	3.0
MGT.1120	Simply Accounting	3.0

For specific information about the program, the program contact may be reached at (204) 627-8684 or toll-free 1-866-627-8500 ext. 8684.

12.13 EDUCATIONAL ASSISTANT

The Educational Assistant certificate program is a paraprofessional certificate program designed to provide individuals with the knowledge and skills that will enable them to provide educational assistance to students, teachers, counsellors and other educational professionals in a variety of settings. Graduates are able to assist students with lessons under direct supervision of the classroom teacher, monitor and report to the classroom teacher on student progress, assist in the preparation of learning materials and environment, and perform other support functions as required. In schools, educational assistants perform their duties under the direction of the classroom teacher or resource teacher. The practical component of this program allows students to apply their skills in an educational setting. Particular emphasis is placed on providing services within Aboriginal and northern communities including urban, rural, and remote locations.

The Educational Assistant (EA) certificate program is a 515-hour program, with 465 instructional hours and 50 hours of practicum. The program consists of 10 core courses (30 credit hours) and three credit hours of elective courses. The instructional component consists of theory and simulated practice related to the provision of educational assistance to teaching professionals, and to meeting the needs of children in the classroom. The practical component provides students with the opportunity to integrate theory and classroom practice into real-life educational settings.

Career Opportunities

Graduates may be employed as educational assistants. Educational assistants play an important role in the education of children and youth. There is a continuing demand for well-trained educational assistants.

Admission Requirements

- Manitoba Grade 12 graduate,
- Or equivalency,
- Or mature student with prerequisite skills in reading comprehension, writing, and mathematic,
- Or currently employed as an educational assistant, or recommended by an educational employer or verification of previous employment as an educational assistant.

This program has recently undergone revisions and students registering in the Educational Assistant program after September 2008 will meet the requirements stated for the revised program.

Program Content

Courses		Credit Hours
EDU.1100	Roles and Responsibilities of the Educational Assistant	3.0

EDU.1101	Computer Fundamentals for Education and Assistive Technologies	3.0
EDU.1102	Applying Strategies and Best Practices for Diverse Learners	3.0
EDU.1103	Enhancing Numeracy	3.0
EDU.1104	Development Across the Lifespan	3.0
EDU.1105	Promoting Balance and Wellness for Healthy Lifestyles	3.0
EDU.1106	Reading and Responding to Children and Adolescent Literature	3.0
EDU.1107	Family Dynamics and the Effects of Trauma on Children and Youth	3.0
EDU.1108	Managing Student Behaviour in the Classroom	3.0
EDU.1120	Practicum Seminar	3.0
Electives		Credit Hours
EDU.1109	Impacts of Crises: The Paraprofessional's Response	3.0
EDU.1112	Advanced Strategies and Best Practices for Diverse Learners	3.0

For specific information about the program, the program contact may be reached at (204) 627-8805 or toll-free 1-866-627-8500 ext. 8805.

12.14 FACILITIES TECHNICIAN

In this program, students learn the skills necessary to manage, maintain and operate a variety of facilities such as office buildings, arenas and schools. The program is available to those currently employed or seeking employment in the housing, construction or community service industry.

Students may exit the program after one year with a certificate in Facilities Basic Maintenance. Graduates of the two-year program will receive a diploma in Facilities Technician.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

Career Opportunities

Graduates may find employment in the management and/or maintenance of a variety of community and business facilities. Graduates may also pursue further training in an apprenticeship program of their choice: carpenter, electrician, and plumber.

Admission Requirements

- English 20F, and
- Pre-Calculus Mathematics 20S, Applied Mathematics 20S or Essential Mathematics 20S,
- Or equivalencies of above,
- Or mature student, see 2.01.,

Candidates should be in good health with good manual dexterity, eye-hand coordination, and overall physical flexibility. They should also have a strong work ethic and mechanical aptitude.

Program Content

Year One	Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective 1.0
ART.1610	Communicating in the Workplace 2.0
BTR.1010	Carpentry Theory 1 4.0
BTR.1020	Carpentry Practical 1 4.0
BTR.1310	Plumbing Theory 1 4.0
BTR.1320	Plumbing Practical 1 3.0
BTR.1610	Electrical Theory 1 4.0
BTR.1620	Electrical Practical 1 3.0
BTR.1910	Safety Practice 1.0
BTR.1912	Core Occupational Health and Safety 2.0
BTR.1990	Work Experience 1.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)
MGT.1700	Introduction to Computer Applications 3.0
MSC.1260	Trade Mathematics 1 2.0
VTR.1010	Blueprint Reading and Drafting 1 2.0
Year Two	Credit Hours
BTR.2010	Carpentry Theory 2 4.0
BTR.2020	Carpentry Practical 2 4.0
BTR.2310	Plumbing Theory 2 4.0
BTR.2320	Plumbing Practical 2 3.0
BTR.2610	Electrical Theory 2 4.0
BTR.2620	Electrical Practical 2 4.0
BTR.2900	Construction Management 1.0
BTR.2990	Work Experience 2 1.0
MSC.2260	Trade Mathematics 2 2.0
VTR.1040	Blueprint Reading and Drafting 2 2.0
VTR.1470	Drafting and Operating Software 2.0

For specific information about the program, the program contacts may be reached at (204) 627-8514 or toll-free at 1-866-627-8500 ext. 8514 or (204) 677-6859 or toll-free at 1-866-677-6450 ext. 6859.

12.15 HEALTH CARE AIDE

The Health Care Aide program is a six-month certificate program that prepares students to function as a health care team member in institutional and community settings. The program is available in a number of locations.

Classes may be scheduled during the day as well as in the evening and on weekends. Students have up to five years from the year of admission to complete program requirements.

Graduates of the program will be knowledgeable about the basic functional requirements of individuals and families who are experiencing commonly occurring short-term and chronic mental health, physical, emotional and spiritual challenges. Chronicity, aging issues, and death and dying are explored, as well as a variety of health problems. Skills for the provision of personal care are practiced in a simulated laboratory setting prior to the actual administration of care. Graduates will be able to provide safe, ethical, empathetic, and wholistic care that is client-focused and culturally sensitive within the realms of legal health care practice.

Career Opportunities

The Health Care Aide program prepares individuals to assist clients with personal care and activities of daily living. Clients with acute and chronic illnesses are cared for in the community and institutional settings such as long-term care facilities, hospitals and community housing facilities (e.g. elderly persons housing and group homes).

Admission Requirements

- Grade 12 Graduate,
- Or equivalency,
- Or mature student with verified reading and comprehension skills at a level acceptable to UCN, and
- Provide an updated immunization record upon admission to the program, and
- Be physically and emotionally fit to meet the employment requirements. A physical examination prior to entry is highly recommended.
- Students must have certification in CPR HCP prior to the first clinical practice experience.

As with any health care profession, HCA students and graduates are expected to demonstrate ethical, legal and moral responsibility and accountability for their own actions.

Applicants may be requested to attend an interview in order to assess their readiness to enter the program. Applicants must be able to speak and read English well enough to study the course materials and participate in classroom discussions.

Note: Completion of criminal record check and Child Abuse Registry check are required before clinical placements. Students with a criminal record or who are listed on the Child Abuse Registry may not be able to complete the program due to restrictions in meeting the clinical practice requirements.

Program Content

Courses		Credit Hours
NUR.1710	Clinical 1: Institutionally Based Care Giving	6.0
NUR.1720	Roles and Functions of the Health Care Aide	10.0
NUR.1740	Care of Clients with Health Problems	10.0
NUR.1750	Clinical 2: Mental Health Clinical	2.0
NUR.1810	Community-Based Care	2.0
NUR.1820	Clinical 3: Community-Based Care Giving	2.0
NUR.1830	Transition to Graduation: Senior Practice	3.0

For specific information, the program contact may be reached at (204) 734-9823 in Swan River.

12.16 HEAVY DUTY MECHANICS

This program is designed to give students broad-based training in the heavy duty mechanic field. The training provided emphasizes sound theoretical training to meet the challenges presented by the increasingly more complex designs found in today's on- and off-road trucks, as well as construction and forestry equipment. Fundamental skills of the trade are reinforced through exposure to practical applications. Other areas of program emphasis include related computer applications and business management skills.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

The program is designed to develop the students' work attitudes and standard of craftsmanship, problem-solving skills, and personal pride in order to prepare them for employment in the heavy equipment field.

Career Opportunities

Graduates of the program will receive a certificate. Work possibilities include:

- Maintenance and repair of equipment
- Sales
- Parts departments
- Service writers and advisors

Program graduates are encouraged to pursue further education in the Heavy Duty apprenticeship program. Graduates must receive approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training & Trade to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 30S, and
- Pre-Calculus Mathematics 30S, Applied Mathematics 30S (Preferred), or Essential Mathematics 30S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.1681	Pre-employment Trades Communication	2.0
BTR.1912	Core Occupational Health and Safety	2.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
ITA.0720	Welding	2.0
MSC.1380	Mathematics	2.0
MSC.1381	Science	2.0

VTR.1340	Print Reading and Sketching	2.0
VTR.1510	Practicum	3.0
VTR.1530	Mechanical Practice	3.0
VTR.1550	Power Trains	3.0
VTR.1570	Brakes, Steering, Suspensions, Tires, and Tracks	3.0
VTR.1590	Applied Trade Practices	2.0
VTR.1610	Mechanical Practice	3.0
VTR.1630	Internal Combustion	3.0
VTR.1650	Electrical Systems	2.0
VTR.1670	Hydraulics	2.0

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

12.17 INDUSTRIAL WELDING

This program is designed to teach the student the skills to become employed as a welding operator, welder's helper or an apprentice. This program is heavily oriented towards hands-on experience. The practical portion of the program includes arc welding, oxyacetylene welding, brazing, G.M.A.W., G.T.A.W. and arc-air. The fundamentals of proper tool and equipment usage are also covered.

Each course within the program will have curriculum related to occupational safety and health, and both theory and practical components of the program will emphasize knowledge and practices for a safe workplace

Career Opportunities

Graduates receive a certificate and are prepared for jobs in fabrication shops, maintenance department or repair shops.

A graduate may pursue further training in an apprenticeship program to attain a journey-person's certificate. Graduates must receive approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training & Trade to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- English 20F, and
- Pre-Calculus Mathematics 20S, Applied Mathematics 20S or Essential Mathematics 20S, and
- Science 20S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Candidates should have good manual dexterity and eyesight and a mechanical aptitude. Those who are sensitive to bright lights or who have respiratory difficulties will be at a disadvantage in this field of study.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.1681	Pre-employment Trades Communication	2.0
BTR.1912	Core Occupational Health and Safety	2.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
ITA.0101	Welding Theory 1	6.0
ITA.0111	Welding Practice 1	6.0
ITA.0131	Welding Practice 2	6.0
ITA.0161	Welding Theory 2	6.0
ITA.0190	Practicum	1.0
MSC.1410	Mathematics 1	1.0
MSC.1420	Mathematics 2	1.0
MSC.1430	Science 1	1.0
MSC.1440	Science 2	1.0
VTR.0201	Print Reading	3.0
VTR.0240	Drafting	2.0
VTR.1710	Machine Shop	2.0

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

12.18 ININIW NEKANIW HUMAN RESOURCE MANAGEMENT

In most of today's organizations the role of human resource management has become quite important and is a critical management function. Organizations have to find ways in which to manage their human capital (e.g. Aboriginal and non-Aboriginal employees) whilst complying with legislation and ethical concerns. Human resource management requires leadership, teamwork, communication and strategic planning. There is a need to develop capacity in Human Resource Management of Aboriginal individuals. The Ininiw Nekaniw Human Resource Management program has been designed to provide Aboriginal individuals with the knowledge and skills that will enable them to implement 'Best Practice' HRM Professional Standards in Aboriginal and non-Aboriginal organizations.

The Ininiw Nekaniw HRM diploma is not only unique but offers students the 'Best of Both Worlds'! It underpins UCN's seven value statements of: truth, wisdom, honesty, humility, courage, love, and respect. It also underpins traditional elements of the Aboriginal culture. The contents of this program are linked to HR industry recognized standards and professional best practice. It provides students with unique skills, knowledge, attitudes and competencies necessary to be an effective Aboriginal Human Resources Professional in managing people and change. This pioneering program also gives students the skills through exclusive HRM courses as well as work practicum, which will enable them to gain more specialized knowledge and experience in the field of Aboriginal HRM. Students will benefit from this distinctive program whether they are currently working in the field of HRM or aspiring to pursue a career in the field of Aboriginal HRM. The skills you will gain correspond to the HR body of knowledge and professional standards as defined by Manitoba Aboriginal Human Resource Strategists (MAHRS) Association.

Opportunities

The Ininiw Nekanaw HRM Diploma program will provide opportunities for you to:

- Learn essential concepts and skills that have an impact on Aboriginal human resource management functions.
- Gain skills that correspond to the competencies out-lined by Manitoba Aboriginal Human Resource Strategists (MAHRS) Association.
- Obtain fundamental content required to pursue a career in Aboriginal Human Resource Management; the MAHRS designation as well as obtain some of the foundational knowledge needed to pursue other provincial and national HR designations.
- Work Based Experience - students will have the opportunity to implement theory into professional practice at work.
- Educational Progression - graduates from the Ininiw Nekanaw HRM diploma program with a minimum GPA of 2.5 will be eligible for entry into the Bachelor of Business Administration (BBA) degree program at UCN.

Career Opportunities

Career opportunities are available in all sectors of the economy, because every organization whether Aboriginal, private, public, not-for-profit, has a human resources function. Graduates from this program will be prepared to work within manufacturing, retail, banking and other financial institutions, medical facilities, government offices, human resource consulting firms, education, small business etc. They will be well equipped to manage the Aboriginal HR functions within various organizations. Successful graduates will find entry level positions in the following areas:

- Training and Development
- Recruitment and Selection
- Human Resource Administration (e.g. HR Assistant, Recruiter, Trainer, Job Analyst, Labour Relations Assistant, Payroll Assistant etc.)
- Occupational Health and Safety
- Compensation and Benefits
- General Management
- Other HR Professions

Admission Requirements

- Grade 12 graduate, with
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S (preferred) or Essential Mathematics 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Assessments will be done for all applicants, and may affect a student's admission in the Ininiw Nekanaw HRM program. Please note that students not meeting the minimum requirement of 60% in each of the above required courses will be required to complete additional assessment testing. Assessments must be complete by August 1.

Alternative Admission Pathway:

If assessment reveals that upgrading is required, students will be referred to the Business Foundation Introductory certificate (BFIC) program.

Program Content

For a complete list of courses please see University College of the North Academic Calendar 2103-2014 online at www.ucn.ca. For specific information about the program, the program contact may be reached at 204-677-6392 or toll-free at 1-866-677-6450 ext. 6392.

12.19 LAW ENFORCEMENT

This 32-week program is a specialized program designed to assist students in developing the academic, interpersonal, fitness and specialized skills required for entry-level training with the RCMP and other law enforcement programs or agencies.

Career Opportunities

Upon successful completion of the Law Enforcement program, students will graduate as more independent, responsible and academically prepared citizens. The opportunity for employment in law enforcement, or a related career, will be considerably increased.

Admission Requirements

- 18 years of age or older, and
- Manitoba Senior 4 graduate, and
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S,
- Or equivalencies of above,
- Or mature student, see 2.01.

Students will be subjected to a criminal record check and must have a clear record in order to participate in some program areas.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ABS.1021	Canadian Judicial System	3.0
ABS.1061	Community Problem Solving	5.0
ART.1090	Youth and the Law	3.0
ART.1100	Penology	2.0
ART.1101	Tour of Winnipeg City Police Training Academy	2.0
ART.1111	Tour of RCMP Training Academy and P. A. Correctional Institute	3.0
ART.1390	Canadian Firearms Course	1.0
ART.1630	Volunteering	1.0
ART.1631	Surviving a Behavioural-Based Interview	1.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
MGT.1610	Basic Alphabetic Keyboarding	1.0
MGT.1710	Computer Applications 1	3.0
RRR.1320	Boat Pro Course	
RRR.1422	Applied Suicide Intervention Training	1.0
RRR.1423	Non Violent Crisis Intervention	1.0
RRR.1424	Interpersonal Communication for Law Enforcement	4.0
RRR.1425	Written Communication for Law Enforcement	2.0

RRR.1428	Math Skills for Law Enforcement	1.0
RRR.1432	Toastmasters Public Speaking	4.0
RRR.1435	Writing Officer Tests	2.0
RRR.1822	Fitness Preparation	9.0

For specific information about the program, the program contact may be reached at (204) 627-8580 or toll-free at 1-866-627-8500 ext. 8580.

12.20 NATURAL RESOURCES MANAGEMENT TECHNOLOGY

This two-year diploma program is designed to train the student for a wide range of employment opportunities in the field of natural resources management. The training provided emphasizes interrelationships among natural resources including forests, water, fish and wildlife, and is designed to provide the technical skills required by technicians in the use and management of natural resources.

Career Opportunities

Graduates are prepared for employment as technicians with government and private agencies involved in wildlife, fisheries, and forest research and/or management, park wardens, natural resources officers and environmental technicians.

Program graduates who wish to further this education may receive credits at the University of Manitoba, the University of Winnipeg, Brandon University, the University of Lethbridge and other institutions. Articulation and transfer agreements are constantly changing, updated and revised.

Admission Requirements

- High school graduate,
- Minimum English 40S, one credit, and
- Minimum Grade 10 science or an equivalent accepted by the program, and
- Minimum Grade 10 mathematics with demonstrated competency in: use of fractions, perimeter, area and volume determination, geometry (angles and degrees), the metric system and conversion to English measure, and algebra and formula manipulation. (competency determined by UCN assessment services)
- Or equivalencies of above.
- Or mature student, see 2.01.

Please note that students require a minimum grade of 60% in each of the above courses.

Assessments will be done for all applicants, and may affect a student's admission into the NRMT program. Please note that the students not meeting the minimum grade of 60% in each of the above required courses will be required to complete additional assessment testing. Assessments must be completed by August 1. All students must obtain Standard First Aid and Basic Rescuer (CPR) and Workplace Hazardous Material Information System certificates in the year of admission.

Program Content

Year One		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.1390	Canadian Firearms Course	1.0
ART.1800	Scientific Writing	2.0
ECT.1970.L	Surveying	3.0
EXT.0066	WHMIS (Workplace Hazardous Material Information System)	
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
MGT.1710	Computer Applications 1	3.0
MSC.1690	Biostatistics	3.0
RRR.1010	General Ecology	3.0
RRR.1020.L	Earth Science	3.0
RRR.1030.L	Botany	3.0
RRR.1040.L	Water Resources	3.0
RRR.1050.L	Navigation and Global Positioning Systems	3.0
RRR.1060.L	Zoology	3.0
RRR.1081.L	Natural Resource Law Enforcement	5.0
RRR.1201.L	Resource Field Safety and Skills	4.0
RRR.1310	Emergency Fire Fighter - Crew Member	
RRR.1320	Boat Pro Course	
Year Two	Credit Hours	
ART.2450	Public Relations and Communications	3.0
RRR.2000.L *	Natural Resources Law Enforcement 2	3.0
RRR.2010	Geographic Information Systems	3.0
RRR.2020	Environmental Assessment	3.0
RRR.2030	Air Photo Interpretation	3.0
RRR.2050.L	Fisheries Management	3.0
RRR.2070.L	Forestry Practices	3.0
RRR.2080.L	Timber and Forest Management	3.0
RRR.2090.L	Wildlife Management	3.0
RRR.2100.L	Aquatic and Wildlife Ecology	6.0
RRR.2330	Fall Field Practicum	2.0
RRR.2410	Park Management	3.0

For specific information about the program, the program contact may be reached at (204) 627-8529 or toll-free at 1-866-627-8500 ext. 8529.

12.21 PRE-EMPLOYMENT PLUMBING

This 10-month certificate program is designed for individuals to develop basic working knowledge, skills and competencies related to residential and commercial plumbing. Both theory and practical components of the program will emphasize knowledge and practices for a safe workplace.

Career Opportunities

Graduates of this program will be prepared to work in plumbing-related positions in construction companies or maintenance workers. Graduates may also pursue further training in a plumbing apprenticeship program.

A graduate may pursue further training in an apprenticeship program to attain a journey-person's certificate. Journey-persons frequently find employment as forepersons, supervisors, building inspectors, superintendents, or are self-employed.

Graduates must obtain approval from their employer and Apprenticeship Manitoba Entrepreneurship, Training and Trade to be accepted into the apprenticeship program.

Any individual who successfully completes this program with a passing grade of 70% or higher in all courses and registers as an apprentice within two years of completing this program will be eligible for level 1 in-class academic training of the associated apprenticeship program. Please consult Apprenticeship Manitoba for hours needed for the level 1 practical training.

Admission Requirements

- a. Grade 12 graduate, either regular or mature student diploma
- b. Or mature student, see 2.01, with either
 1. General Studies: College Preparation,
 2. Or Grade 10 completion,
 3. Or Science 20S or Science 20G, and
 4. Pre-Calculus Mathematics 20S, Applied Mathematics 20S, or Essential Mathematics 30S,
- c. Or equivalencies of above.

English 20F is strongly recommended. Mature student applicants will be required to write an assessment.

Program Content

Courses		Credit Hours
ABS.1001	Tradition and Change: An Aboriginal Perspective	1.0
ART.0251	Learning and Life Skills	3.0
ART.1610	Communicating in the Workplace	2.0
BTR.1310	Plumbing Theory 1	4.0
BTR.1320	Plumbing Practical 1	3.0
BTR.1910	Safety Practice	1.0
BTR.2310	Plumbing Theory 2	4.0
BTR.2320	Plumbing Practical 2	3.0
EXT.0158	Standard First Aid with CPR (St. John Ambulance)	
ITA.1100	Related Gas Welding	2.0
ITA.1500	Electrical Circuits and Systems	2.0
ITA.1510	Rigging	1.0
MGT.1710	Computer Applications 1	3.0
MSC.1260	Trade Mathematics 1	2.0
MSC.1381	Science	2.0
VTR.1010	Blueprint Reading & Drafting 1	2.0
VTR.1600	Work Practicum – Plumbing	1.0

For specific information about the program, the program contact may be reached at (204) 627-8415 or toll-free at 1-866-627-8500 ext. 8415.

SECTION 13 – UNIVERSITY DEGREE PROGRAMS

The University College of the North currently offers several degree opportunities that reflect Northern Manitoba realities and aspirations. Learners have the opportunity to earn a Bachelor of Arts with majors or minors in several areas, including Aboriginal and Northern Studies, English, Geography, History, Science and Sociology. UCN also offers the Kenanow Bachelor of Education Program with both After Degree and Integrated Streams. Students can acquire techniques in management in the Bachelor of Business Administration. Prospective students may choose the Joint Bachelor of Nursing program offered in conjunction with the University of Manitoba. Students in degree programs are involved in classroom and field experiences which provide them with a better understanding of Aboriginal and northern perspectives.

13.01 BACHELOR OF ARTS

A Bachelor of Arts (BA) degree from the University College of the North will provide students with important skills in the areas of written and oral communication, research, independent and critical thinking, problem solving, and team work. These skills arise from engagement with various academic disciplines, courses, and intellectual perspectives, and are highly sought after in many employment situations, including public, corporate and non-profit sectors. A Bachelor of Arts degree is also invaluable for students entering professional programs such as law, education or accounting, or continuing on in graduate programs.

Transferability

Courses taken at other accredited universities in Manitoba and elsewhere will be considered for credit at the University College of the North. Students are advised that the course(s) transferred, together with those they subsequently take at the University College of the North, must meet the requirements of the Faculty of Arts and Science and the major being sought, including any program and residency requirements (see section 2.10).

Admission Requirements

REGULAR STUDENT

- Grade 12 graduate with a regular or mature high school diploma, with
- Language Arts (English) 40S, two credits, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S,
- Or equivalencies of above.

Note: One credit in English/Anglais 40S and one credit in French/Français 40S together may be used as substitute for two credits in English 40S.

MATURE STUDENT

- Mature Student is or will be 21 during the first year of registration,
- And is a high school graduate without the requirements for regular status,
- Or has completed at least three 40S courses,
- Or has GED standing,
- Or has attended another university under mature status and

- achieved a minimum C standing,
- Or completed a full semester with a minimum C standing from an accredited post-secondary institution,
- Or has demonstrated readiness to succeed at the university entry level.

13.01.1 DEGREE REQUIREMENTS: THREE-YEAR BACHELOR OF ARTS DEGREE

The three-year Bachelor of Arts degree provides students with a solid background in the liberal arts, allowing them to gain a broad base of knowledge as well as general skills in the areas of reading and understanding, analysis and evaluation, problem solving, and communication skills. As program requirements may vary according to the major/minor chosen, students should consult individual program and course information for specific requirements.

1. Graduation Requirements

A three-year BA degree will be conferred when all requirements are met through completion of a minimum of 90 credit hours of study with a cumulative GPA of at least 2.0.

Note: A maximum of 6 credit hours below the 1000 level may be used for credit toward the degree.

2. Residency Requirements

A minimum of 30 credit hours, including a minimum of 18 credit hours in the major, must be completed at UCN.

3. General Degree Requirements

A. DISTRIBUTION REQUIREMENTS

- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in Aboriginal and Northern Studies
- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in the Humanities.
- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in the Social Sciences.
- Students will complete, at the 1000 level or higher, a minimum of 6 credit hours in the Sciences, of which 3 credit hours may be in Mathematics or Computer Science.

B. MAJOR REQUIREMENTS

Every degree will include a subject concentration, or major. The major provides the opportunity to develop depth of knowledge in the chosen field of studies. Some major subjects/disciplines may require specific courses and/or more than the specified faculty minimums.

- Students will declare a major within successful completion of 45 credit hours of study.
- Students will complete a minimum of 30 credit hours of study in the major, of which a minimum of 12 credit hours must be at the 2000 level or higher and a minimum of 12 credit hours must be at the 3000 level or higher.

C. MINOR REQUIREMENTS

Students may, but are not required to, declare a secondary subject concentration, or minor. Some minor subjects/disciplines

may require specific courses and/or more than the specified faculty minimums.

- Students will declare a minor within successful completion of 60 credit hours of study.
- For the minor, students will complete a minimum of 18 credit hours in the minor, of which a minimum of 12 credit hours must be at the 2000 level or higher.

13.01.2 DEGREE REQUIREMENTS: FOUR-YEAR BACHELOR OF ARTS DEGREE BACHELOR OF ARTS WITH SPECIALIZATION

The four-year Bachelor of Arts degree program offers students the opportunity of substantial specialization in one area of study through the major, combined with a broad base of knowledge as well as general skills in the areas of reading and understanding, analysis and evaluation, problem solving, and communication skills. As program requirements may vary according to the major/minor chosen, students should consult individual program and course information for specific course and program requirements.

1. Graduation Requirements

A four-year BA degree will be conferred when all requirements are met through completion of a minimum of 120 credit hours of study with a cumulative GPA of at least 2.0.

Note: A maximum of 6 credit hours below the 1000 level may be used for credit toward the degree.

2. Residency Requirements

A minimum of 60 credit hours, including a minimum of 30 credit hours in the major, must be completed at UCN.

3. General Degree Requirements

A. DISTRIBUTION REQUIREMENTS

- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in Aboriginal and Northern Studies.
- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in the Humanities.
- Students will complete, at the 1000 level or higher, a minimum of 9 credit hours in the Social Sciences.
- Students will complete, at the 1000 level or higher, a minimum of 6 credit hours in the Sciences, of which 3 credit hours may be in Mathematics or Computer Science.

B. MAJOR REQUIREMENTS

Every degree will include a subject concentration, or major. The major provides the opportunity to develop depth of knowledge in the chosen field of studies. Some majors may require specific courses and/or more than the specified faculty minimums.

- Students will declare a major within successful completion of 45 credit hours of study.
- Students will complete a minimum of 42 credit hours of study in the major, of which a minimum of 6 credit hours must be at the 2000 level or higher, a further minimum of 12 credit hours must be at the 3000 level or higher, and a further minimum of 12 credit hours must be at the 4000 level.

C. MINOR REQUIREMENTS

Students may, but are not required to, declare a secondary subject concentration, or minor. Some minor subjects/disciplines may require specific courses and/or more than the specified faculty minimums.

- Students may declare a minor within successful completion of 60 credit hours.
- For the minor, students will complete a minimum of 18 credit hours in the minor, of which a minimum of 12 credit hours must be at the 2000 level or higher.

13.01.3 ABORIGINAL AND NORTHERN STUDIES

The University College of the North offers a comprehensive program of study leading to three- and four-year majors in Aboriginal and Northern Studies.

Building from a focus on Aboriginal cultures of Northern Manitoba, this interdisciplinary program aims to further understandings of the experiences of Aboriginal peoples and communities in the past and present and to consider regional, national and international dimensions.

Aboriginal ways of knowing and western approaches to knowledge are explored and integrated throughout the curriculum as learners are exposed to a variety of perspectives, sources and intellectual traditions within a decolonizing methodology. Offering a variety of interrelated courses, key areas of study include Aboriginal history and culture, politics, governance and justice, community development, indigenous knowledge, and Aboriginal languages.

A BA with a major in Aboriginal and Northern Studies is a valuable undergraduate degree oriented towards northern cultural, economic, social and geographic realities. Successful graduates will be prepared for employment in education, business, law, justice, communications, social services, health care delivery and administration, and many other fields. With an undergraduate major in Aboriginal and Northern Studies students may apply for admission to graduate programs in several academic disciplines, and to many professional programs. Students intending to apply for graduate or professional programs should ensure that their programs include all required prerequisites.

13.01.3.1 ABORIGINAL AND NORTHERN STUDIES MAJOR: THREE-YEAR DEGREE PROGRAM

Students will complete a minimum 30 credit hours of study in the major in the three-year BA degree. A minimum of 12 credit hours must be at the 2000 level or higher and a further minimum of 12 credit hours must be at the 3000 level or higher.

The following courses are required:

- ANS.1000 Introduction to Aboriginal Studies 1 (3 credit hours)
- ANS.1001 Introduction to Aboriginal Studies 2 (3 credit hours)
- ANS.2100 Research Methods in Aboriginal and Northern Studies 1 (3 credit hours)
- At least 3 credit hours of Aboriginal languages courses (including ANS.1100 or demonstrated competency in an

Aboriginal language) or 3 credit hours of indigenous knowledge courses (including ANS.2150: *Kayas Achanohkewina: Stories of Long Ago*, ANS.2400 *Northern Manitoba First Nations and Environment*, or ANS.3400 *Philosophy and Culture of the First Nations of Northern Manitoba*, or other courses as designated by the Faculty of Arts and Science).

13.01.3.2 ABORIGINAL AND NORTHERN STUDIES MAJOR: FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 42 credit hours of study in the major in the four-year BA degree. A minimum of 6 credit hours must be at the 2000 level or higher, a minimum of 12 credit hours must be at the 3000 level or higher and a minimum of 12 credit hours must be at the 4000 level.

The following courses are required:

- ANS.1000 *Introduction to Aboriginal Studies 1* (3 credit hours)
- ANS.1001 *Introduction to Aboriginal Studies 2* (3 credit hours)
- ANS.2100 *Research Methods in Aboriginal and Northern Studies 1* (3 credit hours)
- At least 3 credit hours of Aboriginal languages courses (including ANS.1100 or demonstrated competency in an Aboriginal language) or 3 credit hours of indigenous knowledge courses (including ANS.2150: *Kayas Achanohkewina: Stories of Long Ago*, ANS.2400 *Northern Manitoba First Nations and Environment*, or ANS.3400 *Philosophy and Culture of the First Nations of Northern Manitoba*, or other courses as designated by the Faculty of Arts and Science).

13.01.3.3 ABORIGINAL AND NORTHERN STUDIES MINOR: THREE-YEAR OR FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 18 credit hours in the minor, of which a minimum of 12 credit hours must be at the 2000 level.

Aboriginal and Northern Studies courses

ABS.1700	First Nations Languages and Governance	3.0
ANS.1000	Introduction to Aboriginal Studies	3.0
ANS.1001	Introduction to Aboriginal Studies 2	3.0
ANS.1100	Introduction to Cree Language 1	3.0
ANS.1101	Introduction to Cree Language 2	3.0
ANS.2000	Aboriginal Politics 1	3.0
ANS.2001	Aboriginal Politics 2	3.0
ANS.2100	Research Methods in Aboriginal and Northern Studies 1	3.0
ANS.2150	<i>Kayas Achanohkewina: Legends of Long Ago</i>	3.0
ANS.2200	<i>The History of the Fur Trade and Aboriginal Societies 1600-1870</i>	3.0
ANS.2250	<i>The Métis Nation</i>	3.0
ANS.2300	<i>Images of the North 1</i>	3.0
ANS.2301	<i>Images of the North 2</i>	3.0
ANS.2400	<i>Northern Manitoba First Nations and Environment</i>	3.0
ANS.2450	<i>Aboriginal Women of Northern Manitoba</i>	3.0
ANS.2900	<i>Selected Topics in Aboriginal and Northern Studies</i>	3.0
ANS.2960	<i>Selected Topics in Aboriginal and Northern Studies</i>	6.0

ANS.3000	<i>Aboriginal Law 1</i>	3.0
ANS.3001	<i>Aboriginal Law 2</i>	3.0
ANS.3100	<i>Research Methods in Aboriginal and Northern Studies 2</i>	3.0
ANS.3101	<i>Oral History Methodology</i>	3.0
ANS.3200	<i>History of the Canadian North</i>	3.0
ANS.3250	<i>History and Sociology of Genocide in Canada and the United States</i>	3.0
ANS.3300	<i>Indigenous Women and Literature 1</i>	3.0
ANS.3301	<i>Indigenous Women and Literature 2</i>	3.0
ANS.3400	<i>Philosophy and Culture of the First Nations of Northern Manitoba</i>	3.0
ANS.3450	<i>Aboriginal Medicine and Health</i>	3.0
ANS.3700	<i>Community Development: Local and Global Perspectives</i>	3.0
ANS.3900	<i>Selected Topics in Aboriginal and Northern Studies</i>	3.0
ANS.3960	<i>Selected Topics in Aboriginal and Northern Studies</i>	6.0
ANS.4200	<i>The Changing Circumpolar North</i>	6.0
ANS.4250	<i>Topics in Colonialism</i>	6.0
ANS.4255	<i>Colonial Encounters</i>	3.0
ANS.4260	<i>Gender and Colonialism</i>	3.0
ANS.4360	<i>Critical Theory and Aboriginal and Northern Studies</i>	6.0
ANS.4900	<i>Selected Topics in Aboriginal and Northern Studies</i>	6.0
ANS.4950	<i>Senior Project in Aboriginal and Northern Studies</i>	6.0
ANS.4960	<i>Directed Readings</i>	6.0
RJP.2010	<i>Aboriginal Experience of the Criminal Justice System</i>	3.0
RJP.2040	<i>Aboriginal Restorative Justice Initiatives in Manitoba</i>	3.0

Courses from other subjects that can be credited to an Aboriginal and Northern Studies major

ENG.2000	<i>Contemporary Canadian Aboriginal Literature 1: Prose</i>	3.0
ENG.2001	<i>Contemporary Canadian Aboriginal Literature 2: Poetry and Drama</i>	3.0
ENG.3005	<i>Indigenous Literatures of the Americas</i>	3.0
ENG.3006	<i>Indigenous Literatures of the World</i>	3.0

Depending on course content and subject to approval by the Dean of Arts & Science, the following courses may count toward the Major:

BCS.3521	<i>Peoples and Cultures of the Circumpolar World 1</i>	3.0
BCS.3522	<i>Peoples and Cultures of the Circumpolar World 2</i>	3.0
BCS.3531	<i>Contemporary Issues of the Circumpolar World 1</i>	3.0
BCS.3532	<i>Contemporary Issues of the Circumpolar World 2</i>	3.0
GEO.3910	<i>Special Topics in Human Geography</i>	3.0
PHI.2010	<i>Selected Topics in Philosophy</i>	3.0
SOC.3460	<i>Special Topics in Societies and Cultures</i>	3.0
SOC.3010	<i>Selected Topics in Social Inquiry</i>	3.0

SOC.3250	Special Topics in Sociology of Education	3.0
SOC.3750	Special Topics in Race, Class, Gender and Sexuality	3.0
SOC.3801	Special Topics in Sociology	3.0
SSC.3150	Special Topics in Research Methods	3.0
SSC.4450	Advanced Topics in Post-Colonial Studies	3.0
SSC.4500	Advanced Topics in Science, Technology, and Society	3.0
SSC.4801	Advanced Topics in Social Sciences	3.0
SSC.4901	Directed Readings in Social Sciences(i)	3.0
SSC.4902	Directed Readings in the Social Sciences(ii)	3.0

13.01.4 ENGLISH

English, the study of literatures and cultural artifacts written in or translated into English, is a discipline within the Humanities. The focus of the Humanities is human thought and culture: the history and transmission of knowledge, including consideration of ideas and their aesthetic, intellectual and moral dimensions. In the discipline of English, the focus is on the expression of human thought and culture in written form, some of which may originally have been expressed in oral forms. Studies in English create awareness of methods and theories of literary and cultural analysis, while enhancing overall competencies in critical thinking, reading and writing. English (ENG) offerings at UCN include courses in the literatures of diverse cultures, peoples, groups, historical periods and geographical areas, as well as courses in critical theory, genres, creative writing and film studies. English studies offer excellent preparation for careers in administration, education, government, journalism, law, publishing, and research.

English courses, and courses cross-listed with English, can be used to fulfill the “Humanities” requirement for the BA.

Note: ENG.1002, ENG.1003 and ENG.2020 cannot be used to fulfill the Humanities degree requirement or major/minor requirements.

English courses provide valuable electives for all BA and B.Ed. students. Because English is a “major teachable,” the English major or minor will be especially attractive to Education students. BA students majoring in the Social Sciences and Aboriginal and Northern Studies will find the minor in English, which offers a high degree of flexibility in course choices, to be a natural complement to their major studies.

Note: Students who choose a major or minor in English must meet all general requirements for the BA degree, as well as the specific major/minor requirements. Students should meet with a faculty advisor prior to declaring a major or minor, and should always meet with academic and faculty advisors prior to registering for courses.

Courses offerings in English

Group 1: Pre-20th-Century Periods

ENG.2415	Introduction to Shakespeare	6.0
ENG.3010	Sixteenth and Seventeenth Century Literature	6.0
ENG.3011	Pre-1900 American Literature	6.0
ENG.3016	Neoclassical and Romantic Literature	6.0
ENG.3017	Victorian Literature	6.0

Depending on content in any given year, the following may be in Group 1. Consult with faculty advisor for specific information.		
ENG.2015	Selected Topics	3.0
ENG.2416	World Literature 1	3.0
ENG.2417	World Literature 2	3.0
ENG.3013	Selected Topics	3.0
ENG.3021	Selected Topics	6.0
ENG.4000	Special Studies	6.0
ENG.4001	Special Studies	3.0
ENG.4010	Women’s Literature	3.0

Group 2: Aboriginal/indigenous Literatures

ENG.2000	Contemporary Canadian Aboriginal Literature 1: Prose	3.0
ENG.2001	Contemporary Canadian Aboriginal Literature 2: Poetry & Drama	3.0
ENG.3005	Indigenous Literatures of the Americas	3.0
ENG.3006	Indigenous Literatures of the World	3.0
ENG.4011	The North in Literature	3.0

The following courses from other areas are cross-listed with ENG and are in Group 2.

ANS.2300	Images of the North 1	3.0
ANS.2301	Images of the North 2	3.0
ANS.3300	Indigenous Women and Literature 1	3.0
ANS.3301	Indigenous Women and Literature 2	3.0

Depending on content in any given year, the following may be in Group 2. Consult with faculty advisor for specific information.		
ENG.2015	Selected Topics	3.0
ENG.3013	Selected Topics	3.0
ENG.3021	Selected Topics	6.0
ENG.4000	Special Studies	6.0
ENG.4001	Special Studies	3.0
ENG.4010	Women’s Literature	3.0

Group 3: Additional Course Offerings

ENG.1015	Major Works and Authors of the 20th Century	6.0
ENG.1016	Major Works and Authors of British Literature	6.0
ENG.2006	Canadian Literature in English	6.0
ENG.2016	20th Century British Literature	6.0
ENG.2400	Introduction to Film: Film Art	3.0
ENG.2410	Introduction to Film: History of Film	3.0
ENG.2420	Introduction to Creative Writing	3.0
ENG.3012	Post-1900 American Literature	6.0
ENG.3015	Introduction to Children’s Literature	3.0
ENG.3020	Directors’ Cinema	3.0
ENG.4011	The North in Literature	3.0
ENG.4020	Critical Theory 1	3.0
ENG.4021	Critical Theory 2	3.0
ENG.4022	The North in Film	3.0
ENG.4030	Poetry and Poetics of the 20th Century	3.0

Depending on content in any given year, the following may be in Group 3. Consult with faculty advisor for specific information.

ENG.2015	Selected Topics	3.0
ENG.2416	World Literature 1	3.0
ENG.2417	World Literature 2	3.0
ENG.3013	Selected Topics	3.0
ENG.3021	Selected Topics	6.0
ENG.4000	Special Studies	6.0
ENG.4001	Special Studies	3.0
ENG.4010	Women's Literature	3.0

13.01.4.1 ENGLISH MAJOR: THREE-YEAR DEGREE PROGRAM

Students will complete 30 credit hours of coursework. Prior to declaring the major in English, students must complete either ENG.1015 Major Works and Authors in the Twentieth Century, or ENG.1016 Major Works and Authors in British Literature. In exceptional circumstances this requirement may be waived with permission of the Dean.

Depth Requirement:

- A minimum of 12 credit hours must be at the 2000 level or higher and
- A further minimum of 12 credit hours must be at the 3000 level or higher

Breadth Requirement:

- A minimum of 6 credit hours from Group 1
- A minimum of 6 credit hours from Group 2
- A minimum of 6 credit hours from Group 3 at the 2000 level or higher

13.01.4.2 ENGLISH MAJOR: FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 42 credit hours of coursework. Prior to declaring the major in English, students must complete either ENG.1015 Major Works and Authors in the Twentieth Century, or ENG.1016 Major Works and Authors in British Literature. In exceptional circumstances this requirement may be waived with permission of the Dean.

- A minimum of 6 credit hours must be at the 2000 level or higher
- Minimum of 12 credit hours at the 3000 level or higher and
- A minimum of 12 credit hours at the 4000 level

Breadth Requirement:

- A minimum of 9 credit hours from Group 1
- A minimum of 9 credit hours from Group 2
- A minimum of 9 credit hours from Group 3 (including ENG.4020 or ENG.4021)

13.01.4.3 ENGLISH MINOR: THREE-YEAR OR FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 18 credit hours in the minor of which a minimum of 12 credit hours must be at the 2000 level or higher. Prior to declaring the minor in English, students must complete either ENG.1015 Major Works and Authors in the Twentieth Century, or ENG.1016 Major Works and Authors in British Literature. In exceptional circumstances this requirement may be waived with permission of the Dean.

Depth Requirement:

- A minimum of 12 credit hours at the 2000 level or higher

Breadth Requirement:

- Students are free to choose courses from all three groups

13.01.5 GEOGRAPHY

The field of geography looks at the similarities and differences across spaces and places. Geography includes two main sub-fields: human geography, which focuses on the relationships between people and place; and physical geography, which focuses on interactions within the natural environment. The Geography minor at UCN is a combination of these two areas, allowing students to study courses in both human and physical geography. The Geography program at UCN also includes online Circumpolar Studies courses offered by the University of the Arctic, an international consortium of northern universities from around the world. Students have the chance to take courses with an international group of students, taught by faculty from universities in Canada, Finland, Norway, Russia, and the USA.

13.01.5.1 GEOGRAPHY MINOR: THREE-YEAR OR FOUR-YEAR DEGREE PROGRAM

A minor in Geography will provide Education students with a "major teachable," and can be undertaken by students in BA programs to demonstrate a sound understanding of social and physical worlds. Students will complete 18 credit hours of Geography (GEO) and/or Circumpolar Studies courses (BCS) for a Geography minor in the three- or four-year BA or B.Sc. programs. A minimum of 12 credit hours must be at the 2000 level or higher.

Up to 3.0 credit hours from other subjects listed in Courses from other subjects which can be counted towards a Geography minor may be counted towards the minor.

Because Geography is a combination of the social and natural sciences, some courses may be counted towards breadth requirements in Science, while others may be counted towards the breadth requirements for Social Sciences.

Geography Courses

GEO.1002	Peoples and Cultures of the World: Introduction to Human Geography (Social Science)	3.0
GEO.2101	Development and Underdevelopment (Social Science)	3.0
GEO.3000	Bio-geography (Science)	3.0
GEO.3201	Urban Environments (Social Science)	3.0
GEO.3310	Political Economy of the Environment (Social Science)	3.0
GEO.3910	Special Topics in Human Geography (Social Science)	3.0

Circumpolar Studies Course		
BCS.1500	Introduction to the Circumpolar World (Social Science)	3.0
BCS.3511	Land and Environment of the Circumpolar World 1 (Science)	3.0
BCS.3512	Land and Environment of the Circumpolar World 2 (Science)	3.0
BCS.3521	Peoples and Cultures of the Circumpolar World 1 (Social Science)	3.0
BCS.3522	Peoples and Cultures of the Circumpolar World 2 (Social Science)	3.0
BCS.3531	Contemporary Issues of the Circumpolar World 1 (Social Science)	3.0
BCS.3532	Contemporary Issues of the Circumpolar World 2 (Social Science)	3.0

Courses from other subjects which can be counted towards a Geography minor

ANS.2100	Research Methods in Aboriginal & Northern Studies 1	3.0
ANS.3100	Research Methods in Aboriginal & Northern Studies 2	3.0
ANS.3101	Oral History Methodology	3.0
SSC.3150	Special Topics in Research Methods	3.0
SSC.4901	Directed Readings in the Social Sciences (i)	3.0
SSC.4902	Directed Readings in the Social Sciences (ii)	3.0
SOC.3450	Globalization, Modernity and Change	3.0
SOC.3460	Special Topics in Societies and Cultures	3.0

Courses may have other prerequisites. Students who do not have the listed prerequisite for a course will require the permission of the instructor to register.

Courses counted towards a minor in Geography cannot be used to fulfill major or minor requirements for another discipline or area.

Students should consult with a UCN Academic Advisor and a Faculty Advisor prior to registering.

13.01.6 HISTORY

History as a discipline is concerned with the record of past events and developments. Incorporating a variety of critical perspectives, theoretical approaches, and methodologies, History offers analysis of and commentary upon the cultural, political, intellectual, social, and economic dimensions of past human experience and endeavour.

13.01.6.1 HISTORY MAJOR: THREE-YEAR DEGREE PROGRAM

History students will complete 30 credit hours of coursework in History for the three-year B.A. degree. Prior to declaring the major in History, students must complete HIS.1001 or HIS.1010. This requirement may be waived with permission of the Dean.

The required courses include:

- 3.0 credit hours of 1000-level History: HIS.1000 Canadian History: Pre-Confederation or HIS.1001 Canadian History: Post-Confederation or HIS.1010 Introduction to History
- 3.0 credit hours of HIS.2100 Modern Western Civilization 1 or HIS.2150 Modern Western Civilization 2

- 3.0 credit hours of ANS.2200 The History of the Fur Trade and Aboriginal Societies, 1600-1870 or ANS.2250 The Metis Nation

The history major requires a minimum of 12 credit hours which can be counted towards the major at the 2000 level or higher, and a further minimum of 12 credit hours which can be counted towards the major at the 3000 level or higher.

13.01.6.2 HISTORY MAJOR: FOUR-YEAR DEGREE PROGRAM

History students will complete 42 credit hours of coursework in History for the four-year B.A. degree. Prior to declaring the major in History, students must complete HIS.1000, HIS.1001 or HIS.1010. This requirement may be waived with permission of the Dean.

The required courses include:

- 3.0 credit hours of 1000-level History: HIS.1000 Canadian History: Pre-Confederation or HIS.1001 Canadian History: Post-Confederation or HIS.1010 Introduction to History
- 3.0 credit hours of HIS.2100 Modern Western Civilization 1 or HIS.2150 Modern Western Civilization 2
- 3.0 credit hours of ANS.2200 The History of the Fur Trade and Aboriginal Societies, 1600-1870 or ANS.2250 The Metis Nation

The History major requires a minimum of 12 credit hours which can be counted towards the major at the 2000 level or higher, a further minimum of 12 credit hours which can be counted towards the major at the 3000 level or higher, and a further minimum of 12 credit hours at the 4000 level.

13.01.6.3 HISTORY MINOR: THREE-YEAR AND FOUR-YEAR DEGREE PROGRAM

A minor in History will provide Faculty of Education students with a teachable subject. A minor in History also provides additional electives for all BA students and B.Ed. students.

Students will complete 18 credit hours of History courses for a History minor in the three-year or the four-year BA. A minimum of 12 credit hours must be at the 2000 level or higher. Prior to declaring a minor in History, students must complete a minimum of 6 credit hours of 1000-level History courses. This requirement can be waived with permission of the Dean.

History Courses

HIS.1000	Canadian History: Pre-Confederation	3.0
HIS.1001	Canadian History: Post Confederation	3.0
HIS.1010	Introduction to History	6.0
HIS.2100	Modern Western Civilization 1	3.0
HIS.2150	Modern Western Civilization 2	3.0
HIS.2175	Twentieth-Century World	3.0
HIS.2400	United States History: Beginnings to 1865	3.0
HIS.2450	United States History: 1865 to Present	3.0
HIS.2600	British History 1	3.0
HIS.2650	British History 2	3.0
HIS.2800	Selected Topics	3.0
HIS.2900	Canadian Social History	3.0
HIS.3000	Canada in the World 1: 1867-1945	3.0
HIS.3001	Canada in the World 2: 1945 to Present	3.0

HIS.3100	History of Western Canada	3.0
HIS.3150	History of Atlantic Canada	3.0
HIS.3175	History of French Canada	3.0
HIS.3275	Empires of the America	3.0
HIS.3800	Selected Topics	6.0
HIS.3801	Selected Topics	6.0
HIS.4200	Canadian Political History	3.0
HIS.4400	Selected Topics	6.0
HIS.4401	Selected Topics	3.0
HIS.4900	Directed Reading	6.0
HIS.4901	Directed Reading	3.0

Courses from other subjects that can be credited to a History minor

ANS.2200	The History of the Fur Trade and Aboriginal Societies 1600-1870	3.0
ANS.2250	The Métis Nation	3.0
ANS.2300	Images of the North 1	3.0
ANS.3101	Oral History Methodology	3.0
ANS.3200	History of the Canadian North	3.0
ANS.3250	History and Sociology of Genocide in Canada and the United States	3.0
ANS.4200	The Changing Circumpolar North	6.0
ANS.4250	Topics in Colonialism	6.0
ANS.4255	Colonial Encounters	3.0
ATH.3260	Paleohistory of the Peoples of North America	3.0
SOC.3030	The Reformation	3.0
SOC.3040	The Enlightenment	3.0
SOC.3050	Imperialism	3.0

13.01.7 SCIENCE

Science concerns itself with the study of the physical environment around us. Science analyzes and explains the organization and structure of matter and of life, and harnesses and applies that understanding for the betterment of humanity. Graduates with a science background are able to go on to further studies and careers in a variety of engineering, technology and health-related fields.

13.01.7.1 SCIENCE MINOR: THREE-YEAR AND FOUR-YEAR DEGREE PROGRAM

A minor in Science will provide Education students with a “minor teachable” subject. A minor in Science also provides additional electives for all B.A. students and B.Ed. students.

Students will complete 18 credit hours of Science courses for a Science minor in the three-year or the four-year B.A. Prior to declaring a minor in Science, students must complete a minimum of 6 credit hours of 1000-level Science courses. This requirement can be waived with permission of the Dean.

Because this is a general science minor, students are required to take courses from a variety of science subject areas. Courses counted towards a Science minor (listed below) must be drawn from at least three of the following five areas: Biology, Chemistry, Environmental Science, Circumpolar Studies, Mathematics. Requirements: 6 credit hours from three of five areas: ENV, BIO, CHE, BCS, or MAT; Transfer credits in the Science Areas from other institutions may also be used.

Science Courses		
ANS.4200	The Changing Circumpolar North	3.0
BIO.1005	Introduction to Biology Part 1	3.0
BIO.1006	Introduction to Biology Part 2	3.0
BIO.2000	Cell Biology	3.0
BIO.2005	Elements in Heredity	3.0
BIO.2010	Introductory Ecology	3.0
CHE.1005	Introduction to Chemistry Part 1	3.0
CHE.1006	Introduction to Chemistry Part 2	3.0
CHE.2000	Organic Chemistry 1	3.0
BCS.1500	Introduction to the Circumpolar World	3.0
BCS.3511	Land and Environment of the Circumpolar World 1	3.0
BCS.3512	Land and Environment of the Circumpolar World 2	3.0
ENV.1005	Foundations of Environmental Science	3.0
ENV.2005	Introduction to Environmental Issues	3.0
ENV.3050	Special Topics in Environmental Science Issues	3.0
ENV.4050	Special Topics Seminars in Environmental Science	3.0
MAT.1005	Foundations of Contemporary Math	3.0
BIO.1000 (IUS)	Biology: Foundations of Life	3.0
UM.BIO.1010	Biology: Biological Diversity and Interaction	3.0
UM.STAT.1000	Basic Statistics Analysis 1	3.0
UM.BIOL.1410	Anatomy of the Human Body	3.0
UM.BIOL.1412	Physiology of the Human Body	3.0
UM.MBIO.1220	Essentials of Microbiology	3.0

Courses may have other prerequisites. Students who do not have the listed prerequisite for a course will require the permission of the instructor.

Courses counted towards a minor in Science cannot be used to fulfill major or minor requirements for another program. Students should consult with a UCN Academic Advisor prior to registering.

For specific information about the Bachelor of Arts, the program contact may be reached at (204) 677-6400 or toll-free at 1-866-677-6450 ext. 6400.

13.01.8 SOCIOLOGY

Sociology is the study of human society and social relations, organization, and change. All societies at all places and times have produced stories and theories about the way people live. This program recognizes that there are many ways of knowing, and many kinds of societies, and seeks to explore sociology in dialogue with other traditions of knowledge, with a particular emphasis on indigenous forms of knowledge. Early sociologists attempted to discover general laws of society, but later scholars turned their attention to the study of social phenomena and institutions such as social class, the division of labour, or religion. Spanning a broad variety of theoretical and methodological perspectives, sociology now incorporates diverse subfields including the sociology of education, law, medicine, race and ethnicity, gender, development, science, and many others. This program will introduce students to social inquiry and the sociological imagination by exploring the works of key thinkers in sociology and

the various schools of thought with which they are associated. It will also provide students an opportunity to explore social issues within northern Manitoba, Canada, and the world.

Sociology graduates can go on to advanced studies, and work in a wide range of areas: teaching; research; social services and social work; community and international development; marketing; government; law; human resources; international affairs; and journalism.

Sociology at UCN offers three- and four-year major programs, and a minor.

A major in Sociology will:

- Enable students to become familiar with key concepts and key questions in the study of society and comparative societies through a variety of perspectives and ways of knowing, including Indigenous knowledge;
- Encourage students to apply critical social inquiry to their understandings of contemporary society and social problems;
- Assist students in their journey to become responsible, knowledgeable and contributing members of global, Canadian, Manitoban, Northern and Aboriginal societies, cultures, and economies.

A major or minor in Sociology will provide Bachelor of Education students with a minor teachable subject in this area.

13.01.8.1 SOCIOLOGY MAJOR: THREE-YEAR DEGREE PROGRAM

Students will complete a minimum of 30 credit hours in Sociology for a Sociology major in the three-year BA degree. A minimum of 12 credit hours must be at the 2000 level or higher and a further minimum 12 credit hours must be at the 3000 level or higher.

The following required courses include 12 credit hours of the minimum 30 credit hours in Sociology:

SOC.1005	Introduction to Sociology	3.0
SOC.2000	Classical Social Theory	3.0
SOC.2001	Contemporary Social Theory	3.0
ANS.2100	Research Methods in Aboriginal & Northern Studies 1	3.0

Of the remaining minimum 18 credit hours in Sociology, a minimum of 6 credit hours must be taken from courses with a SOC or SSC listing. Up to 9 credit hours of courses from other subjects listed in the section Sociology: Courses from other subjects which can be credited to a Sociology Major or Minor may be credited towards a three-year BA degree major in Sociology.

13.01.8.2 SOCIOLOGY MAJOR: FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 42 credit hours in Sociology. A minimum of 6 credit hours must be at the 2000 level or higher, a minimum of 12 credit hours must be at the 3000 level or higher and a minimum of 12 credit hours must be at the 4000 level or higher.

The following required courses comprise 15 credit hours of the minimum of 42 credit hours in Sociology:

SOC.1001	Introduction to Sociology	3.0
SOC.2000	Classical Social Theory	3.0
SOC.2001	Contemporary Social Theory	3.0
ANS.2100	Research Methods in Aboriginal & Northern Studies 1	3.0
ANS.3100*	Research Methods in Aboriginal & Northern Studies 2	3.0
SSC.3150*	Special Topics in Research Methods	3.0

*Students may take either ANS.3100 or SSC.3150.

Note: A different "methods" course of 3.0 credits or more may be substituted with the permission of the dean.

Of the remaining minimum 27 credit hours in Sociology, a minimum of 12 credit hours must be taken from courses with a SOC or SSC listing. Up to 12 credit hours of courses from other subjects listed in Sociology: Courses from other subjects which can be credited to a Sociology major or minor may be credited towards a four-year BA degree major in Sociology.

13.01.8.3 SOCIOLOGY MINOR: THREE-YEAR AND FOUR-YEAR DEGREE PROGRAM

Students will complete a minimum of 18 credit hours in Sociology for a Sociology minor in the three-year and four-year BA degree programs. A minimum of 12 credit hours must be at the 2000 level or higher.

A minimum of 15 credit hours must be taken from courses with a SOC or SSC listing. Up to 3 credit hours of courses from other subjects listed in Sociology: Courses from other subjects which can be credited to a Sociology Major or Minor may be credited towards a minor in Sociology.

Sociology Courses: SOC & SSC courses

SOC.1005	Introduction to Sociology	3.0
SOC.2000	Classical Social Theory	3.0
SOC.2001	Contemporary Social Theory	3.0
SOC.2100	Social Problems	3.0
SOC.2140	Social Psychology	3.0
SOC.2200	Sociology of Education	3.0
SOC.2300	Sociology of Disability	3.0
SOC.2500	Science, Technology & Society	3.0
SOC.2600	Crime & Society	3.0
SOC.3010	Special Topics in Social Inquiry	3.0
SOC.3250	Special Topics in Sociology of Education	3.0
SOC.3400	Community Development: Local and Global Perspectives	3.0
SOC.3450	Globalization, Modernity and Change	3.0
SOC.3460	Special Topics in Societies and Cultures	3.0
SOC.3510	Society, Knowledge, and the Environment	3.0
SOC.3700	Social Movements	3.0
SOC.3750	Special Topics in Race, Class, Gender and Sexuality	3.0
SOC.3801	Special Topics in Sociology	3.0
SOC.4260	Gender and Colonialism	3.0
SSC.3150	Special Topics in Research Methods	3.0
SSC.4001	Advanced Topics in Social & Political Thought	3.0

SSC.4020	Critical Theory 1	3.0
SSC.4021	Critical Theory 2	3.0
SSC.4450	Advanced Topics in Post-Colonial Studies	3.0
SSC.4500	Advanced Topics in Science, Technology and Society	3.0
SSC.4801	Advanced Topics in Social Sciences	3.0
SSC.4901	Directed Readings in Social Sciences (i)	3.0
SSC.4902	Directed Readings in Social Sciences (ii)	3.0
SSC.4996	Senior Thesis Proposal	3.0
SSC.4997	Senior Thesis	3.0

Sociology: Courses from other subjects which can be credited to a Sociology Major or Minor

ANS.2200	History of the Fur Trade & Aboriginal Societies	3.0
ANS.2250	The Métis Nation	3.0
ANS.2300	Images of the North 1	3.0
ANS.2450	Aboriginal Women of Northern Manitoba	3.0
ANS.3101	Oral History Methodology	3.0
ANS.3250	History and Sociology of Genocide in Canada and the United States	3.0
ANS.3300	Indigenous Women and Literature 1	3.0
ANS.3301	Indigenous Women and Literature 2	3.0
ANS.3600	Community Economic Development in the Circumpolar World	3.0
ANS.4250	Topics in Colonialism	6.0
ANS.4360	Critical Theory & Aboriginal and Northern Studies	6.0
ATH.2000	History of Anthropological Theory	3.0
ATH.3001	Anthropology of Health and Illness	3.0
BCS.3531	Contemporary Issues of the Circumpolar World 1	3.0
BCS.3532	Contemporary Issues of the Circumpolar World 2	3.0
ENG.2001	Contemporary Canadian Aboriginal Literature 2: Poetry & Drama	3.0
ENG.2000	Contemporary Canadian Aboriginal Literature 1: Prose	3.0
GEO.2101	Development and Underdevelopment	3.0
GEO.3201	Urban Environments	3.0
GEO.3310	Political Economy of the Environment	3.0
GEO.3910	Special Topics in Human Geography	3.0
PHI.2002	Environmental Ethics	3.0
PHI.2003	Political Philosophy	3.0
PHI.2010	Selected Topics in Philosophy	3.0

Courses may have other prerequisites. Students who do not have the listed prerequisite for a course will require the permission of the instructor.

Note that there is a maximum number of credits from these courses which can be credited towards a three-year degree major, four-year degree major, or minor in Sociology. See major and minor descriptions above.

Courses counted towards a major or minor in Sociology cannot be used to fulfill requirements for another major or minor. Students should consult with a UCN academic advisor prior to registering.

For specific information about the Bachelor of Arts, the program contact may be reached at (204) 677-6400 or toll-free at 1-866-677-6450 ext. 6400.

13.02 BACHELOR OF BUSINESS ADMINISTRATION

A bachelor's degree in Business Administration program is designed to help students acquire a core set of management techniques and learn to organize, motivate and lead individuals in public or private business enterprises. Students will learn how to improve decision-making processes and communicate effectively as a leader. Many programs enable them to build on previous education, allowing them to expand their career possibilities and open doors into other avenues of employment and career development.

A B.B.A. program will help students develop skills vital to management such as human resource management, management, finance, marketing and international business. In addition, with a focus on the human aspects of an organization, student will gain proficiency in decision-making, communications and ethics. Every occupational field requires managers of some kind, whether for sales, marketing, inventory or finance. As business becomes more complex, they are faced with new challenges. Management helps companies remain competitive amidst these changes. Managers are hired to analyze and propose ways to improve an organization's structure, efficiency, or profits. A B.B.A. provides suitable educational background for entry-level management, because of the wide range of areas that require management expertise.

While some positions, even in management, may go to graduates with degrees in other areas, a decision to study business administration will often give individuals an edge over those with degrees in other areas. This degree provides students with a variety of tools and knowledge that are valuable to any business. Students will learn the basic business models and when it is best to apply each based on the type of business and other factors. They will learn how to analyze possible scenarios and then communicate how each of those scenarios could impact the business. The ability to analyze numerical data is also an important part of a business administration course of study.

In addition to those skills, students who study business administration also learn how to effectively communicate, strategies for time organization, computer skills, problem solving, and much more. The skills learned in the degree will be valuable in almost any business.

Career Opportunities

Sales: Sales positions have the potential to be extremely lucrative. A degree in Business Administration opens the door to many of the best sales jobs.

Banking: Bank managers, loan underwriters, and loss prevention specialists are just a few of the possibilities in a banking

career. Many who now hold these positions have studied Business Administration.

Insurance: Insurance underwriter is a career in high demand. Professionals are needed all over the country, which gives many options for where to live and work.

Buyer: Buyers often are called on to travel all over the world to select goods for the companies for which they work. This is a great career choice for someone who loves to travel and can make decisions independently.

Marketing Specialist: A marketing specialist will work to promote the company and work on advertising campaigns. This position is crucial to the success of many companies.

Human Resources: A human resources manager's job is to find the best and brightest people to fill open positions. They are responsible to ensure that federal, provincial, and local laws are followed and that employees receive all benefits to which they are entitled. Human resource managers are often called upon to resolve interoffice conflicts and ensure resolutions satisfactory to all parties.

Small Business Owner: If the goal is to open a business, then studying Business Administration will give individuals the tools needed to both develop a business plan and see that plan through.

Admission Requirements

REGULAR STUDENT

- a. Graduation from a two-year Business Administration diploma program from a recognized college with a minimum GPA of 2.5

13.02.1 DEGREE REQUIREMENTS: FOUR-YEAR BACHELOR OF BUSINESS ADMINISTRATION DEGREE

Bachelor of Business Administration is an undergraduate degree in Business Administration. Upon admission, students will receive 60 credit hours of coursework as advanced standing towards a four-year degree at University College of the North. The remaining 60 credit hours must be taken at University College of the North. The program is 2+2 program where students receive advanced standing for their Business Administration Diploma and then earn an additional 60 credit hours in undergraduate study to ultimately earn a B.B.A. degree.

1. GRADUATION REQUIREMENTS

A four-year B.B.A. degree will be conferred when all requirements are met through completion of a minimum of 120 credit hours of study with a cumulative GPA of at least 2.5. Sixty (60) credit hours will be earned through advanced standing earned in the Business Administration Diploma.

2. GENERAL DEGREE REQUIREMENTS

Distribution Requirements

- a. Students will complete a minimum of 6 credit hours of study in each of at least five subject areas.
- b. Students will complete a minimum of 6 credit hours in Aboriginal and Northern Studies.
- c. Students will complete a minimum of 6 credit hours in the Humanities.
- d. Students will complete a minimum of 6 credit hours in the Social Sciences.

- e. Students will complete a minimum of 6 credit hours in the Sciences.

3. LIBERAL EDUCATION REQUIREMENTS

- a. Students are required to have credit for statistics and economics. The requirement will be waived for students who earned the mathematics requirement in their diploma programs.

4. B.B.A. CORE REQUIREMENTS

- a. Students will complete a minimum of 36 credit hours of B.B.A. courses.

Program Content

MGT.3000	Government Policy	3.0
MGT.3005	Information Technology Systems	3.0
MGT.3010	Business Theory	3.0
MGT.3020	Corporate Finance and Investment	3.0
MGT.3040	Consumer Behaviour	3.0
MGT.3045	International Marketing	3.0
MGT.3050	Marketing Strategies	3.0
MGT.3060	Project Management	3.0
MGT.3065	Strategic Human Resource	3.0
MGT.3070	Operations Management	3.0
MGT.4000	New Ventures Analysis	3.0
MGT.4060	Management Research Methods	3.0

For specific information about the Bachelor of Business Administration, the program contact may be reached at (204) 677-6391 or toll-free at 1-866-677-6450 ext. 6391.

13.03 BACHELOR OF NURSING

The Joint Baccalaureate Nursing program is a four-year program offered in partnership with the University of Manitoba. Students are able to complete all four years of the program with University College of the North (UCN) at The Pas or Thompson campus. The joint nursing program offers a community-based approach to health care delivery with a focus on the health of northern people and the learning needs of its students.

Besides classroom instruction, UCN offers a variety of distance education delivery methods. Other partners provide courses on site by a variety of distance education initiatives including videoconferencing. Using distance delivery methods, courses can be taken on a part-time or full-time basis in a number of northern communities. Graduates are conferred with a Bachelor of Nursing degree (BN) from the University of Manitoba, and are eligible to write the Canadian Nursing Association (CNA) licensure examination for registration with the College of Registered Nurses of Manitoba (CRNM).

Career Opportunities

A nursing career provides a wide range of employment opportunities. Registered nurses are employed in a variety of institutional, community, administration, educational and research settings. Nursing care is provided to individuals, families and communities with a focus on promoting health, preventing illness and caring for the ill. Since nurses work in an interdisciplinary health care environment, strong written and oral communi-

cation skills are essential. Nurses must utilize critical thinking and problem-solving skills to meet client needs. Graduates are qualified for employment anywhere in Canada and opportunities exist to work abroad.

Admission Requirements

OPTION A - DIRECT ENTRY - REGULAR

- Grade 12 graduate, and
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S, and
- Chemistry 40S, Physics 40S or Biology 40S

A minimum grade of 60% is required in each of the three 40S courses, with an overall average of 63%; however a higher percent is recommended as admission may be competitive.

OPTION B - DIRECT ENTRY - MATURE

Health Transition Certificate Program - a minimum of 75% is required.

OPTION C - TRANSFER

Applicants may be admitted in the transfer category with the following requirements:

- A minimum of 30 credit hours of equivalent university-level courses with a minimum grade of C in each course, and
- A minimum grade point average of 2.5 based on the most recent 60 credit hours, and
- Complete a 100-level English (3 credit hours), and
- Complete a 100-level science (3 credit hours).

OPTION D - TRANSFER - YEAR 2

Applicants may apply directly to year two baccalaureate of nursing providing they meet all course requirements of first year. A minimum grade of C is required in each course with an overall grade point average of 2.5. The following courses or their equivalents are required:

- UM.BIOL.1410 Anatomy of the Human Body and UM.BIOL.1412 Physiology of the Human Body,
- NUR.126U Human Growth and Development, and NUR.128U Introduction to Nursing,
- UM.MBIO.1220 Essentials of Microbiology,
- 6.0 credit hours of approved Social Science courses,
- 6.0 credit hours of approved Science courses, and
- 3.0 credit hours Humanities electives

CPR Certification

All students are required to obtain annual certification in cardiopulmonary resuscitation at the Health Care Provider Level. All students entering years two, three, and four must provide proof of certification annually to the clinical placement coordinator by June 1 prior to entering those years. Certification must be valid for the entire academic year, therefore all nursing students must certify in April/May.

Immunization Regulations

Immunizations are a requirement mandated by the regional health authorities. Students are required annually to review and update immunization against communicable diseases. Standard immunization forms are sent to students upon admission into

the program. Students enrolled in years two, three, and four of the nursing program must provide proof of current immunizations to the clinical placement coordinator by June 1 prior to entering those years.

Criminal Record and Child Abuse Registry

The College of Registered Nurses of Manitoba (CRNM) requires that graduates of an approved nursing educational program disclose information about any conviction for an offence under the Criminal Code (Canada), the Controlled Drugs and Substances Act (Canada), or the Canadian Food and Drugs Act in order to be eligible for registration with CRNM. Criminal record and Child Abuse Registry checks are required for admission to the clinical area. Students are required to provide official documentation to the regional health authority prior to attendance in clinical. Students listed on the Child Abuse Registry will be dismissed from the program. Those students with a criminal record may not be able to complete the nursing program due to restrictions in acquiring clinical placements. After admission to the program and prior to completion of the program, the onus is on the student to disclose any conviction to the Dean of Health. Failure to report a criminal offence can result in dismissal from the program.

Penalty for non-compliance for criminal record check, Child Abuse Registry check, immunization and CPR Students who do not comply with the deadlines for proof of criminal record search, Child Abuse Registry check, CPR certification and immunization regulations will be blocked from registering and attending a clinical course.

Academic Regulations

The provisions of Section 6, Academic Policies and Procedures, and Section 7, Academic and Disciplinary Appeals, apply to all students. However, the Nursing Department has regulations and requirements, published in University College of the North/University of Manitoba Joint Baccalaureate Nursing Program Faculty of Health Student Handbook Program Policies, which may differ and apply specifically to its students.

Professional Unsuitability By-Law

The Learning Council of the University College has approved a by-law granting authority to the Nursing Department to require a student to withdraw for reasons of professional unsuitability. A student may be required to withdraw from nursing when, at any time, the Nursing department, through the Professional Unsuitability By-Law, believes the student to be unsuited for the profession of nursing, on considerations of scholarship, professional fitness or professional conduct.

Graduation Requirement

A four-year Bachelor of Nursing will be conferred when all requirements are met through completion of a minimum 129 credit hours with a minimum GPA of 2.5. Students will receive their degree from the University of Manitoba. Requirements include general degree requirements, written requirement and program content.

General Degree Requirements

- Students will complete, at the 1000 level or higher, a minimum of 6 credit hours of approved Science courses within the first year of the program.
- Students will complete, at the 1000 level or higher, a minimum of 6 credit hours of approved Social Science courses within the first year of the program.
- Students will complete, at the 1000 level or higher, a minimum of 3 credit hours of approved Humanities courses within the first year of the program.
- Students will complete, at the 1000 level or higher, a minimum of 3 credit hours of approved Aboriginal and Northern Studies courses within the first three years of the program.
- Students will complete, at the 2000 level or higher, a minimum of 6 credit hours within the first three years of the program.

Written Requirement

Students must complete a minimum of 3 credit hours which must satisfy the written English requirement. Please see the Faculty of Health for a current list of approved courses.

Program Content

Year One		Credit Hours
NUR.126U	Human Growth and Development	3.0
NUR.128U	Introduction to Nursing	3.0
UM.BIOL.1410	Anatomy of the Human Body	3.0
UM.BIOL.1412	Physiology of the Human Body	3.0
UM.MBIO.1220	Essentials of Microbiology	3.0
Year Two		Credit Hours
NUR.212U.L	Nursing Health Assessment	4.0
NUR.213U.L	Nursing Skills Laboratory	2.0
NUR.218U	Clinical Nursing Practice 1	3.0
NUR.219U	Clinical Nursing Practice 2	3.0
NUR.222U	Pharmacology in Nursing Practice	3.0
NUR.2230	Health Promotion of Older Adults and Their Families	4.0
NUR.2240	Health Promotion of Childbearing and Childrearing Families	6.0
NUR.328U.L	Nursing Skills Laboratory	2.0
UM.HNSC.1210	Nutrition for Health and Changing Lifestyles	3.0
UM.STAT.1000	Basic Statistical Analysis 1	3.0
Year Three		Credit Hours
NUR.3210	Nursing Research Methods	3.0
NUR.329U	Health Restoration in Nursing	6.0
NUR.330U	Clinical Nursing Practice 3	3.0
NUR.331U	Health Maintenance in Nursing	6.0
NUR.332U	Clinical Nursing Practice 4	3.0
NUR.3450	Introduction to Legal and Ethical Foundations of Nursing Practice	3.0
Year Four		Credit Hours
NUR.429U	Clinical Practicum	10.0
UM.NURS.4250	Palliative Nursing Care	3.0
UM.NURS.4260	Nursing Care in Mental Health and Illness	3.0

UM.NURS.4270	Clinical Nursing Practice 5	4.0
UM.NURS.4310	Nursing Leadership: Issues and Practice	4.0
UM.NURS.4420	Health Promotion in the Community	3.0
UM.NURS.4430	Clinical Nursing Practice 6	3.0
UM.NURS.4440	Prevention of Illness	3.0

Please refer to the University of Manitoba (UM) calendar for course numbers beginning with UM designation. Information may also be obtained from the following websites:
University of Manitoba: <http://www.umanitoba.ca>

Note: Nursing students require a cumulative program GPA of 2.5 or better to enter second year, each successive year, and to graduate. Students who fail to attain the required GPA at the end of a year will be placed on academic probation for the following year. Students on academic probation for a year and who fail to attain the required GPA by the end of that year will be suspended from the program. While suspended indefinitely, after one year of suspension, the student may apply in writing for reinstatement on academic probation. To request reinstatement, the student should submit a written request before May 1st to the Dean of Health.

For specific information about the program, the nursing academic advisor may be reached at (204) 677-7224, or call free at 1-866-677-6450 ext. 7224.

13.04 KENANOW BACHELOR OF EDUCATION

The Bachelor of Education program provides a northern-based and Aboriginal-focused teacher education program. An Aboriginal perspective is evident throughout the program. The program outline for the Kenanow Bachelor of Education degree program incorporates the information gathered from extensive consultations, directions and requirements of Manitoba Education and responds to educational issues arising in our region for the education of Aboriginal and northern children and youth.

The Bachelor of Education degree offered by University College of the North (UCN) must meet the need to provide highly skilled teachers for our children and youth. Graduates of University College of the North Kenanow Bachelor of Education program must satisfy the requirements for teacher certification in Manitoba. Teachers prepared at University College of the North are not only proficient enough as teachers to effectively meet the needs of children and youth in the North, but capable of teaching effectively anywhere in Manitoba. The Bachelor of Education program will, however, reflect the mandate of UCN by incorporating Aboriginal and Northern Manitoba perspectives. The Bachelor of Education at UCN will incorporate Aboriginal cultural knowledge with current research regarding effective instructional practices. A collaborative approach among students, Elders, university faculty, local educators and community members will be emphasized in the delivery of programs.

All students must complete the following requirements:

MAJOR TEACHABLE SUBJECT AREAS

Major teachable subject areas include: art, biology, business education, chemistry, computer science, English, French, general science*, geography, a heritage, Aboriginal or world language, history, human ecology, industrial arts, mathematics, music,

Native studies, physical education (health), physics, theatre and vocational industrial.

*General science major requires 18 credit hours in 3 separate science disciplines and 3 credit hours must be at the 2000 level or higher.

MINOR TEACHABLE SUBJECT AREAS

In addition to the subject areas listed above but excluding general science, minor teachable subject areas may also include: anthropology, classics, dance, developmental studies, earth science, economics, environmental studies, law, philosophy, political science, psychology and sociology.

Breadth Requirements

1. 3 credit hours of Mathematics,
2. 3 credit hours of Physical Science,
3. 3 additional credit hours in Mathematics or a Physical Science,
4. 6 credit hours of History or Geography and,
5. 6 credit hours of English or French.

Internal Transfer

An applicant currently registered in a Bachelor of Arts program may apply to the integrated stream for advanced standing.

Criminal Record Check and Child Abuse Registry

An applicant accepted into the program must complete these forms and be approved by the Faculty of Education.

The Program

University College of the North offers three paths to a Bachelor of Education degree:

AN INTEGRATED BACHELOR OF ARTS/BACHELOR OF EDUCATION WITH A MIDDLE YEARS FOCUS

Students may fulfill the requirements for the breadth courses and the teachable subjects while enrolled in the integrated Bachelor of Arts/Bachelor of Education program. Students must fulfill the requirements for a Bachelor of Arts and the Bachelor of Education.

AN INTEGRATED BACHELOR OF INTERDISCIPLINARY STUDIES/BACHELOR OF EDUCATION WITH A MIDDLE YEARS FOCUS

Students may fulfill the requirements for the breadth courses and the teachable subjects while enrolled in the integrated Bachelor of Interdisciplinary Studies/Bachelor of Education program. Students must fulfill the requirements for a Bachelor of Interdisciplinary Studies and the Bachelor of Education

Admission Requirements (Bachelor of Education integrated with Bachelor of Arts or Bachelor of Interdisciplinary Studies)

Students must be jointly admitted to the Bachelor of Education program.

REGULAR STUDENT

- a. Grade 12 graduate with a regular or mature high school diploma, with
- b. Language Arts (English) 40S, two credits, and
- c. Pre-Calculus Mathematics 40S, Applied Mathematics 40S or Essential Mathematics 40S,

d. Or equivalencies of above.

e. Letter of Recommendation - A letter of recommendation from at least one certified, experienced teacher will be required.

f. Interview - The applicant must be interviewed by a selection committee and recommended by the committee for entrance to the Kenanow Bachelor of Education program.

Note: One credit in English/Anglais 40S and one credit in French/Français 40S together may be used as substitute for two credits in English 40S.

MATURE STUDENT

- a. Mature Student is or will be 21 during the first year of registration,
- b. And is a high school graduate without the requirements for regular status,
- c. Or has completed at least three 40S courses,
- d. Or has GED standing,
- e. Or has attended another university under mature status and achieved a minimum C standing,
- f. Or completed a full semester with a minimum C standing from an accredited post-secondary institution,
- g. Or has demonstrated readiness to succeed at the university-entry level.

TWO YEAR AFTER DEGREE PROGRAM - MIDDLE YEARS FOCUS

Students with an undergraduate degree may be registered in the After Degree Stream of the Bachelor of Education program. The Bachelor of Education streams will have annual intakes.

Admission Requirements (Bachelor of Education After Degree)

- a. An undergraduate degree consisting of 90 credit hours, including:
 1. 3 credit hours of Mathematics,
 2. 3 credit hours of Physical Science,
 3. 3 additional credit hours in Mathematics or a Physical Science,
 4. 6 credit hours of History or Geography and,
 5. 6 credit hours of English or French.
- b. Major teachable subject area of 18 credit hours (One required)
- c. Minor teachable area of 12 credit hours (One required)
- d. Letter of Recommendation - A letter of recommendation from at least one certified, experienced teacher is required.
- e. Interview - The applicant must be interviewed by a selection committee and be recommended by the committee for entrance to the Kenanow Bachelor of Education program.
- f. Criminal record and Child Abuse Registry - The applicant must have completed forms of the criminal record check and Child Abuse Registry and satisfy the Faculty of Education.

13.04.1 BACHELOR OF ARTS AND BACHELOR OF EDUCATION INTEGRATED STREAM

In addition to satisfactorily completing the requirements for the Kenanow Bachelor of Education program, students must meet the requirements for an undergraduate degree, breadth courses

and teachable requirements as outlined in the requirements outlined for admission to the After Degree Stream.

Program Content

Students will complete 150 credit hours with 90 credit hours in Arts and Science and 60 credit hours in Education. Generally, this program takes five years to complete. The program would be extended for students attending the program part-time. Students must be admitted to both the Faculty of Arts and Science and the Faculty of Education. Students must meet the requirements set forth for university graduation with both the Bachelor of Arts (and Bachelor of Inter-disciplinary Studies) and the Bachelor of Education degrees (see entrance requirements). The student must pass all education courses with a minimum grade of C including teacher practica. The combined length of the student teaching practicum courses is 24 weeks.

Graduates of the Kenanow Bachelor of Education - Integrated Stream (BEDIS) with the Bachelor of Arts or Bachelor of Inter-disciplinary Studies will be recommended for certification to Manitoba Education, Citizenship and Youth. Teachers certified by Manitoba Education, Citizenship and Youth are eligible for employment as a teacher in Manitoba.

This Integrated Stream of the Bachelor of Education program should be followed by students as below:

Year	Faculty	Credit Hours
Year 1	Education	3 credit hours
	Arts and Science	27 credit hours
Year 2	Education	3 credit hours
	Arts and Science	27 credit hours
Year 3	Education	9 credit hours
	Arts and Science	21 credit hours
Year 4	Education	18 credit hours
	Arts and Science	12 credit hours
Year 5	Education	27 credit hours
	Arts and Science	3 credit hours

Each course is 3 credit hours. EDU.3000 Introduction to Teaching and or EDU.3045 Aboriginal Perspective for Teachers may be used as an Arts course. Students with advanced standing in Arts and Science courses may access additional courses available in their community.

Education Courses – Integrated Stream	Credit Hours
EDU.3000 Introduction to Teaching	3.0
EDU.3010 Educating Children and Youth	3.0
EDU.3015 Teaching Practicum 1	3.0
EDU.3016 Teaching Practicum 2	3.0
EDU.3020 English Language Arts Methods	3.0
EDU.3030 Mathematics Methods	3.0
EDU.3035 Social Studies Methods	3.0
EDU.3040 Science Methods	3.0
EDU.3035 Social Studies Methods	3.0

EDU.3045	Aboriginal Perspective for Teachers	3.0
EDU.3050	School Relationships	3.0
EDU.4010	Assessment Practices	3.0
EDU.4015	Teaching Practicum 3	3.0
EDU.4016	Teaching Practicum 4	3.0
EDU.4020	Teaching Students with Diverse Learning Needs	3.0
EDU.4021	Reading Instruction and Literacy Acquisition	3.0
EDU.4025	The Multilevel Learning Community	3.0
EDU.4030	Learning Technologies	3.0
EDU.4035	Principles of Learning and Development	3.0
EDU.4040	Instruction of Aboriginal Languages	3.0
EDU.4045	Teaching Sustainable Development	3.0
EDU.4050	Teaching Internship	3.0
EDU.4055	Teaching Sport	3.0
EDU.4061	Teaching Practical Arts	3.0
EDU.4062	Teaching Business Education	3.0

13.04.2 BACHELOR OF INTERDISCIPLINARY STUDIES AND BACHELOR OF EDUCATION INTEGRATED STREAM

A Bachelor of Interdisciplinary Studies (B.I.S) degree from University College of the North will signify that a student has a broad base of knowledge and skills in a variety of areas. Students will also have a foundation in the liberal arts and sciences. A Bachelor of Interdisciplinary Studies degree is intended to provide students with the opportunity to earn an undergraduate degree in the Kenanow Bachelor of Education Program - Integrated Stream. Thus, students in the Bachelor of Interdisciplinary Studies program must also be admitted to the Kenanow Bachelor of Education Program - Integrated Stream. Students enrolled in the Bachelor of Interdisciplinary Studies degree will have the opportunity to satisfy the requirements for an undergraduate degree, meet the breadth requirements and satisfy the requirements for a major teachable subject area as well as a teachable minor subject area.

The Bachelor of Interdisciplinary Studies program is limited to those students enrolled in the Kenanow Bachelor of Education Program - Integrated Stream. Upon successful completion of both the undergraduate degree and the Kenanow Bachelor of Education degree, the degrees will be conferred simultaneously.

Transferability

Courses taken at other accredited universities in Manitoba and elsewhere within the last ten years* will be considered for credit at University College of the North. Students may transfer courses into the Bachelor of Interdisciplinary Studies program from programs at other universities not offered at University College of the North. Students are advised that the courses transferred, together with those they subsequently take at University College of the North, must meet the requirements of the Bachelor of Interdisciplinary Studies including any program and residency requirements (see section 2.10).

* Computer courses must have been completed in the last three years. A minimum grade of C is required to transfer a course into University College of the North.

13.04.2.1 DEGREE REQUIREMENTS: THREE-YEAR BACHELOR OF INTERDISCIPLINARY STUDIES

The three-year Bachelor of Interdisciplinary Studies degree program provides students with a solid background in the liberal arts and the sciences, allowing students to gain a broad base of knowledge as well as general skills in the areas of reading and understanding, analysis and evaluation, problem solving, and communication skills. As program requirements may vary, students should consult individual program and course information for specific course and program requirements.

1. Graduation Requirements

A three-year Bachelor of Interdisciplinary Studies degree will be conferred when all requirements are met through completion of a minimum of 90 credit hours of study with a cumulative GPA of at least 2.0.

2. Residency Requirements

The last 30 credit hours in the program must be completed at UCN.

3. Writing Requirement

- All students will complete a minimum of 9 credit hours of courses which meet the writing requirement.
- This requirement may be waived for transfer students.

4. General Degree Requirements

A. Distribution Requirements

- Students will complete 3 credit hours in mathematics
- Students will complete 3 credit hours of physical science
- Students will complete 3 additional credit hours in mathematics or a physical science
- Students will complete 6 credit hours in history or geography
- Students will complete 6 credit hours in English or French

C. Level Requirements

- Students will complete a maximum of 36 credit hours at the 1000 level
- Students will complete a minimum of 18 credit hours at the 2000 level
- Students will complete a minimum of 24 credit hours at the 3000 level

D. Major Concentration with a minimum of 18 credit hours

Students will complete a major concentration in any of the major teachable subject areas.

*General science concentration requires 18 credit hours in 3 separate science disciplines and 3 credit hours must be at the 2000 level or higher

E. Minor Concentration with a minimum of 12 credit hours

In addition, students will complete a minor concentration from the list above in any of the minor teachable subject areas, excluding general science.

13.04.3 KENANOW BACHELOR OF EDUCATION - AFTER DEGREE

Students will complete 60 credit hours of education courses. The student must pass all education courses with a minimum grade of C including the student teaching practica. The combined length of the student teaching practicum courses is 24 weeks.

Generally, this program takes two years to complete. The length of program may be extended where students have not met the requirements for teacher certification in their first degree or students attend the program part-time. Graduates of the Bachelor of Education - After Degree Stream (BEDAD) will be recommended for certification to Manitoba Education, Citizenship and Youth. Teachers certified by Manitoba Education, Citizenship and Youth are eligible for employment as a teacher in Manitoba.

Education courses - After Degree	Credit Hours
EDU.3000	Introduction to Teaching 3.0
EDU.3010	Educating Children and Youth 3.0
EDU.3015	Teaching Practicum 1 3.0
EDU.3016	Teaching Practicum 2 3.0
EDU.3020	English Language Arts Methods 3.0
EDU.3030	Mathematics Methods 3.0
EDU.3035	Social Studies Methods 3.0
EDU.3040	Science Methods 3.0
EDU.3045	Aboriginal Perspective for Teachers 3.0
EDU.3050	School Relationships 3.0
EDU.4010	Assessment Practices 3.0
EDU.4015	Teaching Practicum 3 3.0
EDU.4016	Teaching Practicum 4 3.0
EDU.4020	Teaching Students with Diverse Learning Needs 3.0
EDU.4021	Reading Instruction and Literacy Acquisition 3.0
EDU.4025	The Multi-level Learning Community 3.0
EDU.4030	Learning Technologies 3.0
EDU.4035	Principles of Learning and Development 3.0
EDU.4040	Instruction of Aboriginal Languages 3.0
EDU.4045	Teaching Sustainable Development 3.0
EDU.4050	Teaching Internship 3.0
EDU.4055	Teaching Sport 3.0
EDU.4061	Teaching Practical Arts 3.0
EDU.4062	Teaching Business Education 3.0

For specific information about the program, the program contact may be reached at (204) 627-8805 or toll-free 1-866-627-8500 ext. 8805.

13.05 KANACI OTINAWAWASOWIN BACHELOR OF MIDWIFERY

The kanaci otinawawasowin Bachelor of Midwifery at University College of the North offers an approach to midwifery education that blends Aboriginal teachings with western midwifery knowledge. The four-year program draws on the wisdom of Elders and the curriculum takes a wholistic approach to wellness, providing exposure to traditional midwifery knowledge and current research, alongside education in the full scope of midwifery practice. Over each year of the program students are supported to develop increasing knowledge and skills in maternal and newborn health care - from community education and childbirth support in year 1, through primary health care, emergency skills for birth, and finally the full scope of midwifery care in year 4.

Courses are delivered through a variety of methods and formats, and may include: in-person, web-based tutorial, teleconference

or on-line; as weekly classes, intensives, and independent or group learning.

Clinical education plays a key role in the program. Clinical skills are developed and learning integrated through class-room study, simulation-based learning, and clinical experience. The mentorship of practicing midwives provides the foundation of student learning throughout the program. Over the 4 years students gain experience in diverse practice settings and with a variety of care providers across Manitoba. Clinical education includes placements in urban, rural and northern settings; tertiary hospitals and primary care clinics; and in birth services at hospitals, birth centres, and in homes.

The kanaci otinawawasowin Bachelor of Midwifery provides a path to midwifery registration and practice for students successfully completing all four years - graduates may sit the Canadian Midwifery Registry Examination and apply for registration as a Midwife with the College of Midwives of Manitoba.

More information about the program, courses, and clinical education may be found on the University College of the North website.

Career Opportunities

Midwives are autonomous primary care providers who work in partnership with women, families and communities. Midwives provide primary care for mothers and newborns in homes, clinics, birth centres and hospitals, and may provide community education or work in leadership roles within maternity care and the health care system. Midwives in Manitoba predominantly work for Regional Health Authorities as part of midwifery practice groups, in solo practice, or in collaboration with an inter-professional team. Manitoba midwives may also work for other organizations or in private practice. Midwives in Manitoba, and in Canada, practice in urban, rural, northern, and remote communities.

Graduates of the Bachelor of Midwifery program are eligible to write the Canadian Midwifery Registration Exam, and to apply for registration as a Midwife with the College of Midwives of Manitoba. Midwives may apply for registration in other provinces and territories, and some midwives work internationally. Provincially, nationally, and internationally, midwives and midwifery skills and knowledge are in high demand.

Admission Requirements

SELECTION PROCESS:

Selection to this program is highly competitive. Students with relevant education, work, volunteer, or life experience will have an advantage. The selection process consists of two stages. Stage One requires submission of evidence of fulfillment of academic requirements and a Structured Personal Statement. Applications will be reviewed and those successful will be invited to Stage Two - participation in an interview process.

STAGE ONE:

Regular Student

- High school graduate, and
- English 40S, and
- Pre-Calculus Mathematics 40S, Applied Mathematics 40S, Essential Mathematics 40S, and
- Biology 30S, Chemistry 40S or Physics 40S.

A minimum grade of 65% is required in each of the three required courses, with an overall average of 70%.

Mature Student

- Mature Student is or will be 21 during the first year of registration,
- A high school graduate without the requirements for regular status, or
- Has attended another university under mature status and achieved a minimum C standing,

Immigrant Student

- English CLB requirements as outlined in the recent CLB research on the midwifery profession, or
- A paper-based test score of 550, a computer-based test score of 213 or an Internet-based test score of 80 is required on the Test of English as a Foreign Language (TOEFL) or equivalent.
- Any university math or science taken outside of Canada will fulfill the mathematics and science requirement

Structured Personal Statement

The Structured Personal Statement is a personal profile. It provides an overview of your knowledge of, interest in, and readiness for midwifery education and future work as a midwife. Further information about requirements and format for the Structured Personal Statement will be provided on the UCN website when application are opened. Assessment of the SPS is by a panel, and plays an important part in your overall application.

STAGE TWO: INTERVIEW PROCESS

Successful applicants from Stage One will be invited to participate in an interview process. The interview may be held individually and/or in a group, and may be in-person, over the internet or by phone. Successful applicants from Stage Two will be admitted to the program. Unsuccessful applicants will be notified of the outcome of their application.

Additional post-admission requirements:

Students admitted to the program will be provided with information about additional pre-admission requirements including but not limited to:

- Emergency First Aid/CPR Certification
- Annual certification in cardiopulmonary resuscitation at the Health Care Provider Level (HCP).
- Immunization Regulations

Students are required annually to review and update immunization against communicable diseases. Standard immunization forms are sent to students upon admission.

Criminal Record and Child Abuse Registry

Students are required to provide documentation to UCN and the College of Midwives of Manitoba. Students listed on the Child Abuse Registry will be dismissed from the program. Students with a criminal record may not be able to complete the program due to restrictions in acquiring clinical placements. Failure to report a criminal offense can result in student dismissal.

Student registration with the College of Midwives of Manitoba.

Students who do not comply with deadlines for these or other requirements will not be permitted to register and attend clinical courses. Costs associated with requirements are student responsibility.

Any costs associated with the admission requirements are a student responsibility.

Capacity in the BMW program is determined by the availability of clinical education opportunities. Current students are expected to graduate by 2014 and the next intake is anticipated for that time. Please watch the UCN website for updates on the program and application dates and deadlines.

Program Content

Courses		Credit Hours
Year One		
ENG.2020	Academic Reading and Writing	3.0
IDS.2100	Theory and Practice of Interpersonal Communication	
MWF.1010	Midwifery in the Canadian and International Context	3.0
MWF.1020	Language and Midwifery	3.0
MWF.1035	Midwifery Care and Practice 100A	3.0
MWF.1036	Midwifery Care and Practice 100B	3.0
NUR.1000	Cultural Safety in Health Care for Diverse Populations	3.0
MWF.1060	Human Lactation and Infant Nutrition	3.0
MWF.2030	Nutrition in the Childbearing Years	3.0
MWF.2060	Seminar in Women's Issues	3.0
Year Two		
ANS.3450	Aboriginal Medicine and Health	3.0
MWF.1040	Anatomy and Physiology for Midwives	6.0
MWF.2041	Biosciences for Midwives	3.0
MWF.2045	Midwifery Care and Practice 200	12.0
MWF.2051	Medicines and Midwifery	3.0
MWF.3001	Knowing & Researching: A Culturally Competent Approach for Midwives	3.0
Year Three		
MWF.3015	Interprofessional Practice	6.0
MWF.3045	Midwifery Care and Practice 300	24.0
Year Four		
MWF.4010	Aboriginal Midwifery	3.0
MWF.4021	Midwifery Leadership	3.0
MWF.4045	Midwifery Care and Practice 400	24.0

For specific information about the Bachelor of Midwifery, the program contact may be reached at (204) 946-0440 ext.1

SECTION 14 – COURSE DESCRIPTIONS

Not all courses will be offered every academic year, or in all locations

In addition to courses offered by University College of the North, courses from other Manitoba universities will be available through Campus Manitoba (CMB) and Inter-Universities Services (IUS), as well as University of the Arctic. This may include courses offered by other faculties and professional degree programs at UCN (such as Nursing and Education) and at other institutions of higher education (such as social work through the University of Manitoba).

Campus Manitoba is a consortium of Manitoba's public post-secondary institutions. CMB serves as a conduit to provide access to college and university courses and programs for Manitobans through distributed learning mechanisms including the Internet.

Inter-Universities Services (IUS) is a consortium of Manitoba's universities: Brandon University, the University of Manitoba, the University of Winnipeg, and University College of the North.

In some cases, equivalent courses from different institutions may be offered. Students may not hold concurrent credit in equivalent courses.

ABS ABORIGINAL STUDIES COURSES

ABS.1001 Tradition and Change: An Aboriginal Perspective
Credit Hours: 1

This innovative course introduces students to Aboriginal traditional teachings through the use of sharing circles, group activities and other Aboriginal cultural practices, and by working with traditional and non-traditional teachers. Students will learn about the historical and contemporary issues of Aboriginal people and actively participate in various culturally-based experiences, including a feast.

ABS.1003 Aboriginal Awareness

Credit Hours: 1

In this course, students will be given the tools needed to interact and communicate with and provide services for Aboriginal peoples in a correctional setting. Students will explore culturally appropriate ways that demonstrate an understanding of Aboriginal history, culture, current issues and environment at a basic skill level.

ABS.1021 Canadian Judicial System

Credit Hours: 3

This course is designed to give the student an overview of the judicial system at the community level, the provincial level, and at the federal level.

ABS.1061 Community Problem Solving

Credit Hours: 5

This course is designed to explore community policing from a problem-solving standpoint. Students will first become proficient in the knowledge and mechanics of problem-solving, after which they will practice their problem-solving skills using real-life community situations.

ABS.1700 First Nations Languages and Governance

Credit Hours: 3

In this course, the student will survey Canadian First Nations languages, and learn about unique grammatical features of selected languages, language suppression and revitalization. Students will learn the practical orthography for selected First Nations languages, and will learn the techniques for developing legal and political terminology in selected First Nations languages.

AED ADULT EDUCATION

AED.1120 Developmental Communications

Credit Hours: 6

This course is designed for students who need help with their communication skills. The student will listen, speak, read, write, view and represent. The writing process will be emphasized and language basics will be reviewed.

AED.1330 Developmental Mathematics

Credit Hours: 6

This course will provide mental, pencil and paper, and calculator experiences in basic math. The emphasis will be a problem-solving approach involving real-data applications. The content of the

course will include operations with whole numbers, fractions, decimals, percents, ratio and proportion, data analysis, graphs, statistics, geometry, measures, real numbers and algebra.

AED.1821 Keyboarding 15G

Credit Hours: 3

Students will learn basic skills in keyboarding, develop a touch keying skill, use the numeric keyboard, make corrections and format simple documents. At the end of this course, students should be able to keyboard at a rate of 20-25 words per minute. Students may not hold credit for both ALC.1821, and AED.1821.

ALC ADULT LEARNING CENTRE

ALC.1001 0217 Applying Information and Communication Technology 1, 15F

Credit Hours: 0.5

This course will reinforce and extend the information and communication technology knowledge, attitudes, and skills acquired by students. Topics include organizing and categorizing information, analyzing data/information and concepts, spreadsheets, tables, charts, and file directories.

ALC.1002 0218 Applying Information and Communication Technology 2, 15F

Credit Hours: 0.5

Prerequisite: ALC.1001

This course will reinforce and extend the information and communication technology knowledge, attitudes, and skills acquired by students. Topics include designing electronic plans, including outlines, timelines, storyboards; design and create non-sequential web pages and multimedia presentation.

ALC.1110 9964 Refresher English and Composition

Credit Hours: 1

The purpose of this course is to enable students to become more effective in their reading, writing and study skills. The course also nurtures interpersonal skills through discussions, feedback from peers and instructor, journalizing, sharing and self-evaluation.

ALC.1310 9964 Refresher Mathematics

Credit Hours: 0.5

The content of the course will include calculations of addition, subtraction, multiplication, and division for whole numbers, fractions, and mixed numbers, decimals, percent and measurement. It will also include basic concepts in metric and problem-solving methods.

ALC.1510 9964 Refresher Science

Credit Hours: 0.5

This course is designed to give basic science knowledge in reference to scientific method, measurement, biology, chemistry, and electricity.

ALC.1710 9964 Coping Skills for Life

Credit Hours: 0.5

This course is designed to help students develop their abilities to verbalize thoughts, feelings and ideas. It will also help them to become aware of strengths and weaknesses, and to develop specific plans that will help them to effectively cope with daily living.

ALC.1821 1271 Keyboarding 15G

Credit Hours: 0.5

Students will learn basic skills in keyboarding, develop a touch keying skill, use the numeric keyboard, make corrections, and format simple documents. At the end of this course, students should be able to keyboard at a rate of 20-25 words per minute. Students may not hold credit for both AED.1821, and ALC.1821.

ALC.2000 3905 Introduction to Applied and Pre-Calculus 20S

Credit Hours: 1

Grade 10 Introduction to Applied and Pre-Calculus Mathematics 20S is intended for students considering post-secondary studies that require a math prerequisite. This course provides students with mathematical understanding and critical-thinking skills that have been identified for specific post-secondary programs, namely technical and scientific fields of study. Specifically, the student will cover topics in linear measurement, SI and Imperial units of measure, surface area and volume, factors of whole numbers, irrational numbers, powers and rational exponents, polynomials, graphs and properties of linear functions, relations and functions, and systems of linear equations. Student may not hold credit for AED.2000 or ALC.2330 or AED.2330, and ALC.2000.

ALC.2100 0222 Print Communications 25S

Credit Hours: 0.5

This course will provide students with the skills and knowledge to plan and create documents for personal and business communications.

ALC.2110 0001 English 20F

Credit Hours: 1

All English courses focus on six key areas: listening, speaking, reading, writing, viewing, and representing. Assignments will consist of paragraphs, essays, letters, journals, posters, recordings, interviews, oral reports, projects, tests, charts, and reviews.

ALC.2315 3000 Essential Mathematics 20S

Credit Hours: 1

This course has been designed to help students understand how mathematical concepts permeate daily life. Topics will include unit pricing and currency exchange; earning an income; length, area, and volume; mass, temperature, and volume; angles and parallel lines; similarity of figures; trigonometry and right triangles. Student may not hold credit for AED.2315 or ALC.2310 or AED.2310, ALC.2315.

ALC.2320 3903 Mathematics, Applied 20S

Credit Hours: 1

This course is data-oriented and incorporates hands-on methods that develop essential skills required in society, technology-based industry, and post-secondary institutions. Topics include spreadsheets, technical communication, geometry, linear models and patterns, data management, relations and function, and trigonometry. Students will use computers, graphing calculators, and special measuring devices. This course emphasizes consumer mathematics and is designed for students needing more development of the basic skills. The following topics in consumer mathematics are studied: whole numbers, decimals, fractions, measurement, percent, and banking services.

ALC.2500 0120 Science 20F

Credit Hours: 1

Science 20F is an introductory physical and life science course designed to meet the needs of all students. Topics covered include the dynamics of ecosystems, chemistry in action, motion, and weather dynamics. The process of scientific inquiry is stressed consistently throughout the learning activities, in the assignments and in investigations.

ALC.3000 0254 Data Collection and Analysis 35S

Credit Hours: 0.5

This course will provide students with the skills and knowledge to collect, organize, manipulate, and analyze data to solve problems using spreadsheets.

ALC.3100 0221 Relational Databases 35S

Credit Hours: 0.5

This course will provide students with the skills and knowledge to plan, create, and use a relational database built in a database management system.

ALC.3110 0092 English 30S Comprehensive

Credit Hours: 1

In this course students learn to think critically and independently while developing their skills in reading, writing, listening, speaking, viewing and representing. They learn to communicate clearly both orally and in writing, to consider the needs of their audience, and to select a form of communications to suit their purpose. Approximately equal time is devoted to pragmatic texts (articles, instructions, documentaries) and aesthetic texts (poems, plays, fictions).

ALC.3120 0094 English 30S Transactional

Credit Hours: 1

In this course, students are challenged to acquire a range of skills, strategies, and attitudes that help them function more effectively in various settings, from the classroom to the global community. Emphasis is on language that informs, directs, persuades, plans, analyzes, argues, and explains.

ALC.3315 3000 Essential Mathematics 30S

Credit Hours: 1

This course has been designed to help students understand how mathematical concepts permeate daily life. Topics will include slope and rate of change; graphical representations; surface area,

volume, and capacity; trigonometry of right triangles; scale representation; financial services; personal budgets. Student may not hold credit for ALC.3310 or AED.3310 or AED.3315, and ALC.3315.

ALC.3320 3903 Mathematics, Applied 30S

Credit Hours: 1

Prerequisite: ALC.2000

This course continues to develop the skills introduced in the 20S Applied Math course. Topics include an extension of the following: data management and analysis, precision measurements, non-linear models and applications, personal finance, programming, calculus applications 1 and technical communications.

ALC.3330 3939 Mathematics, Pre-Calculus 30S

Credit Hours: 1

Prerequisite: ALC.2000

Algebra topics include: coordinate geometry and systems of equations, linear inequalities, graphs of equations and functions, quadratic functions and quadratics, Geometry topics include: parallels, quadrilaterals, circle, similarity, and trigonometry. Other topics include indirect proof, mathematical reasoning, vectors, consumer geometry, and in-vestments and annuities.

ALC.3520 0124 Biology 30S

Credit Hours: 1

This course is an in-depth study of the human body. It presents an opportunity to understand what you are made of, how you are put together and how your body works. A large number of diseases that afflict humans are diseases of choice. This course provides information that can be used to make choices that lead to a healthy lifestyle.

ALC.3530 0122 Chemistry 30S

Credit Hours: 1

This course is a study of atomic theory, stoichiometry gases, organic compounds and solutions.

ALC.3540 0123 Physics 30S

Credit Hours: 1

Prerequisite: ALC.2000

This course assists students in interpreting the environment around them. Throughout this course, students are involved in the investigation of motion, work and energy. Topics include: linear kinetics, vectors, Newton's Laws, projectile and circular motion, momentum and impulse, work and energy, and heat concepts and home energy conservation.

ALC.3820 9966 Computer Applications 31G

Credit Hours: 1

This course teaches keyboarding, word processing, office documents, and proofreading skills.

ALC.3840 0200 Accounting 30S

Credit Hours: 1

This is an introductory course useful for both business education students and for those interested in personal record-keeping. Designed to introduce students to financial principles important to both personal and business life, this course promotes

the development of clerical and accounting skills sufficient for entry-level positions, and introduces concepts studied at the post-secondary level.

ALC.3940 4565 Aboriginal Studies 31G

Credit Hours: 1

Students will examine the history of Canada's Aboriginal peoples from pre-contact up to and including the present day. Topic areas will include pre-contact First Nations cultural diversity, the fur trade, the Métis, treaties, the Indian Act, the reserve system, land claims, self-government, and urban issues.

ALC.4000 1274 Automated Office 40S

Credit Hours: 1

Automated Office 40S is a full-credit course designed for those students who are pursuing business and office work. Topics covered include: basic computer skills; electronic communication; information management; desktop publishing; reprographics and machine transcription; office practicum; keyboarding.

ALC.4110 0092 English 40S Comprehensive

Credit Hours: 1

This course reinforces and builds on the knowledge, skills and strategies, and attitudes previously acquired in Senior 3 English. Students become increasingly independent in using language to communicate effectively to an audience, express themselves clearly, and select appropriate forms for their purposes. They learn to manage data and information efficiently through research projects and to work collaboratively in small groups. Approximately equal time is devoted to pragmatic and aesthetic texts.

ALC.4120 0094 English 40S Transactional

Credit Hours: 1

This course is 30% literary and 70% transactional language. The emphasis is on the pragmatic use of language. Students will read primarily non-fiction. Assignments will include journals, letters, written and oral reports, articles, editorials, and essays.

ALC.4130 0030 English 40S Technical

Credit Hours: 1

Technical communication focuses on specialized areas of reading, writing, listening, speaking, viewing, and representing. Technical communication is used for a range of purposes and kinds of representation, including correspondence, persuasive documents, user manuals, pamphlets, handbooks, research reports, articles for professional publications, policy statements, blueprints, and technical specifications.

ALC.4210 5747 EAL for Academic Success I

Credit Hours: 0.5

This course is designed for advanced-level English as an additional language (EAL) students who wish to further develop the academic English language skills required for success in Senior Years and post-secondary education. Through this course, students will develop skills such as interpreting and producing subject-area texts, various forms of student-led inquiry, and classroom interactions. They will interact with content drawn from various subject areas, such as science and business, to im-

prove reading, writing, speaking, and listening, and to enhance their use of learning strategies. Students will have opportunities to acquire and use vocabulary relevant to a broad range of general, academic, and content/topic specific vocabulary, linguistic structures, processes, and tasks typical of various subject areas.

ALC.4220 5747 EAL for Academic Success II

Credit Hours: 0.5

This course is designed for advanced-level English as an additional language (EAL) students who wish to further develop the academic English language skills required for success in Senior Years and post-secondary education. Through this course, students will develop skills such as interpreting and producing subject-area texts, various forms of student-led inquiry, and classroom interactions. They will interact with content drawn from various subject areas, such as science and business, to improve reading, writing, speaking, and listening, and to enhance their use of learning strategies. Students will have opportunities to acquire and use vocabulary relevant to a broad range of general, academic, and content/topic specific vocabulary, linguistic structures, processes, and tasks typical of various subject areas.

ALC.4315 3000 Essential Mathematics 40S

Credit Hours: 1

Education Manitoba is undergoing curriculum changes for the mathematics 40S course and topics are currently under review. Student may not hold credit for ALC.4310 or AED.4310 or AED.4315 and ALC.4315.

ALC.4320 3903 Mathematics, Applied 40S

Credit Hours: 1

Prerequisite: ALC.3320

Algebra topics include: coordinate geometry and systems of equations, linear inequalities, graphs of equations and functions, and quadratic functions and quadratics. Geometry topics include: parallels, quadrilaterals, circle, similarity, and trigonometry. Option topics include indirect proof, mathematical reasoning, vectors, consumer geometry, and investments and annuities.

ALC.4330 3939 Mathematics, Pre-Calculus 40S

Credit Hours: 1

Prerequisite: ALC.3330

This course follows guidelines set out by Manitoba Education, Citizenship and Youth for Pre-calculus Math 40S, but considers adult students who attend this class. This course would be of interest to students who wish to pursue post-secondary studies requiring this level of mathematics: primarily engineering and technology. Topics include circular functions, transformations, trigonometry, exponents and logarithms, permutations and combinations, conics, probability, sequences, and statistics.

ALC.4520 0124 Biology 40S

Credit Hours: 1

This course examines how cells store and use information to control patterns of inheritance. Diseases resulting from altered cell information are explored. This course also looks at the variety of life forms that have evolved with particular emphasis on the plant and animal kingdoms. Chemical reactions carried

out by cells and ecology are also studied. This course is recommended or required for entry into such fields as dental assisting, nursing, health information technology, medical laboratory technology, animal health technology, natural resource management and early childhood education.

ALC.4530 0122 Chemistry 40S

Credit Hours: 1

Prerequisite: ALC.3530

The course is a study of periodic tables, chemical bonding, reaction rates, equilibrium, acids and bases, oxidation-reduction, electrolysis, and metallurgy.

ALC.4540 0123 Physics 40S

Credit Hours: 1

Prerequisite: ALC.3540

In this course students study waves and sound, electrical and magnetic fields, static and direct current electricity, electromagnetic induction and alternating current electricity. This course is a mixture of theory and problem solving. It is designed to provide basic concepts, processes and skills necessary for students who wish to pursue careers in the areas of engineering and electronics.

ALC.4630 1126 Geography 40S

Credit Hours: 1

This course deals with the interrelationship of humans and the worldwide environment. Students explore the environment, population, food supply, resources, industrialization, urbanization, and how the human relationship with the environment influences economics, sociology, politics and ecology.

ALC.4840 1227 Accounting 40S

Credit Hours: 1

This course provides thorough, fundamental knowledge of accounting to enable the student to obtain employment in a variety of related jobs and to acquire the underlying theory concepts important to further training in professional accountancy. Computer accounting applications are important in this course. Students will use spreadsheets, general ledger accounting software, accounts receivable and accounts payable packages, a computerized inventory system, and will maintain a computerized payroll system.

ALC.4850 0580 Canadian Law 40S

Credit Hours: 1

A basic introduction to the Canadian legal system, this course exposes the student to the history of law, and makes them aware of their legal rights and obligations. Topics of study include the history of law, the court system, criminal law, torts, contracts, family law, and employment rights.

ALC.4920 1118 Family Studies 40S

Credit Hours: 1

This course is appropriate for students about to complete school and begin a new stage in their lives. Through a variety of methods, students will examine human and personal development, self-management, preparation for life work, social development, relationships, family and society, family management, building a

family, and the changing family. Family Studies 40S is acknowledged as an entrance program for some university courses.

ANS ABORIGINAL & NORTHERN STUDIES

ANS.1000 Introduction to Aboriginal Studies 1

Credit Hours: 3

This survey course will introduce students to the area of Aboriginal Studies and using a topical approach will examine the latest information regarding the origins and development of the indigenous peoples of Canada up to the first contact. Consideration will be given to both western and indigenous perspectives, as well as to the ways in which differing perspectives both shape and reflect interpretations of the personal, historical, spiritual, and economic aspects of indigenous people, their social organization, and their relationship to nature. Throughout the course consideration will be given to the experiences of the northern peoples of Canada and Manitoba.

ANS.1001 Introduction to Aboriginal Studies 2

Credit Hours: 3

This course examines the nature of the relationship between Aboriginal peoples and mainstream Euro-Canadians from first contact to the present. The course will explore western and indigenous perspectives and employs a topical approach in examining issues critical to the way the two societies relate to each other. Throughout the course, consideration will be given to the experiences of the northern peoples of Canada and Manitoba.

ANS.1100 Introduction to Cree Language 1

Credit Hours: 3

This course is for students with no prior knowledge of spoken Cree. Students will be introduced to one of the northern dialects of Cree. The course will develop pronunciation and listening skills, conversational ability, basic literacy skills and an understanding of basic grammatical structures.

ANS.1101 Introduction to Cree Language 2

Credit Hours: 3

Prerequisite: ANS.1100

The course will emphasize increasing conversational fluency, improving pronunciation and comprehension skills, building vocabulary, and refining literacy and grammatical skills. Structural differences between English and Cree will be noted. This course is for students who have completed Introduction to Cree Language 1.

ANS.2000 Aboriginal Politics 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Topics for this course include: Aboriginal rights, self-determination, self-government, Aboriginal organizations and political economy, Indian Affairs and government policy, land claims, treaties and cultural models in criminal justice.

ANS.2001 Aboriginal Politics 2

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course provides an overview of decolonization concepts. Topics include Aboriginal identity, status, treaty and inherent

rights, fiduciary responsibility, traditional political culture, the principles of Aboriginal customary laws, agency, cultural appropriation, self-determination and models of self-government.

ANS.2010 Contemporary Canadian Aboriginal Literature

1:Prose

Credit Hours: 3

Prerequisite: 6 credit hours of ANS or ENG (literature), or permission of the instructor.

Using a thematic approach, this course will examine novels, short stories and essays by Aboriginal writers from various geographical and tribal areas of Canada. Students will reflect critically on the readings through essays and journals. Student may not hold credit for ANS.2010 and ENG.2000.

ANS.2020 Contemporary Canadian Aboriginal Literature 2: Poetry and Drama

Credit Hours: 3

Prerequisite: 6 credit hours of ANS or ENG (literature), or permission of the instructor.

This course will examine poetry and plays by Aboriginal writers from various regions of Canada. Students will reflect critically on these works through essays and other forms of response. Student may not hold credit for ANS.2020 and ENG.2001.

ANS.2100 Research Methods in Aboriginal and Northern Studies 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course will introduce students to research methods and case studies within the context of Aboriginal and northern communities and organizations. Both the theory and practice of qualitative and quantitative research methods will be introduced. As well, an introduction to researching on the World Wide Web will emphasize resources appropriate to the interests and needs of the students. Students will produce a small scale research proposal or report.

ANS.2150 Kayas Achanohkewina: Legends of Long Ago

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This second year course will examine oral sources - particularly legends and how they transmit knowledge in Aboriginal cultures, with an emphasis on Northern Manitoba. In order to fully appreciate and experience the oral transmission of Aboriginal knowledge, students will participate in conversations with storytellers, traditional teachers and Elders, and reflect on the process in light of their own knowledge and understanding of other projects and texts.

ANS.2200 The History of the Fur Trade & Aboriginal Societies 1600-1870

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

It is the objective of this course to provide an analysis of the fur trade and its impact on Aboriginal cultures and societies. The period of study will begin in the early 1600s to 1870, the year the Hudson's Bay Company finalized the sale of its title to Rupert's Land. The question will be asked: Is the historical argument that Canada as a nation was founded on the fur trade an accurate

assessment? The course will analyze changes in cultural patterns, the issue of manipulating trade for national interests (both Aboriginal and European), warfare as a direct result of trade, the concept of over-hunting, the role of women, the importance placed on alcohol and tobacco, and the Aboriginal economy. Student may not hold credit for HIS.2200 and ANS.2200.

ANS.2250 The Métis Nation

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course is a study of the Métis of Canada, including Métis within bordering areas of the north-western United States. Topics include the fur trade and the role of women, dispossession of the Métis after the finalization of the Hudson's Bay Company's sale of Rupert's Land in 1870, the resistance movements of 1871 and 1885, the post-World War II renaissance of the Métis as a people, and contemporary issues in the 21st century. Student may not hold credit for HIS.2250 and ANS.2250.

ANS.2300 Images of the North 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course will explore the idea of North as expressed in documents from the fur-trade era and the records of Arctic explorers and adventurers. While the focus will be on documents referring to what is now called the Canadian North, consideration will be given to other circumpolar regions. Student may not hold credit for ENG.2300, HIS.2300 and ANS.2300.

ANS.2301 Images of the North 2

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Through an examination of selected Canadian works of literature and art from the past 100 years, students will explore images of the North. The work of both Aboriginal and non-Aboriginal writers and artists will be examined. Student may not hold credit for ENG.2301, HIS.2301 and ANS.2301.

ANS.2400 Northern Manitoba First Nations and Environment

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course examines contemporary environmental issues, the effects of modernization and development and potential solutions. Environmental world views and philosophies of the Cree, supplemented by those of Oji-Cree, Dene and other First Nations concerning the sacredness of land are examined. Students are exposed to the perspectives of elders, academics and Aboriginal politicians.

ANS.2450 Aboriginal Women of Northern Manitoba

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course will focus on the dynamics of Aboriginal women's roles within traditional society and how they equate with contemporary ways of life. It will analyze how the issues of race, ethnicity, class and gender are examined through the social, historical, philosophical, psychological, economic, political and artistic contexts. Specific perspectives of Aboriginal women from Northern Manitoba will be incorporated.

ANS.2900 Selected Topics in Aboriginal and Northern Studies

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

The content of this course will vary. Please contact the Faculty of Arts and Science for specific information.

ANS.2960 Selected Topics in Aboriginal and Northern Studies

Credit Hours: 6

Prerequisite: *Permission of the dean.*

The content of this course will vary. Please contact the Faculty of Arts and Science for specific information.

ANS.3000 Aboriginal Law 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course examines Canadian law, historical and contemporary judicial decisions, legal principles, legal interpretations and the use of such interpretations pertaining to the Indian Act, treaties, self-government, jurisprudence and regulatory jurisdiction.

ANS.3001 Aboriginal Law 2

Credit Hours: 3

Prerequisite: ANS.3000

This course is a continuation of ANS.3000 Aboriginal Law 1. It examines Canadian law, historical and contemporary judicial decisions, legal principles, legal interpretations and the use of such interpretations pertaining to the Indian Act, treaties, self-government, jurisprudence and regulatory jurisdiction.

ANS.3005 Indigenous Literatures of the Americas

Credit Hours: 3

Prerequisite: *A minimum of 6 credit hours of English, or permission of the instructor and/or faculty advisor.*

In this seminar course, students will explore the work of selected indigenous writers from North, South and Central America and the Caribbean. Works to be considered may include short- and long-prose fiction, poetry, drama and/or creative non-fiction. Student may not hold credit for ANS.3005 and ENG.3005.

ANS.3006 Indigenous Literatures of the World

Credit Hours: 3

Prerequisite: *A minimum of 6 credit hours of English, or permission of the instructor.*

In this seminar course, students will explore the work of selected indigenous writers from Africa, Australasia, and/or other parts of the world outside the Americas. Works to be considered will be drawn from short- and long-prose fiction, poetry, drama, and/or memoirs. Student may not hold credit for ANS.3006 and ENG.3006.

ANS.3100 Research Methods in Aboriginal and Northern Studies 2

Credit Hours: 3

Prerequisite: ANS.2100

Building on the research methods introduced in ANS.2100 Research Methods in Aboriginal and Northern Studies 1, this course will specifically look at options for data gathering, planning a research project, organizing and presenting the data, and critically assessing methods in light of Aboriginal and northern

organizations, institutions and communities. Weekly topics will include archival research, using census information, court documents, and genealogical information.

ANS.3101 Oral History Methodology

Credit Hours: 3

Prerequisite: ANS.2100

Emphasis will be placed on the cultural, practical and critical issues involved when using oral history methods. Topics include interview techniques, data collection and analysis, appropriation, ethics, protocol and global and regional examples of oral historical projects. Central to the course is the fact that Aboriginal oral histories continue to be told, retold, validated and interpreted within Aboriginal communities and also within cross-cultural contexts such as academic communities, the courts and in curriculum development. Students are given the opportunity to carry out a small scale oral history project. Student may not hold credit for HIS.3101 and ANS.3101.

ANS.3200 History of the Canadian North

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Focusing on the period 1840 to the 1990s, this course covers a wide range of topics from the introduction of the European whalers to the modern Nunavut Land Claims Agreement. The geographical range includes the expansion of Canada's 19th century western, north-western, and northern frontiers, and the interface between this region and its eastern and southern metropolis. Topics include Aboriginal peoples, cultural contact, resource exploration and economic development, Canadian sovereignty, Canadian-American relations, and the importance of the North in contemporary Canada. Student may not hold credit for HIS.3200 and ANS.3200.

ANS.3250 History and Sociology of Genocide in Canada and the United States

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course applies the historical and legal definition of genocide defined by the UN genocide act of 1948. The period of study includes colonial Native-European relations from contact to post-World War II in Canada and the United States. Beginning with an introduction to the terminology used by the United Nations and specialists in the field, students are informed of the origins and historiography of the terms genocide, ethnocide, intent and the sociological mindset of both perpetrator and target groups, applied to North American colonial-indigenous relations with references to Northern Ireland, New Zealand and Australia. Student may not hold credit for HIS.3250 and ANS.3250.

ANS.3300 Indigenous Women and Literature 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Through examination of oral and written texts by indigenous women from several regions of the world, this course will explore the ways in which women's stories, in a variety of genres, function both as cultural documents in themselves and as critiques of and challenges to traditional perspectives and traditional canons (Aboriginal and non-Aboriginal). Consider-

ation will be given to feminist and post-colonial literary theory in readings and approach/methodology. Student may not hold credit for ENG.3300 and ANS.3300.

ANS.3301 Indigenous Women and Literature 2

Credit Hours: 3

Prerequisite: ANS.3300

Building on insights and understandings gained in ANS.3300 Indigenous Women and Literature 1, this course will focus on intensive reading and analysis of selected works by Aboriginal women in Canada and/or the United States. Student may not hold credit for ENG.3301 and ANS.3301.

ANS.3400 Philosophy and Culture of the First Nations of Northern Manitoba

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course reflects the diversity of culture within the First Nations communities of Northern Manitoba. The course objective is to foster understanding and appreciation for the sacredness of the land and the traditional cosmology of the Cree, Oji-Cree and Dene First Nations. Students are given the opportunity to work with Elders. Student may not hold credit for PHI.3400 and ANS.3400

ANS.3450 Aboriginal Medicine and Health

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course is a comprehensive analysis of traditional and contemporary Aboriginal health and healing. Topics include pre-contact and post-contact disease, illness and treatment, Aboriginal contributions to modern health care, and best practices in health and wellness. Emphasis will be given to traditional medicines and healing concepts.

ANS.3600 Community Economic Development in the Circumpolar World

Credit Hours: 3

Prerequisite: SOC.1005

This will be a seminar course beginning with a discussion of what the similarities and differences in community economic development might be in different circumpolar regions. Each student will then be assigned a region on which to focus. Special attention will be paid to the situations and economic development initiatives of indigenous peoples. Students will alternate each class to provide a summary of their research to date and will respond to questions and comments from other students. The instructor will also assign a reading for each class and will lead a discussion of the topic at hand. The question of similarities and differences will be revisited.

ANS.3700 Community Development: Local and Global Perspectives

Credit Hour: 3

Prerequisite: 6.0 credit hours in Social Sciences, or 6.0 credit hours in Aboriginal and Northern Studies, or permission of dean.

This course will focus on the theory and practice of community development locally and globally. With a focus on Aboriginal peoples in Canada and internationally, this course will introduce

a variety of approaches to community change and transformation. Some of the topics that will be covered are: building healthy communities, community economic development, community facilitation, and gender issues. Linkages will be drawn between local and global issues, and how ideological, economic, political and social forces shape and influence these particular issues. Student may not hold credit for SOC.3400, and ANS.3700 or any combination thereof.

ANS.3900 Selected Topics in Aboriginal and Northern Studies

Credit Hours: 3

Prerequisite: Permission of the dean.

The content of this course will vary. Please contact the Faculty of Arts and Science for specific information.

ANS.3960 Selected Topics in Aboriginal and Northern Studies

Credit Hours: 6

Prerequisite: Permission of the dean.

The content of this course will vary. Please contact the Faculty of Arts and Science for specific information.

ANS.4200 The Changing Circumpolar North

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies.

This course will take an interdisciplinary approach to aspects of the changing circumpolar north. Topics include: spirituality, environment, flora and fauna, resource exploration, development, settlement, political change and sovereignty. Student may not hold credit for HIS.4210 and ANS.4200.

ANS.4250 Topics in Colonialism

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

This course will explore the origins, dynamics and legacy of colonialism in a global context. Various theories and perspectives will be incorporated into an examination of topics such as ideology, gender, environment and trade and commerce, with an emphasis on social, economic and cultural relationships. Student may not hold credit for HIS.4250 and ANS.4250.

ANS.4255 Colonial Encounters

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level coursework.

This course will examine the impact of colonialism upon Aboriginal peoples in Canada, as well as a number of other colonized countries. This examination will consider the meaning and impact of colonialism and colonization in several global contexts as well as current decolonization strategies. Student may not hold credit for ANS.4255 and SOC.4255.

ANS.4260 Gender and Colonialism

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level coursework.

This course will examine the evolution of colonialism and the impact on ideas about sexuality and gender worldwide. This course will emphasize sexuality and gender as focal points of cultural conflict particularly between indigenous peoples and

the colonizers. Topics may include: how cultures understand sexual and gender roles; the relationships between sexuality, gender, class, race and ethnicity; religion and science as important influences in the structuring of sexual relationships; and the role of European norms of sexuality and gender in the colonial process. Student may not hold credit for SOC.4260 and ANS.4260.

ANS.4360 Critical Theory & Aboriginal and Northern Studies

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

This fourth-year seminar course will examine the application of critical theory to Aboriginal and Northern Studies in historical and contemporary contexts. Special emphasis will be given to theories of neo-colonialism, those associated with the Frankfurt School, including Marcuse and Habermas, as well as postmodernism. Students will learn through lectures, extensive readings, individual presentations and group discussions.

ANS.4900 Selected Topics in Aboriginal & Northern Studies

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

This is an advanced seminar in areas of direct relevance to Aboriginal and Northern Studies. This course focuses on reading texts considered integral to contemporary Aboriginal and northern realities and will explore issues in an interdisciplinary manner. Topics will vary from year to year to ensure a broad range of exploration and analysis and may include history, identity, world-view, community development, justice, and governance, as well as other areas of current concern in Aboriginal and Northern Studies.

ANS.4950 Senior Project in Aboriginal & Northern Studies

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

Students in this course will undertake a major project in an area of Aboriginal and Northern Studies. Students will be encouraged to undertake community-based research projects. Emphasis will be placed on examining ethical issues and developing culturally respectful and academically rigorous forms of research. Meetings between the students and their faculty advisors will occur regularly during the academic year to discuss project ideas and research and to report on the progress of the project. Both a final report and an oral presentation of the results will be required. The form of the final report will be determined in consultation with the project supervisor. Each project will be supervised by a faculty member with expertise in the area of study. Students must obtain written permission from the dean to register for the course. A written agreement between the student and the faculty supervisor is required before permission will be granted.

ANS.4960 Directed Readings

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

This tutorial course consists of an exploration and written review of the literature (or other appropriate assignments) related to a defined area, topic or issue within Aboriginal and Northern Studies, to be determined by the student in consultation with a faculty advisor. The student will meet regularly with his or her advisor to review the progress of his or her work.

ART ARTS

ART.0251 Learning and Life Skills

Credit Hours: 3

This course provides a transition to college-level work for adults who have been away from an academic environment. An interactive process will be used to develop learning skills that will enhance personal and academic success. A reading lab will give students an opportunity to develop the vocabulary and comprehension skills required in college or at work. Application and practice of techniques are emphasized to facilitate the transfer of skills. Topics will include attitude awareness, planning, scheduling, reading strategies, textbook marking, recall skills, study skills, test-taking strategies, interpersonal and life skills.

ART.0350 Reading and Study Skills

Credit Hours: 1

This course is designed to increase the student's personal and academic success. This course provides students with the opportunity to learn how they learn, and how to practice effective study skills. Students will also analyze attitudes, skills and techniques used by prominent master students. This course is designed to meet the needs of a wide variety of non-traditional students as well as students from many ethnic and cultural backgrounds. The ideas and strategies offered in this course are applicable to all programs of study. Credit will be provided for UM.99.111 Introduction to University.

ART.0360 Learning Strategies

Credit Hours: 3

Learning Strategies is designed to empower students with effective study strategies for successful lifelong learning. The course will focus on developing practical study skills to empower personal and academic success. Topics include learning styles, time management, concentration, memory techniques, test-taking strategies, reading and note-taking techniques, goal-setting, and problem-solving skills.

ART.0670 Communications for Commercial Cooking

Credit Hours: 1

Prerequisite: English 20S or 20G.

This course is designed to provide students with basic communication and interpersonal skills. The course will include study skills, creative and logic thinking skills, problem-solving skills, written and oral reports, resumés, cover letters, job interviews, and computer applications. Students will be required to apply the skills gained in a practical classroom environment. This course is also designed to look at the relationships between people encountered in the culturally varied workplace. The student

will be provided with a broad framework for understanding and evaluating various concepts and viewpoints.

ART.1003 Work Environment Life Skills

Credit Hours: 5

This course will introduce the student to work in correctional settings. Students will explore the skills that make a person successful in his or her work. Students will identify personal deficiencies and set a path to correct these deficiencies.

ART.1020 Introduction to Post-Secondary Education

Credit Hours: 6

This course is designed to provide students with a wide range of academic, cultural and personal skills and attitudes necessary to make a successful transition to post-secondary education. The course emphasizes learning how to learn and build a critical awareness of community and cultural values as a source of strength. It is divided into 12 modules, which explore the following areas: community and cultural awareness, learning styles, time management, study skills, academic writing skills, critical thinking and problem solving, interpersonal communication, oral presentation skills, diversity and cultural values, career and academic planning, post-secondary institutions and systems, urban and campus survival skills.

ART.1028 Communications for Nursing

Credit Hours: 3

Examine interpersonal and therapeutic communication used by health professionals. The concepts of the therapeutic nurse-client relationship, the teaching-learning process, conflict management, and group process are introduced.

ART.1090 Youth and the Law

Credit Hours: 3

The students will examine and analyze issues in the context of the Youth Criminal Justice Act and other relevant legislation, and the detention, interviewing and processing through the court structure of young persons. The students will also examine disposition alternatives that may be employed in order to help in rehabilitating the young person.

ART.1091 Self-Defense

Credit Hours: 2

This course is designed to introduce the student to the use of force, intervention, deescalation procedures, and control tactics, proper application of restraints and legal ramifications, and cuffing.

ART.1100 Penology

Credit Hours: 2

This course is designed to allow the students to examine the historical precedents in the penal system, the contemporary correctional system, and the innovative alternatives to the traditional sentence.

ART.1101 Tour of Winnipeg City Police Training Academy

Credit Hours: 2

This course is designed to give the students first-hand experience of life at the Winnipeg training academy. It includes a tour of the training academy classrooms, firearms range and driving facility. The student will also participate in ride-alongs with uniformed members of the Winnipeg Police Service during regular work hours. This course is restricted to students enrolled in the Law Enforcement program on a full-time basis.

ART.1111 Tour of RCMP Training Academy and P.A. Correctional Institute

Credit Hours: 3

This course is designed to give the student first-hand experience of cadet life at Depot Division. This course includes the historical background of the RCMP, a tour of the Applied Police Sciences Building (Academic), driving and firing range and the physical activities center. It allows the students to view what they would expect if they were accepted as a cadet in the RCMP. This tour is also designed to give the student a tour of the Prince Albert Provincial Correctional Centre, which will allow the student to view first hand life at a Correctional Institute.

Note: There is an additional fee for this course. This course is restricted to students enrolled in the Law Enforcement program on a full-time basis.

ART.1310 Communications

Credit Hours: 3

Parts of speech, grammar, sentence structure, diction, and punctuation will be studied. To facilitate the transfer of English language skills to written work, activities will include both focused and communicative practice. Student may not hold credit for ART.1310, MGT.1301 and ART.1360.

ART.1321 Business Correspondence

Credit Hours: 3

Prerequisite: ART.1310

The focus will be on the design and construction of effective sentences, paragraphs, letters and memos in response to situations in the workplace. (Formerly ART.1320)

ART.1322 Essentials of Business Communication

Credit Hours: 3

Prerequisite: ART.1310

This course applies critical reading and thinking to researching, writing and speaking. It focuses on proper English usage, effective use of business language and the fundamentals of interpersonal communications in the workplace. The students' writing should demonstrate the ability to explain clearly and to persuade effectively. Student may not hold credit for ART.1322 and ART.2370 or ART.2371.

ART.1340 Career Development

Credit Hours: 1

Prerequisite: MGT.1804

This course assists the student in developing a job search campaign as well as preparing for the interview process.

ART.1360 Business Communications

Credit Hours: 3

Business Communications is a comprehensive course that provides students with the opportunity to integrate various aspects of the art of communicating: English grammar (editing), business writing and public speaking. This course will provide the students with the skills necessary to communicate in writing and verbally with clients, co-workers and management. Student may not hold credit for ART.1360 and ART.136A or ART.1360 and ART.1310 and MGT.1301.

ART.136A Communications (Distance)

Credit Hours: 6

This course develops students' basic communication skills and provides them with strategies needed to communicate effectively using either traditional or new technology methods. Course topics include the process of communication, communicating across cultures, characteristics of effective messages and the elements of written message presentation, using both traditional and current technology. Student may not hold credit for ART.136A and ART.1360.

ART.1390 Canadian Firearms Course

Credit Hours: 1

This course will assist the student with acquiring a firearms licence as required by law. Successful graduates of this course will be certified to be familiar with the laws and regulations pertaining to the possession, transportation, storage and safe use of firearms. In addition, students will have passed a written and a performance test proving their ability to handle firearms safely.

ART.1570 Interpersonal Communication

Credit Hours: 1

Interpersonal Communication is a course in the Dental Assisting program that encompasses a broad range of topics. The major emphasis in this course will be placed on the following topics: principles of communication, perception, self-concepts, verbal and non-verbal communication, listening and thinking, relationships, group and team communications, speeches and presentation techniques, resumé construction, and the interview process.

ART.1610 Communicating in the Workplace

Credit Hours: 2

This course is designed to explore various concepts and principles of communicating in the workplace. Job search skills will be an added feature to this course.

ART.1630 Volunteering

Credit Hours: 1

This course is designed to introduce the student to the concept of volunteering, after which they will be expected to do a minimum number of hours of volunteering in the community.

ART.1631 Surviving a Behavioral-Based Interview

Credit Hours: 1

Are you ready for a behavior-based interview? This course will give you the skills necessary to survive the interviewing process used by most major police agencies.

ART.1632 Motivational Interviewing

Credit Hours: 1

This course is a brief intervention to help people change behaviour by facilitating their progression through the stages of change. Students will learn about the spirit, basic principles and strategies of motivational interviewing. Students will also learn to assess their own skills and to give feedback to others using motivational interviewing strategies. Students will also learn when and when not to use motivational interviewing and how to integrate it into their existing methods.

ART.1633 Communication and Interviewing

Credit Hours: 2

The participants will acquire the knowledge and skills necessary to communicate effectively in a correctional setting. This course is designed to provide the skills to conduct a positive interview with inmates.

ART.1681 Pre-Employment Trades Communication

Credit Hours: 2

This course is designed to provide students with basic oral and written communication skills that will enable them to communicate more effectively with prospective employers, co-workers and clients. The course will include study skills, creative and logical thinking skills, written and oral reports, resumé, covering letters, job interviews, small business theory and computer applications.

ART.1708 Report Writing

Credit Hours: 1

This course addresses the specific requirements of report structure and content in the correctional field. Reports utilized in both community and institutional corrections will be addressed, as well as those required for work with young offenders.

ART.1730 Technical Communication

Credit Hours: 2

Students learn to focus on their purpose for writing and their audiences' needs. Students will plan, draft, edit, and format business correspondence and short technical reports. Students will also learn to format a resumé and a formal report. Students will learn how to use visual aids effectively and make a short presentation.

ART.1740 Technical Communications

Credit Hours: 4

This course focuses on learning to apply the basic rules of technical writing, from the word to the formal report level, to present technical information orally, and to practice current job search techniques.

ART.1800 Technical Writing

Credit Hours: 2

Technical Writing places emphasis on writing scientific/laboratory reports. Important English grammar rules are also revisited, and are taught as an integral part of the report writing process.

ART.2450 Public Relations and Communications

Credit Hours: 3

Prerequisite: ART.1800, MGT.1710

This course and associated activities will help the student gain the skills to effectively communicate and interact with various individuals or groups. Major emphasis will be placed on effective communication using various media, interpersonal skills, and effective listening. Through work in this course and other courses, the student will demonstrate these skills during the second year of the Natural Resource Management Technology program.

ATH ANTHROPOLOGY**ATH.2000 History of Anthropological Theory**

Credit Hours: 3

Prerequisite: Or permission of the instructor.

This course will examine the history of theoretical and methodological developments in the discipline of anthropology, while recognizing and interrogating other ways of knowing and producing knowledge, with a particular emphasis on indigenous forms of knowledge in a global perspective.

ATH.3000 Globalization, Modernity and Change

Credit Hours: 3

Prerequisite: 6.0 credit hours in Social Sciences.

Globalization is the process of increased connectivity in time and space between all parts of the planet through a series of "global flows" (goods, ideas, people, capital, technologies). As such, it is a contested concept and terrain whose history and implications are widely debated by various critics and advocates. This course provides a theoretical discussion, a historical overview and different case-studies of global processes of cultural, social, political, economic, and environmental change. Student may not hold credit for SOC.3000, ATH.3000, ATH.3450 and SOC.3450.

ATH.3001 Anthropology of Health and Illness

Credit Hours: 3

Prerequisite: ATH.1000 or SOC.1000, and permission of the instructor.

Concepts, experiences and practices of the body, health, illness, wellness and medicine are examined in cross-cultural perspectives and through the lens of various schools of thought in medical anthropology and other disciplines. Particular attention is paid to non-western, non bio-medical and indigenous modes of knowledge about illness, wellness, and the body.

ATH.3450 Globalization, Modernity and Change

Credit Hours: 3

Prerequisite: 6.0 credit hours in Social Sciences.

Globalization is the process of increased connectivity in time and space between all parts of the planet through a series of "global flows" (goods, ideas, people, capital, technologies). As such, it is a contested concept and terrain whose history and implications are widely debated by various critics and advocates. This course provides a theoretical discussion, a historical overview and different case-studies of global processes of cultural, social, political, economic, and environmental change. Student may not hold credit for SOC.3000, ATH.3000, ATH.3450 and SOC.3450.

ATH.3260 Paleohistory of the Peoples of North America

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences or History.

This course examines the earliest known history and cultures of the peoples of North America, thousands of years before European contact. Emphasis is placed upon the different material cultures of and changes amongst the peoples of North America during this time.

BCS CIRCUMPOLAR STUDIES**BCS.1500 Introduction to the Circumpolar World**

Credit Hours: 3

This course introduces students to the landscape, peoples and issues of the circumpolar region. Beginning with an examination of the geography, biological and physical systems of the Subarctic and Arctic, it then turns to the Aboriginal and contemporary peoples of the region. The history of the circumpolar world is treated in a broad fashion to provide grounding in the events and developments that have created the region's contemporary qualities. The second part of the course surveys some of the particular issues facing the region, including climate change, economic, political and social development. This course ultimately is intended to stimulate interest in the circumpolar world.

BCS.3511 Land and Environment of the Circumpolar World 1

Credit Hours: 3

Prerequisite: 6.0 credit hours in the social sciences and/or natural sciences.

This course provides students with an in-depth understanding of the lands and environments that define the circumpolar north, as well as the key issues involving interaction between humans and the environment.

BCS.3512 Land and Environment of the Circumpolar World 2

Credit Hours: 3

Prerequisite: 6.0 credit hours in the social sciences and/or natural sciences.

This course provides students with a greater understanding of the complexity of important concepts and issues related to the land and environment of the North. The course will consider the impacts of natural and physical change on the peoples and conditions of the circumpolar north, focusing on three major fields for scientific study: climate change, natural resources, and health and environment. Emphasis is given to the challenges of sustainability in the North, and to the need for long-term proper stewardship.

BCS.3521 Peoples & Cultures of the Circumpolar World 1

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences

This course introduces the peoples and cultures of the north circumpolar region through interdisciplinary study in the fields of anthropology, sociology, history, media and cultural studies, communications and literature. Students will be introduced to traditional cultures and contemporary peoples through indigenous and western perspectives. This course examines primary societies (traditional indigenous societies up to western contact) and secondary societies (non-indigenous enclaves in the North).

BCS.3522 Peoples & Cultures of the Circumpolar World 2

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course aims to promote an integrated and multidisciplinary understanding of the circumpolar peoples and their adaptations and contributions to social, economic, political, and environmental changes. Topics include the emergence of tertiary societies, self determination, identity and language, media, arts and literature, and education, recreation and family.

BCS.3531 Contemporary Issues of the Circumpolar World 1

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will introduce students to the important structures and forces affecting the sustainability of circumpolar communities, including population trends in the circumpolar region, natural resource use, and economic development.

BCS.3532 Contemporary Issues of the Circumpolar World 2

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will introduce students to the main challenges confronting the peoples and communities of the world's northern regions, in terms of governance and politics, social issues, education and knowledge systems, and global issues.

BIO BIOLOGY**BIO.1005 Introduction to Biology 1**

Credit Hours: 3

Emphasis in this course will be on structure and function. The fundamental principles of biology are presented from an evolutionary perspective. Topics include an introduction to the morphology, anatomy and physiology of the domains, and consideration of their diversity and evolutionary relationship; and the evolutionary pathway from prokaryotes, plant-like protists, plants, fungus-like protists and fungi. Botanical topics will include plant anatomy, reproduction, water relations, mineral nutrition, and control of growth and development. Laboratory topics will complement the lectures.

BIO.1006 Introduction to Biology 2

Credit Hours: 3

Emphasis in this course will be on structure and function. The fundamental principles of biology are presented from an evolutionary perspective. Topics include an introduction to the morphology, anatomy and physiology of the domains, and a discussion of their diversity and evolutionary relationship; and the evolutionary pathway from animal-like prokaryotes and animal eukaryotes. Zoological topics will include morphology, anatomy, and physiology of animal tissues, organs and organ systems; interactions between organisms and the environment; and how these limit the distribution of species. Three-hour labs will complement the lectures.

BIO.2000 Cell Biology

Credit Hours: 3

This course is a general introduction to the principles of cell biology, with emphases on the organization of cells, the anatomy and physiology of cellular constituents, and the major research

techniques used in biology. Laboratory and tutorial topics will complement the lectures.

BIO.2005 Elements of Heredity

Credit Hours: 3

This course will introduce students to the fundamental elements and mechanisms of heredity and variation. Topics will include the basic principle of heredity, its chromosomal basis, molecular mechanisms of mutation, Mendelian inheritance, chromosomes and disease, recombination, somatic cell genetics, and quantitative and population genetics. The use of prokaryotic and eukaryotic organism models for genetic analysis will be emphasized. Laboratory topics will complement the lectures.

BIO.2010 Introduction to Ecology

Credit Hours: 3

This course will introduce a broad range of ecological concepts. The selection of topics will be based on foundational ecological knowledge and current social, economic and political issues related to ecology. Tutorial topics will complement lectures.

BTR BUILDING TRADES**BTR.1010 Carpentry Theory 1**

Credit Hours: 4

This course in carpentry theory is designed to provide participants with the knowledge required so they may perform competently in the trade of carpentry relating to building maintenance. A great emphasis will also be placed on safety in the workplace.

BTR.1020 Carpentry Practical 1

Credit Hours: 4

This practical course is designed to provide participants with the basic skills required so they may perform competently in the trade of carpentry relating to building maintenance. A great emphasis will also be placed on safety in the workplace.

BTR.1040 Introduction to CNC

Credit Hours: 2

Prerequisite: Must have basic computer knowledge.

Students will be introduced to varying types of computer numerical control (CNC) machinery including routers, mills, lathes, and plasma cutters. They will gain a basic understanding of CAM software that is used to design parts and translate it to CNC code used by the machines. Delivery will be primarily classroom-based and will employ the use of computers. This course is a prerequisite for all other CNC courses.

BTR.1050 Intermediate CNC Router

Credit Hours: 2

Prerequisite: BTR.1040

Students will build on their knowledge gained in the Introduction to CNC, and develop skills specific to CNC routers at an intermediate level. Students will use Mastercam to design and manufacture several projects, and will be introduced to the solids and art components of the software.

BTR.1060 Hand Tools

Credit Hours: 3

Students will learn all the different types and maintenance of measuring, layout, testing, cutting, fastening, planning and sanding tools. Practical use of all tools in projects such as wood-working joints, coping, brackets, footstool, sharpening handsaws, chisels and plane irons.

BTR.1080 Woodworking Machines

Credit Hours: 3

Students will learn safety, operations and maintenance of saws, jointers, planers, shapers, sanders, lathe routers, drills and power nailers. Students will learn practical use of the machines in making: a bookcase, sawhorse, night table, sharpening saw blades, use of shop drawings, and preparing material lists.

BTR.1120 Concrete Form Construction

Credit Hours: 3

Students will learn all methods of forming for basements, slabs construction, driveways and stairs, as well as basic surveying and concrete science. Students will construct footings and wall forming, rough bucks, stairs and mixing concrete.

BTR.1170 General Framing

Credit Hours: 3

Students will learn basic residential floor and wall framing methods. Students will construct small building projects to get practical experience in framing.

BTR.1190 Equal Pitch Roof Framing

Credit Hours: 3

Students will learn types of roofs, roofing terms, housing standards and truss rafters. Students will construct roofing projects in both model full size including gable ends, gable end ladders, etc.

BTR.1200 Stair Construction

Credit Hours: 2

Students will learn basic types of stairs, stair mathematics, building codes, terms, railing, etc. Students will construct a model straight flight of stairs with one housed and one mitred stringer, complete with handrails, newel post, balusters and stair layouts.

BTR.1220 Exterior and Interior Finishing

Credit Hours: 3

This course is designed to provide students with the basic skills and procedural methods related to exterior and interior finishing. Students will apply roof, wall, ceiling and floor finishes, as well as install insulation, windows, doors and their associated hardware.

BTR.1240 Cabinet Making

Credit Hours: 2

Students will learn cabinet standards, terms, types of construction, materials and cabinet parts. Students will construct either kitchen cabinets or vanities including door and drawer construction, cabinet hardware and shop layouts.

BTR.1290 Work Practicum

Credit Hours: 1

This course is designed so students will get first-hand experience in the carpentry and woodworking field by working on-site with a qualified tradesperson.

BTR.1310 Plumbing Theory 1

Credit Hours: 4

This course is designed to provide students with the basic knowledge necessary to the plumbing and piping trades. It will include a thorough examination of the provincial Plumbing Code. Students will be required to become familiar with the different piping systems found in homes today. They will also study the materials, fixtures and appliances used in these systems. Blueprint reading, heating systems and estimating will also be covered.

BTR.1320 Plumbing Practical 1

Credit Hours: 3

This practical course is designed to provide students with the basic skills necessary to the plumbing and piping trades. It will include a thorough examination of safety in the workplace. Students will be required to become familiar with and make use of many of the various tools and materials specific to the piping trades. They will also be expected to complete several practical projects including soldering of copper pipes, installation of plumbing fixtures and trim, plastic pipe installation, threaded steel pipe connections, and maintenance of plumbing and heating systems.

BTR.1610 Electrical Theory 1

Credit Hours: 4

This course is designed to provide students with the knowledge necessary to have a basic understanding of the electrical trade. It will include an introduction to the Canadian Electrical Code (CEC) and a study of basic DC theory.

BTR.1620 Electrical Practical 1

Credit Hours: 3

This practical course is designed to provide students with the basic skills necessary to the electrical trade. It will include a thorough examination of safety in the workplace. Students will be required to become familiar with and make use of many of the various tools and materials specific to the electrical trade. They will also be expected to complete several practical projects including lighting circuits, branch circuits, heating circuits, and special purpose circuits.

BTR.1910 Safety Practice

Credit Hours: 1

This course is designed to familiarize students with safety regulations, practices, and principles. By applying these concepts during the course, the student will develop a more thorough understanding of safe working practices.

BTR.1912 Core Occupational Health and Safety

Credit Hours: 2

This course covers topics such as WHMIS, fire safety, ergonomics, Personal Protective Equipment (PPE), stress and violence, confined space and basic electrical safety.

BTR.1990 Work Experience

Credit Hours: 1

Work experience practicum is an extension of formal education beyond the confines of the educational facility, enabling students to become familiar with the workplace and enabling employers to participate in education. The practicum helps facilitate the students' transition from the classroom setting to the workplace setting.

BTR.2010 Carpentry Theory 2

Credit Hours: 4

Prerequisite: BTR.1010, BTR.1020

This course will review basic carpentry theory and introduce students to subjects such as cabinet making, interior and exterior finish, and installation of doors and windows.

BTR.2020 Carpentry Practical 2

Credit Hours: 4

Prerequisite: BTR.1010, BTR.1020

This course will review skills learned in level 1 and allow students to develop the skills necessary to build cabinets, install interior and exterior finish, and to install doors and windows. Maintenance skills will also be covered.

BTR.2310 Plumbing Theory 2

Credit Hours: 4

Prerequisite: BTR.1310, BTR.1320

This course is designed to provide level two students with a general review of the National Plumbing Code of Canada, as well as the basic theory concerning the installation of residential hydronic systems, pump installation, rural water supply installations, water treatment and rural sewage disposal.

BTR.2320 Plumbing Practical 2

Credit Hours: 3

Prerequisite: BTR.1310, BTR.1320

This course will give the student the technical competency needed in order to recognize, install and maintain residential plumbing systems, rural water systems, as well as hydronic heating systems.

BTR.2610 Electrical Theory 2

Credit Hours: 4

Prerequisite: BTR.1610, BTR.1620

This course is designed to provide students with a more in-depth knowledge of the electrical trade. It will include the commercial aspect of the Canadian Electrical Code (CEC) and a study of basic magnetism, motor and control, and an introduction to AC theory.

BTR.2620 Electrical Practical 2

Credit Hours: 4

This course will review the skills learned in level one and introduce students to wiring practices commonly seen in commercial applications. Maintenance procedures will also be covered.

BTR.2900 Construction Management

Credit Hours: 1

Prerequisite: ART.1610, BTR.1010, BTR.1020, BTR.1310, BTR.1320, BTR.1610, BTR.1620, BTR.1910, BTR.1990, MGT.1700, MSC.1260, VTR.1010

This course will introduce students to the planning, organization and management of various building and maintenance projects.

BTR.2990 Work Experience 2

Credit Hours: 1

In order to provide students with a more in-depth understanding of their training, they will be given various workplace assignments.

CHE CHEMISTRY**CHE.1005 Introduction to Chemistry 1**

Credit Hours: 3

This course offers the fundamental topics of chemistry, including atomic structures; properties of the elements; molecular and compound structures; chemical bonding; chemical reactions; and properties of gases and solutions. Laboratory exercises will complement the lectures.

CHE.1006 Introduction to Chemistry 2

Credit Hours: 3

This course offers a continuation of fundamental topics of chemistry, including chemical equilibrium, acids and bases, chemical kinetics, thermodynamics, and electrochemistry. The course will provide an introduction of the foundational concepts that build upon organic chemistry, biochemistry and the chemistry of metals and non-metals.

CHE.2000 Introduction to Organic Chemistry 1

Credit Hours: 3

This course presents properties of various functional groups in organic chemistry. Reactions with reaction mechanisms are studied in detail. The naming of organic compounds, including stereoisomers, is covered, along with the order of reactivity of functional groups. Laboratory component includes determining the physical and chemical properties of functional groups.

DDA DENTAL ASSISTING

DDA.1100.L Basic Laboratory Skills

Credit Hours: 1

Basic Laboratory Skills explores the most common laboratory procedures performed in a dental office. The knowledge of basic laboratory procedures is fundamental to the study of dental assisting. This knowledge is integrated with oral anatomy, patient assessment, and infection control. Students will study the following topics: operational guidelines and laboratory safety precautions, gypsum products, making alginate impressions, pouring alginate impressions, and trimming diagnostic study models. Students will spend the majority of their time refining basic laboratory procedures.

DDA.1110.L Chairside Assisting 1

Credit Hours: 1

This course is designed to explore the practical application of chairside assisting. Students will study the following topical areas: implementation of infection control practices, operatory preparation, patient preparation and dismissal, assistant/operator positioning, see ability, basic dental instruments, instrumentation and transfer concepts, handpiece use, oral evacuation systems and techniques, and instrument recirculation procedures. Students will spend the majority of their time in the clinical environment developing chairside assisting techniques, as well as introductory intraoral skills. The student will also be introduced to more advanced functions such as specific intraoral clinical functions that go beyond basic chairside skills.

DDA.1120.L Dental Isolation Techniques

Credit Hours: 1

Prerequisite: DDA.1210, DDA.1230

This course explores the principles of rubber dam application, removal, and alternative isolation deliveries. Students will study the following topical areas: purpose of isolation techniques in dentistry, rubber dam isolation principles, armamentarium, variation in rubber dam placement, alternate isolation materials and techniques. The application of rubber dam is a skill that requires a high level of manual dexterity. Students will spend the majority of their time practicing and refining their skills. After successfully completing the theory and preclinical component, the student will apply the principles of isolation in a practical clinical setting.

DDA.1130.L Dental Materials

Credit Hours: 1

Dental Materials explores the selection, manipulation, and handling of various dental materials. The study of dental materials is fundamental to the training of a certified dental assistant. Students will study the following topics: the properties and the factors that affect the manipulation of dental materials, direct restorative materials, bonding agents, dental adhesives, temporary restorative materials, permanent restorative materials, and the implementation of a mercury management system. Students will spend the majority of their time manipulating the various materials in a preclinical environment.

DDA.1140 Disease Transmission and Infection Control

Credit Hours: 1

This course explores the study of microorganisms, infectious diseases, and the basic principles of infection control. The student will study the following topics: fundamentals of microbiology, pathogenic organisms, disease transmission, concepts of infection and immunity, diseases of major concern to the dental health care worker, principles of infection control, government and regulatory agencies involvement in infection control, and concepts of infection control techniques. Also covered are measures used to destroy and control pathogenic microorganisms, treatment room cleaning, disinfecting, and instrument recirculation, waste disposal and the methods implemented to ensure the safety of dental health care workers.

DDA.1150 Ethics

Credit Hours: 1

This course explores the profession of dental assisting, ethics and jurisprudence. The major emphasis in this course will be placed on the following topics: the modern dental team, evolution of the dental assistant, dental ethics, the legal aspects within dentistry, professional organizations, and the importance of continuing education.

DDA.1160 General Anatomy

Credit Hours: 1

This course is designed to provide the student with an understanding of basic human anatomy. The course provides an overview of basic anatomy, as well as anatomy terms and systems of the body as they relate to dentistry. In addition, a comprehensive study of head and neck anatomy will be presented as it relates to the role of the dental assistant.

DDA.1181 Introduction to Patient Assessment

Credit Hours: 2

Prerequisite: DDA.1210

Introduction to Patient Assessment is a course in the Dental Assisting program specially designed to explore the data collection process for each phase of the oral diagnosis. Students will study the following topics: patient evaluation, patient history, clinical examination, charting and record-keeping. Students will have opportunity to practice charting as existing conditions and treatment plans are dictated. Emphasis will be placed on using DENTRIX practice management software to meet current industry standards. Students may not hold credit for both DDA.1180 and DDA.1181.

DDA.1190 Nutrition

Credit Hours: 1

Nutrition is a course in the Dental Assisting program specifically designed to provide the student with a working knowledge of nutrition terms and the concepts that provide the foundation of our understanding about nutrition. Students will study the following topics: overall health, the composition of food, nutrition labeling, how the body uses food, calories, energy balance, sugars, diet and dental health, proteins, fats, vitamins, minerals and food guides used in Canada. Students enrolled in this course will develop the ability to relate common-sense nutrition concepts to diet and dental health.

DDA.1210 Oral Anatomy

Credit Hours: 1

This course is designed to provide the student with an understanding of the anatomical structures of the oral cavity. Emphasis will be placed on identification and function of the oral structures. The permanent and deciduous dentition will be studied extensively in terms of the anatomy, function and arrangement. The stages of tooth development, the structures of the tooth and the supporting tissues will also be studied.

DDA.1220 Oral Pathology

Credit Hours: 1

Oral Pathology is a course in the Dental Assisting program that focuses on the etiology of various conditions and diseases that affect the oral tissues. The major emphasis in this course will be placed on the following area: general pathological terms, types of tissue change, diseases of the periodontium, conditions and diseases of the teeth, developmental anomalies, infectious diseases, hyperplastic lesions, malignancies of oral tissues, as well as diagnostic biopsy procedures. Students enrolled in this course will be able to apply theoretical concepts in a practical setting.

DDA.1230 Principles of Dental Assisting

Credit Hours: 1

This course is designed to explore the preclinical science of dental assisting. Students will study the following topics: principles of four- and six-handed dentistry, office design and layout, dental operatory design, dental instrument identification, armamentarium identification and preset tray use, dental handpiece maintenance, rotary devices, seating the patient and operating team, instrumentation and exchange, and oral evacuation techniques.

DDA.1511.L Alginate Impressions

Credit Hours: 2

Prerequisite: DDA.1100.L, DDA.1110.L, DDA.1120.L, DDA.1130.L, DDA.1140, DDA.1150, DDA.1160, DDA.1181, DDA.1190, DDA.1210, DDA.1220, DDA.1230

Alginate impressions are designed to explore the techniques involved in making an alginate impression. The impressionmaking sequence, technique, trouble-shooting, and evaluation criteria will be studied. Students will practice and refine the impression-making technique, first pre-clinical using a mannequin and then progressing to working independently with peers to obtain clinically acceptable impressions.

DDA.1521.L Chairside Assisting 2

Credit Hours: 3

Prerequisite: DDA.1110.L

Chairside Assisting 2 is a course in the Dental Assisting program that is designed to provide the student with experience in chairside assisting. It also explores the principles and applications of the expanded functions now performed by a certified dental assistant. Students will study the following topics: classification of cavities and rules for cavity preparation, concepts of selecting cavity medications, placement of cavity medications, Tofflemire retainer/matrix band and wedge application and removal, placement of topical anesthetic amalgam armamentarium, assisting with the amalgam procedures, composite armamentarium, assisting with the composite procedure, anesthetic procedure,

placement of pit and fissure sealants, suture removal and placement of desensitizing agents. Students will spend the majority of their time practicing and refining these skills. After successfully completing the theory and preclinical component, the student will have the opportunity to perform these skills with patients during the restorative clinic.

DDA.1530.L Dental Health Education

Credit Hours: 1

Prerequisite: DDA.1190, DDA.1210, DDA.1220

This course is designed to encourage the students to develop techniques and teaching strategies that enable them to create and deliver effective dental health education in the community and dental office. The major emphasis in this course will be placed on the following topics: importance of dental health education, techniques used to develop quality dental health presentations and becoming an effective dental health educator. Students will develop and deliver a community dental health education presentation for a specific group in the community.

DDA.1540.L Oral Prophylaxis and Prevention Clinic

Credit Hours: 3

Prerequisite: All Fall Term courses.

This course is designed to explore the principles of selective coronal stain removal, and the skills necessary to provide preventive services to a variety of patients. Students will study the following topical areas: basic concepts of a professional oral prophylaxis preventive procedure, armamentarium, principles of stain removal, sequence and technique of coronal polishing, professional fluoride applications, and alternate coronal polishing techniques for patients with special needs. After successfully completing the theory and preclinical component, the student will apply the principles of selective polishing in a practical clinical setting.

DDA.1550 Pharmacology and Emergency Care

Credit Hours: 1

Prerequisite: ART.1570, DDA.1140, DDA.1160, DDA.1181, DDA.1220

Pharmacology and Emergency Care explores the relationship between medical histories and regimes, pharmacological agents used in dentistry and emergencies that may arise during dental treatment. Specific diseases and conditions are discussed in terms of nature, medical treatment and precautions in dental treatment. Emergency procedures and the role of the dental assistant in emergency management are studied and practiced in a simulated environment. Students will also study the basic science of pharmacology with emphasis on chemical compounds used in dentistry and how they relate to a patient's medical history. Students enrolled in this course will be able to relate theoretical knowledge to actual dental procedures and management of medical and dental emergencies.

DDA.1570 Preventive Dentistry

Credit Hours: 1

Prerequisite: DDA.1160, DDA.1190, DDA.1210, DDA.1220

This course is designed to explore the basic concepts and principles of preventive dentistry. Students will study the following topical areas: philosophy of preventive dentistry, basic concepts

of plaque, soft deposits and calculus, stains and discolorations, oral infection control procedures, role of fluoridation, disclosing agents, and oral hygiene techniques prescribed for patients with special needs. Students in this course will be able to apply theoretical concepts in a practical, clinical setting.

DDA.1580 Dental Radiography Theory

Credit Hours: 1

Prerequisite: DDA.1140, DDA.1160, DDA.1210

Dental Radiography theory is a course in the dental assisting program designed to explore the principles, applications, and the techniques required to obtain quality radiographs. Students will study the following topics: intraoral radiographic techniques, film processing and quality assurance, x-ray properties, the generation of x-rays, image characteristics, technique/processing errors, and troubleshooting strategies. Also covered are accessory radiographic techniques, patient management skills, panoramic radiography, extraoral radiography, film mounting techniques, radiographic interpretation, radiation biology and protection.

DDA.1590.L Dental Radiography Practical

Credit Hours: 1

Prerequisite: DDA.1110.L, DDA.1140, DDA.1160, DDA.1210, DDA.1220, DDA.1230

The focus of this course is to help the student develop a strong working knowledge of radiographic techniques. The intent is for the student to become a dental radiographer who is proficient with patient preparation, equipment preparation, and film placement strategies. The paralleling technique will be emphasized as the method of choice; however, the dental radiographer will incorporate alternative methods of film exposure. In addition, this course will cover the following procedures in detail: bisecting technique, bite-wing technique, and occlusal and localization techniques. The student will also become proficient in film mounting and viewing, recognition of normal anatomic landmarks seen on intraoral radiographs and develop an understanding of the basic concepts of radiographic interpretation and guidelines. Emphasis is placed on interpreting and solving film exposure problems as well as determining periapical, and bite-wing technical errors.

DDA.1900.L Advanced Laboratory Skills

Credit Hours: 1

Prerequisite: DDA.1100.L, DDA.1140, DDA.1210

This course is designed to explore the most common laboratory procedures performed in a dental office. The knowledge of basic laboratory procedures is fundamental to the study of dental assisting. The content covered in this course correlates with the material covered in Specialty Dental Assisting. Advanced Laboratory Skills and Specialty Assisting will run concurrently to facilitate immediate application of lab procedures during the specialty preclinical sessions. Students will study the following topical areas: mouth guard construction, custom tray fabrication, manipulation of final impression material, baseplate and occlusal rim construction, denture reline and repair. Students will spend the majority of their time refining basic laboratory procedures.

DDA.1910 Career Shadowing and Clinical Externship

Credit Hours: 1

Prerequisite: Completion of all course work.

Co-requisite: ABS.1001, ART.1570, DDA.1100.L, DDA.1120.L, DDA.1130.L, DDA.1140, DDA.1150, DDA.1160, DDA.1181, DDA.1190, DDA.1210, DDA.1220

The purpose of this course is two-fold: it provides the student with an opportunity to make observations and linkages between theoretical studies and clinical practice, and secondly, it provides an opportunity to implement newly acquired skills in an established dental practice. Students will have the opportunity to learn from experienced dental health professionals and establish working relationships with potential employers. Externships also provide the student with a learning environment outside of the classroom, which is the first step in becoming a lifelong learner.

DDA.1920.L Restorative Clinic

Credit Hours: 3

Prerequisite: Completion of all course work.

The restorative clinic is a course in the Dental Assisting program, specifically designed to provide the student with an in-house clinical practicum. The student will have the opportunity to refine skills in reception, sterilization, and clinical chairside assisting skills. Students will also develop competence in intraoral skills including application and removal of rubber dam application and removal of matrices and wedges, placement of liners and bases, expose radiographs, taking impressions, placement of pit and fissure sealants, and topical anesthetic placements. Client management techniques and a professional team concept are also emphasized.

DDA.1931.L Specialty Assisting

Credit Hours: 2

Prerequisite: DDA.1100.L, DDA.1110.L, DDA.1120.L, DDA.1130.L, DDA.1140, DDA.1150, DDA.1160, DDA.1181, DDA.1190, DDA.1210, DDA.1220, DDA.1230

Specialty Assisting is designed to explore the procedures, techniques and application of each dental specialty. The application of these concepts will be applied in a preclinical setting as each specialty is introduced. Prior knowledge of dental materials, oral and general anatomy, and chairside and intraoral skills will be essential. The emphasis of the course will be placed on the assistant's role in preparing and assisting for common procedures in pediatrics, oral surgery, orthodontics, prosthodontics, periodontics, endodontics and forensic dentistry.

ECE EARLY CHILDHOOD EDUCATION

ECE.1005 The Early Childhood Professional

Credit Hours: 3

This course will increase student knowledge about the evolution of early childhood education in Canada, the various philosophical approaches in early years education, the roles of government and other organizations, and the ethical conduct of an early childhood educator.

ECE.1015 Safe and Healthy Environments

Credit Hours: 3

This course of study will increase the student's understanding of the importance of creating and maintaining a healthy safe environment in accordance with policies and guidelines.

ECE.1018 Safe and Healthy Children

Credit Hours: 3

Prerequisite: ECE.1015

This course provides students with understanding and skills in identifying relevant policies, procedures, and guidelines for the health and safe development of children.

ECE.1025 Positive Child Guidance 1

Credit Hours: 3

The emphasis of this course is for the student to gain understanding of positive and inclusive guidance techniques, and to develop a number of strategies for positive and culturally appropriate child guidance techniques for infants, toddlers, preschoolers, and school-aged children.

ECE.1028 Positive Child Guidance 2

Credit Hours: 3

Prerequisite: ECE.1025

The emphasis of this course is for the student to gain understanding of strategies to interact positively with young children with varying behaviour patterns in order to foster positive self-image and self-control among children.

ECE.1035 Physical Growth and Development

Credit Hours: 3

This course will address the early years physical growth and development of children from birth to 12 years of age. Considerations for growth and development will address milestones, variations of milestones, and cultural variations of physical development in children.

ECE.1045 Observation, Documentation and Planning

Credit Hours: 3

This course will address the importance of observing and documenting children's behaviours in order to plan and implement a developmentally and culturally appropriate program for young children.

ECE.1055 Interpersonal Communications 1

Credit Hours: 3

The emphasis of this course is on the skill of communicating with sensitivity. Skills to be applied include active listening, cultural sensitivity, and communicating effectively in writing, verbally, and by using body language.

ECE.1057 Interpersonal Communications 2

Credit Hours: 3

Prerequisite: ECE.1055

This course provides opportunities for the students to engage in practical applications of communicative techniques in order to improve personal communications.

ECE.1075 Active Play

Credit Hours: 3

This course will address the importance of active play as the primary mode of learning in the early years. Students will gain experiences in identifying and observing developmentally and culturally appropriate practices in order to plan an environment for active physical play.

ECE.1085 Respect Children and Families from Diverse Cultures

Credit Hours: 3

In this course, students will develop an understanding of the value of children's background experiences as related to planning activities and appropriate communication with children and adults.

ECE.1095 Professionalism

Credit Hours: 3

This course will provide students with the understanding of professional behaviours and the responsibilities of early childhood educators.

ECE.1105 Computer Skills for ECE 1

Credit Hours: 3

Information gained from this course will help students to develop computer literacy skills in word processing, conducting research using computer-based technology, and effectively using email to share information.

ECE.1107 Computer Skills for ECE 2

Credit Hours: 3

Prerequisite: ECE.1105

This course is designed to give students the skill to develop and utilize a variety of communicative formats in order to design forms, collect data, and communicate in writing for various audiences and purposes.

ECE.1115 Building Responsive Relationships

Credit Hours: 3

This course will help to develop the student's understanding of the impact of culture, family, and economic conditions on young children's development and the development of appropriate activities.

ECE.1125 Observing, Documenting, and Planning for Literacy Activities

Credit Hours: 3

This course will help the student to gain skills in creating tools suitable for observing and planning children's literacy and language experiences.

ECE.1135 Literacy Development

Credit Hours: 3

The emphasis of this course is for the student to gain understanding of the developmental milestones, and variations of milestones, in language and literacy development of infants, toddlers, preschoolers, and school-aged children.

ECE.1145 Cultural Diversity

Credit Hours: 3

This course will increase student understanding of the cultural variation and diversity in Canada. Students will apply the knowledge gained to develop strategies for culturally sensitive interactions and planning of activities with children and families.

ECE.1200 Applied Learning 1

Credit Hours: 2

Co-requisite: ECE.1025, ECE.1035, ECE.1045

The emphasis of this course is on the application of knowledge, skills, and attitudes learned in class in order to interact appropriately with children and adults, observe and document the behaviour of children, and to plan, implement, and evaluate physical activities for young children.

ECE.1205 Applied Learning 2

Credit Hours: 2

Prerequisite: ECE.1028, ECE.1125, ECE.1200

This course will provide hands-on opportunities to observe, interact, and plan culturally, developmentally and age-appropriate activities for young children.

ECE.2005 Social and Emotional Development

Credit Hours: 3

This course will provide information about developmental, cultural, social, and emotional milestones and variations for young children.

ECE.2015 Well-Being of Children

Credit Hours: 3

Prerequisite: ECE.1018

The emphasis of this course is on the importance of personal health and well-being and the health and well-being of children.

ECE.2017 Issues Affecting Children

Credit Hours: 3

Prerequisite: ECE.2015

The emphasis of this course is for the student to gain understanding of the variety of issues facing children and families in diverse, contemporary settings.

ECE.2025 Observing and Planning Activities for Social and Emotional Growth

Credit Hours: 3

This course presents opportunities to explore a variety of techniques to observe children's growth, development, skills, and interest in physical, language, literacy, social, and emotional development in order to plan activities and experiences that are developmentally, culturally, and age-appropriate.

ECE.2028 Quality Practices

Credit Hours: 3

Prerequisite: ECE.1028, ECE.1075, ECE.1085

The emphasis in this course is on the understanding and the development of strategies about quality and inclusive practices, and to move toward quality practices within early childhood settings.

ECE.2035 Relating Theory to Practice

Credit Hours: 3

Prerequisite: ECE.1035, ECE.1135, ECE.2005

Co-requisite: ECE.2105

This course will provide experiences that relate theoretical information with practical information in order to plan effective experiences for children of various age groups.

ECE.2045 Observing and Planning for Cognitive Development

Credit Hours: 3

Prerequisite: ECE.1045

This course will provide students with opportunities to observe, document, and plan activities for cognitive, wholistic, and inclusive development.

ECE.2055 Aboriginal Perspectives

Credit Hours: 3

The focus of this course is to understand and learn to value various cultural perspectives and traditional values that influence children's growth and development.

ECE.2057 Intrapersonal Skills

Credit Hours: 3

Prerequisite: ECE.1057

The purpose of this course is to engage students in a process of self-reflection in order to develop greater understanding of self and, as a result, improve personal interaction patterns.

ECE.2075 Arranging the Learning Environment

Credit Hours: 3

Prerequisite: ECE.1075

This course will provide students with practical ideas and experiences to set up and maintain a quality learning environment for young children.

ECE.2077 Planning in Diverse Settings

Credit Hours: 3

Prerequisite: ECE.2075, ECE.2145

The emphasis of this course is to increase understanding and experience with children of varying backgrounds in order to develop collaborative relationships to plan and evaluate quality learning environments for a variety of age groups.

ECE.2095 Personal Growth and Development

Credit Hours: 3

Prerequisite: ECE.1095

This course explores additional aspects of professionalism revolving around settings interpreting philosophical approaches, and evaluating personal behaviour as compared to ethical and professional standards.

ECE.2105 Cognitive Development

Credit Hours: 3

The emphasis of this course is to understand and explore the developmental milestones, and variations of milestones of infants, toddlers, preschoolers, and school-aged children.

ECE.2145 Family and Community Relations

Credit Hours: 3

Prerequisite: ECE.1145

This course will explore the various functions and roles of families within a variety of cultural settings in order to develop programs that reflect the background experiences of young children.

ECE.2157 Collaborative Relationships

Credit Hours: 3

Prerequisite: ECE.1057, ECE.2057

This course will provide students with opportunities to gain understanding in the development of effective skills in collaboration and team work in order to develop quality inclusive programs for young children.

ECE.2195 Demonstration of Professionalism

Credit Hours: 3

Prerequisite: ECE.1095, ECE.2057

This course will provide opportunities to enhance skills in self-reflection in order to develop and implement a personal plan of action.

ECE.2200 Application of Learning 3

Credit Hours: 3

Prerequisite: ECE.1200, ECE.1205, ECE.2025

This course offers application of increased professionalism of early childhood educators including observation, planning, evaluation, and implementation of activities for physical, language, literacy, and social emotional development. Additionally, experiences in implementation of standards of practice in early childhood settings will be covered.

ECE.2205 Application of Learning 4

Credit Hours: 3

This course will provide practical experiences within a child care setting to transfer knowledge, skills, and attitudes gained over the two-year academic program.

ECE.2620 Financial Management

Credit Hours: 3

This course is designed for the child care administrator who will be involved in administrative duties in the daily operation of a child care centre. Administration is a complex task for many child care centres. In this course the learners will be introduced to concepts needed to manage a child care centre. Learners will learn to plan and prepare budgets, keep accurate records, subsidies and grants, and manage the day to day financial requirements of daycare centers.

ECE.2630 Human Resources

Credit Hours: 3

This course is designed for the early childhood educator who will be involved in the human resource management of a child

care centre. The individual responsible for staffing must have the skills and knowledge required to understand relevant legislation, as well as processes related to recruiting, interview process and hiring, orientation and evaluation of employees.

ECE.2640 Community Based Partnerships

Credit Hours: 3

The effective operation and management of a child care centre involves many people. The child care centre should serve as a place that involves community resources. In its daily operation the roles of professionals who may become involved with particular children in a centre will be reviewed. The learner will gain the skills knowledge and understanding to develop relationship with the community.

ECE.2650 Family Partnerships

Credit Hours: 3

This course reviews the partnership a children's centre must develop with parents from the initial contact with them, to long-term, ongoing communication and involvement. Parents serve as the most important resource a children's centre has. Parents provide detailed information on their children, sit on steering committees, assist in special projects by donating time and/or materials, and can promote the centre. The guidelines and procedures for working with parents will be reviewed, with emphasis on personal, meaningful and continued contact.

ECE.2660 Design of Early Childhood Education Settings

Credit Hours: 3

Learners entering this course will gain the skills knowledge and understanding needed to take on the role of a child care centre director. This course applies this knowledge towards designing and managing a children's centre.

ECE.2670 Practicum 1

Credit Hours: 3

The learner will participate in a three-week placement in a designated children's centre. This placement will give the learner an opportunity to gain experience and skills need to be a child care director/manager. The learner will work alongside the manager and perform duties related to the day to day operation of a child care centre.

ECO ECONOMICS

ECO.2000 Community Economic Development Theory and Practice

Credit Hours: 3

Community economic development theory and practice arise from discontent with conventional economics and the programs and policies it suggests to deal with poverty, unemployment, housing shortages, etc. Community economic development is based on the idea that the actions of local people can go a long way toward addressing economic and social problems relatively independently of the state and large corporations. The course will critically assess community economic development. Students will be asked if they think a community economic development approach is being taken in their own communities. Students will also look for and develop examples of state policies and programs that would facilitate community economic development.

ECT ELECTRICAL AND COMPUTER TECH.

ECT.1970.L Surveying

Credit Hours: 3

This course covers the basic principles and techniques of surveying. Major topics include leveling, contour maps and field notes, transit surveying and field notes, and the computation of closed loop traverses.

ECT.1971 Surveying

Credit Hours: 5

This course will introduce the fundamentals of survey management and equipment use, basic roadway design and earthwork concepts, topographic surveying, survey traverse and coordinate calculations and systems of survey in Manitoba.

EDU EDUCATION

EDU.1100 Roles and Responsibilities of the Educational Assistant

Credit Hours: 3

This course develops the knowledge, skills and attitudes necessary for the education assistant to perform his or her roles and responsibilities from an ethical and responsible paradigm as a member of an instructional team.

EDU.1101 Computer Fundamentals for Education and Assistive Technologies

Credit Hours: 3

Prerequisite: EDU.1100

This hands-on course builds and extends the skills and computer knowledge and technologies. It also provides an introduction to the Windows XP operating system, word processing, spreadsheets, and Internet use. It will introduce students to online delivery models. Students will learn to integrate the use of computers into the classroom curriculum and evaluate curriculum-based software. Students will learn how assistive hardware and software enables children in the classroom.

EDU.1102 Applying Strategies and Best Practices for Diverse Learners

Credit Hours: 3

Prerequisite: EDU.1100

Participants in this course will focus on academic content and practical strategies that can be used by the educational assistant to facilitate student learning in the classroom. The course provides an introduction to individual learning styles and educational concepts associated with special needs learners.

EDU.1103 Enhancing Numeracy

Credit Hours: 3

Prerequisite: EDU.1100

This course will provide an intervention framework that allows for the education assistant to build children and youth confidence and develop distinctive approaches and helping strategies that assist in the development of numeracy skills.

EDU.1104 Development Across the Lifespan

Credit Hours: 3

Prerequisite: EDU.1100

The participants in the course will be exposed to knowledge related to human development across the lifespan from the indigenous world view (mental, physical, emotional and spiritual development) and the western Euro-centric world view (cognitive, affective, psychomotor domains).

EDU.1105 Promoting Balance and Wellness for Healthy Lifestyles

Credit Hours: 3

Prerequisite: EDU.1100

Our most powerful learning occurs when education begins with what is inside – with our questions, innate talent and ways of seeing. Our lives have integrity when decisions flow from our values and spiritual understanding not from what others expect from us. Action is most effective when we take time to reflect before we act. We enrich public life when we are willing to create images of hope and possibility. People find hope and inspiration by being connected to things that are bigger than they are. This course will present new ideas, investigate real-life applications, and make sure that class-room learning relates to real-life experiences.

EDU.1106 Reading and Responding to Children and Adolescent Literature

Credit Hours: 3

Prerequisite: EDU.1100

Students will become aware of how quality literature supports child development in all areas, through their active engagement in books, drama, poetry, puppetry, storytelling and emerging literacy in a mainstream and Aboriginal context. Consciousness raising, reciprocal learning and cooperation within Aboriginal context are emphasized.

EDU.1107 Family Dynamics and the Effects of Trauma on Children and Youth

Credit Hours: 3

Prerequisite: EDU.1100

Students will examine the dynamics of the Canadian and northern family and the influence of historical, sociological, political

and economic factors that influence individuals and the challenges faced by family of today. This course is intended to serve as a general overview of the topic of various effects of trauma on children and youth and its effects on their learning environment.

EDU.1108 Managing Student Behaviour in the Classroom

Credit Hours: 3

This course will provide a framework for converting stressful situations, misunderstanding and conflict into situations that enhance personal productivity performance. Explore conflict resolution strategies that foster understanding, minimize stress and embrace conflict as an opportunity for personal growth and team progress.

EDU.1109 Impacts of Crises: The Paraprofessional's Response

Credit Hours: 3

Prerequisite: EDU.1100, EDU.1107

When disaster occurs in a community, paraprofessionals should be trained to manage crisis interventions. Helping children and families avoid or overcome emotional problems in the wake of disaster can be one of the most important challenges for paraprofessionals to face. This course is designed to examine disasters, the impact that disasters have on children and families, and useful tools in assisting the trauma survivor and self-care of the helping professional.

EDU.1112 Advanced Strategies and Best Practices for Diverse Learners

Credit Hours: 3

Prerequisite: EDU.1100, EDU.1102

This course builds on concepts, skills and strategies addressed in level one (EDU.1102). Students will learn to implement strategies, as guided by the teacher in order to assist the pupil with the goals outlined in the individualized education plan (IEP). Additional areas of study include emotional and behaviour disorders, autism spectrum disorders, speech and language difficulties, hearing loss, vision loss and physical mobility and rehabilitation issues, traumatic brain injury and pervasive development disorders. This course can be designed to meet specific community needs.

EDU.1120 Practicum Seminar

Credit Hours: 3

Prerequisite: EDU.1100, EDU.1101, EDU.1102, EDU.1103, EDU.1104, EDU.1105, EDU.1106, EDU.1107, EDU.1108

Designed as an immersion experience, practicum students will work within a selected practicum environment. Portfolio Option - Students will complete a 50-hour practicum in an educational setting and their portfolio will reflect student learning from completing the courses. Action Research Option - With this framework, participants will conduct an applied research literacy assessment project in a community organization, non-profit agency, workplace, or educational environment. Causes of individual differences in literacy abilities, especially among disabled readers and writers will be examined and students will design individualized reading diagnosis and corrective treatment plans and procedures for their research project.

EDU.2600 Leadership in Organizations

Credit Hours: 3

This course will provide students with a perspective and strategies to provide effective leadership in organizations including early learning and care centres. Students will review trends in leadership in organizations and consider the role of leadership in child care centres and schools in Manitoba. Leadership in other organizations may also be a focus depending upon the composition of the student group. Students will also become familiar with an approach to leadership that will fully integrate the programming in the organization with the community. The principles of leadership considered in this course are applicable to all organizations including larger, profit-oriented companies.

EDU.3000 Introduction to Teaching

Credit Hours: 3

This course will provide an introduction for prospective teachers to the responsibilities and opportunities for teachers. These issues will be examined with consideration to their relevance to teaching in schools in northern and First Nations communities. Students will be introduced to the role of teacher as reflective practitioner in a professional learning community.

EDU.3010 Educating Children and Youth

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

This course will provide prospective teachers with the opportunity to consider the educational experience for children and youth from selected historical, philosophical and sociological perspectives. The prospective teachers will be encouraged to consider their own values and beliefs in relation to the topics discussed in the course.

EDU.3015 Teaching Practicum 1

Credit Hours: 3

Prerequisite: 12.0 credit hours of Education courses.

The prospective teachers will observe practicing teachers, teach a prescribed number of lessons, dialogue with their co-operating teacher and reflect on the teaching process.

EDU.3016 Teaching Practicum 2

Credit Hours: 3

Prerequisite: EDU.3015

The prospective teachers will observe practicing teachers, develop and teach a curriculum unit, dialogue with their cooperating teacher and reflect on the teaching process.

EDU.3020 English Language Arts Methods

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3045, or EDU.3000

This course will introduce students to Manitoba's English language arts curriculum, unit and lesson design, and appropriate assessment of student achievement. In the English language arts course, the student will learn appropriate techniques for lesson and unit design and student assessment. The student will learn to develop and implement culturally appropriate materials. The course will allow the student to observe and assist the cooperat-

ing teacher in a language arts classroom.

EDU.3030 Mathematics Methods

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3045, or EDU.3000

This course will introduce students to Manitoba's mathematics curriculum, lesson and unit design, and appropriate assessment of student achievement in mathematics. The student will learn to develop and implement culturally appropriate materials. The course will enable the student to observe and to assist the co-operating teacher in a classroom.

EDU.3035 Social Studies Methods

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

This course will introduce students to Manitoba's social studies curriculum, lesson and unit design, and appropriate assessment of student achievement in social studies. In the Social Studies Methods course, the student will learn appropriate techniques for lesson and unit design and student assessment. The student will learn to develop and implement culturally appropriate materials. The course will enable the student to observe and to assist the co-operating teacher in a classroom.

EDU.3040 Science Methods

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

This course will introduce students to Manitoba's science curriculum, lesson and unit design and appropriate assessment of student achievement in science. The student will learn to develop and implement culturally appropriate materials. The course will enable the student to observe and to assist the co-operating teacher in a classroom.

EDU.3045 Aboriginal Perspective for Teachers

Credit Hours: 3

This course will introduce students to Aboriginal traditional teachings, history and perspective. Students will be introduced to the Kenanow Learning Model. Prospective teachers will consider the link among Kenanow Learning Model, culture-based and place-based education and Manitoba curriculum. Students will also participate in a culture camp.

EDU.3050 School Relationships

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

Students in this course will be exposed to Aboriginal and western perspectives on relationships, and the implications for developing and maintaining relationships with students and involving family. Consideration will be given to strategies for encouraging the personal and social development of students. There will be discussion of the techniques and programs to be utilized in classrooms and throughout the school to develop and maintain an appropriate atmosphere for learning. Students will also develop specific skills for participating in the development

of school-wide positive behavior support systems and strategies for assisting students with behavioral challenges.

EDU.4010 Assessment Practices

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

Students will learn appropriate assessment and reporting practices. The course will also provide an opportunity for a discussion of the utilization of assessment for learning, assessment of learning and assessment as learning.

EDU.4015 Teaching Practicum 3

Credit Hours: 3

Prerequisite: EDU.3016

The prospective teachers will develop and teach units of instruction. The prospective teacher will dialogue with their co-operating teacher and reflect on the teaching process.

EDU.4016 Teaching Practicum 4

Credit Hours: 3

Prerequisite: EDU.4015

After a brief introductory period in the classroom, the prospective teachers will develop instructional materials and provide the instruction to the students. The prospective teachers will dialogue with their co-operating teacher and reflect on the teaching process.

EDU.4020 Teaching Students with Diverse Learning Needs

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Students will consider the philosophy of inclusion for all learners, the regulatory and legal context, and the implication for student instruction and assessment. The course will emphasize the role of the teacher in meeting student needs.

EDU.4021 Reading Instruction and Literacy Acquisition

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

This course will provide students with introductory skills to provide instruction in reading and to learn strategies for addressing literacy needs of students

EDU.4025 The Multi-level Learning Community

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

This course provides prospective teachers with an opportunity to recognize the range of student needs in a classroom and acquire the teaching strategies to address these needs.

EDU.4030 Learning Technologies

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

Students will develop and learn to apply basic computer skills, internet skills and video conferencing capabilities to enhance learning situations for their students. Prospective teachers will become familiar with Literacy for ICT (Information and Com-

munication Technology) and will acquire the instructional skills to implement the program with students.

EDU.4035 Principles of Learning and Development

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

In this course, there will be an examination of the developmental characteristics of students and the implications for student learning. There will be the presentation of established psychological principles related to effective learning in the classroom. Consideration will also be given to the application of these principles in First Nations schools and public schools in the North.

EDU.4040 Instruction of Aboriginal Languages

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Students will learn instructional and assessment strategies for teaching of an Aboriginal language. There will be a review of curricular materials developed for the instruction of an Aboriginal language.

EDU.4045 Teaching Sustainable Development

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Sustainable development encourages us to look at our relationship to the environment and each other. Students will develop an appreciation for issues surrounding sustainable development. Prospective teachers will develop the skills to instruct their students so issues around sustainable development may be addressed in a variety of curricula.

EDU.4050 Teaching Internship

Credit Hours: 3

Prerequisite: EDU.3000, EDU.3045

The teaching internship is an opportunity for prospective teachers to supplement their practice teaching with ongoing classroom experiences with an experienced co-operating teacher. By working one part of a day a week throughout the term, the prospective teacher will observe, develop and teach lessons, develop and lead activities, attend meetings and participate in other facets of school life. Throughout the term of the internship, prospective teachers would assume more of the responsibilities of a classroom teacher. The prospective teachers will plan their experience with the co-operating teacher on an ongoing basis and report regularly to their faculty advisor. The experience may have a subject focus such as Native studies or English language arts, be thematic, or reflect the classroom teacher's responsibilities.

EDU.4055 Teaching Sport

Credit Hours: 3

Prerequisite: EDU.3000, or EDU.3045

Co-requisite: EDU.3000, or EDU.3045

This course will provide a knowledge base and an introduction to teaching methodologies in health, physical education and outdoor education. An Aboriginal perspective on personal and cultural growth will be incorporated.

EDU.4061 Teaching Practical Arts

Credit Hours: 3

Prerequisite: EDU.3000, EDU.3045

Practical arts encompass a range of Arts and Industrial Arts programs. Prospective teachers will be introduced to the applicable curriculum, appropriate instructional and assessment strategies. Examples of possible focus include: art, woodworking, metals, drama, foods and nutrition and power mechanics.

EDU.4062 Teaching Business Education

Credit Hours: 3

Prerequisite: EDU.3000, EDU.3045

The students will learn instructional and assessment strategies for teaching business education courses. This course will provide prospective teachers to review options currently available in middle schools, enhancement of middle school curriculum through incorporating business education, and preparation of students for high school programs. Teachers prepared for teaching in middle schools may also find in rural and Northern Manitoba schools opportunities to teach business education courses at the high school level.

ENG ENGLISH

ENG.1000 Introduction to Literature

Credit Hours: 3

This course will introduce students to the practice of literary analysis and the art of expository writing. Students will receive instruction in writing university-level essays and will examine selected works of literature in a variety of genres, including prose fiction, drama, and poetry.

ENG.1015 Major Works and Authors of the 20th Century

Credit Hours: 6

An introduction to the study of literature, this course introduces students to the practice of literary analysis and the art of expository writing. As well as studying works of literature, students will be given instruction and practice in writing university-level essays. Poetry, drama and prose fiction will be among the genres offered for students' consideration.

ENG.1016 Major Works and Authors of British Literature

Credit Hours: 6

This course provides an introduction to the history of British literature, from the Middle Ages to the end of the 20th century.

ENG.2000 Contemporary Canadian Aboriginal Literature 1: Prose

Credit Hours: 3

Prerequisite: 6 credit hours of ANS or ENG (literature), or permission of the instructor.

Using a thematic approach, this course will examine novels, short stories and essays by Aboriginal writers from various geographical and tribal areas of Canada. Students will reflect critically on the readings through essays and journals. Student may not hold credit for both ANS.2010 and ENG.2000.

ENG.2001 Contemporary Canadian Aboriginal Literature 2: Poetry & Drama

Credit Hours: 3

Prerequisite: 6 credit hours of ANS or ENG (literature), or permission of the instructor.

This course will examine poetry and plays by Aboriginal writers from various regions of Canada. Students will reflect critically on these works through essays and other forms of response. Student may not hold credit for ANS.2020 and ENG.2001.

ENG.2006 Canadian Literature(s) in English: A Survey

Credit Hours: 6

Prerequisite: A minimum of 30 hours of university-level study including 3 credit hours of ENG (literature) or the permission of the instructor.

This survey of Canadian literature in English will examine the work of selected major writers from the 19th century to the present. Genres covered will include poetry, drama, and prose fiction.

ENG.2015 Selected Topics

Credit Hours: 3

Prerequisite: Successful completion of a minimum of 30 hours of university-level study, with a minimum of 6 credit hours in English.
The content of this course will vary. Please contact the faculty advisor for specific information.**ENG.2016 20th Century British Literature**

Credit Hours: 6

Prerequisite: ENG.1015, ENG.1016

Providing historical and cultural backgrounds, this course examines seminal authors and representative texts in a survey of contemporary British literature. Students will be introduced to the development of modern and postmodern movements in British literature and familiarize themselves with a range of works, including novels, drama, and poetry.

ENG.2020 Academic Reading and Writing

Credit Hours: 3

An advanced study in the art of rhetoric and composition, this course emphasizes analytical reading skills and the writing of academic papers in a variety of disciplines. The use of bibliographic methods will also be an important component of this study.

ENG.2300 Images of the North 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course will explore the idea of North as expressed in documents from the fur-trade era and the records of Arctic explorers and adventurers. While the focus will be on documents referring to what is now called the Canadian North, consideration will be given to other circumpolar regions. Student may not hold credit for ENG.2300, HIS.2300 and ANS.2300.

ENG.2301 Images of the North 2

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Through an examination of selected Canadian works of literature and art from the past 100 years, students will explore images of the North. The work of both Aboriginal and non-Aboriginal

writers and artists will be examined. Student may not hold credit for ENG.2301, HIS.2301 and ANS.2301.

ENG.2400 Introduction to Film: Film Art

Credit Hours: 3

An introduction to the study of film, this course provides students with a broad overview of the development of cinema, the basic elements of film language and film theory, and understanding of film production and reception.

ENG.2410 Introduction to Film: History of Film

Credit Hours: 3

Prerequisite: Minimum of 6 credit hours of ENG (literature), or permission of the Instructor.

Through close study of selected titles from the silent era to the present, this course provides students with a survey of the historical development and social value of cinema and a basic knowledge of national schools, production eras, and ideological trends.

ENG.2415 Introduction to Shakespeare

Credit Hours: 6

Prerequisite: A minimum of 6 credit hours of ENG (literature), or permission of the instructor.

This course will explore the range and variety of Shakespeare's work, through close examination of selected sonnets as well as major plays in various genres, including comedy, tragedy and history. Attention will be given to the historical, social, political and intellectual contexts of his work. While the focus will be on Shakespeare's art and literary achievement, changing ways of reading his works over the four centuries since his death will be considered.

ENG.2416 World Literature 1

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of ENG (literature), or permission of the Instructor.

This course will examine trends in 20th and 21st century literature in English from outside Britain and North America. The content will vary from year to year, with a particular theme, topic, genre, author, or historical and/or geographical context providing the focus.

ENG.2417 World Literature 2

Credit Hours: 3

Prerequisite: Minimum of 30 hours of university-level study and 6 credit hours of English.

This course will examine trends in 20th and 21st century literature in English from outside Britain and North America. The content will vary from year to year, with a particular theme, topic, genre, author, or historical and/or geographical context providing the focus.

ENG.2420 Introduction to Creative Writing

Credit Hours: 3

Prerequisite: Each student is required to submit a portfolio of his or her writing in order to receive permission to register in this course.

This course teaches students how to write creatively. Students will explore elements of composition (imagery, dialogue, point of view, characterization, etc.) of poetry and/or fiction in a workshop setting.

ENG.3005 Indigenous Literatures of the Americas

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of English, or permission of the instructor and/or faculty advisor.

In this seminar course, students will explore the work of selected indigenous writers from North, South and Central America and the Caribbean. Works to be considered may include short- and long-prose fiction, poetry, drama and/or creative non-fiction. Student may not hold credit for ANS.3005 and ENG.3005.

ENG.3006 Indigenous Literatures of the World

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of English, or permission of the instructor.

In this seminar course, students will explore the work of selected indigenous writers from Africa, Australasia, and/or other parts of the world outside the Americas. Works to be considered will be drawn from short- and long-prose fiction, poetry, drama, and/or memoirs. Student may not hold credit for ANS.3006 and ENG.3006.

ENG.3010 Sixteenth and Seventeenth Century Literature

Credit Hours: 6

Prerequisite: Minimum of 12 credit hours of ENG (literature), or permission of the instructor.

This course offers a general study of English prose, poetry and drama from approximately 1485 to 1660. The focus will be on representative works of major writers, including Spenser, Shakespeare, and Milton; and groups of writers including the Cavalier and metaphysical poets.

ENG.3011 Pre-1900 American Literature

Credit Hours: 6

Prerequisite: A minimum of 12 credit hours of ENG (literature), or permission of the instructor.

Using representative works of prose, poetry and drama, this course will explore political, social, religious and intellectual contexts of American literary identity before the 20th century.

ENG.3012 Post-1900 American Literature

Credit Hours: 6

Prerequisite: A minimum of 12 credit hours of ENG, or permission of the instructor.

Representative works of prose, poetry and drama will be examined. Attention will be given to the emergence of literary movements, including Realism, Naturalism, Modernism and Post-Modernism, as well as to the voices of women, indigenous Americans, and African-Americans.

ENG.3013 Selected Topics

Credit Hours: 3

Prerequisite: Minimum of 6 credit hours of ENG (literature), or permission of the instructor.

The content of this course will vary. Please contact the faculty advisor for specific information.

ENG.3015 Introduction to Children's Literature

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of ENG (literature), or permission of the instructor.

By examining a range of seminal and contemporary texts, this course will provide historical background and context for past themes and trends, as well as for current concepts of children's literature.

ENG.3016 Neoclassical and Romantic Literature

Credit Hours: 6

Prerequisite: Minimum of 12 credit hours of ENG (literature), or permission of the instructor.

This course offers a general study of English prose, poetry and drama from 1660 to the early 19th century. The focus will be on representative major writers of the Restoration, Enlightenment and Romantic periods, including Dryden, Pope, Swift, Blake, Wordsworth, Coleridge, Byron, Shelley and Keats.

ENG.3017 Victorian Literature

Credit Hours: 6

Prerequisite: A minimum of 12 credit hours of ENG (literature), or permission of the instructor.

This course will examine a range of selected texts from the last half of the 19th century. Consideration will be given to cultural, socio-economic, political and intellectual contexts. Works to be studied will include prose fiction and non-fiction, drama and poetry.

ENG.3020 Directors' Cinema

Credit Hours: 3

Prerequisite: A minimum of 12 credit hours of ENG (literature), or permission of the instructor.

This course provides students with an in-depth investigation of the work of a major film director or an intensive examination of the historical development of a group of directors belonging to a national school. Information about the production era, film aesthetics, and ideological trends associated with the individual or individuals studied will be included during the students' close study of selected titles. Directors may be chosen from the silent era to the present day.

ENG.3021 Selected Topics

Credit Hours: 6

Prerequisite: A minimum of 6 credit hours of ENG (literature), or permission of the instructor.

The content of this course will vary. Please contact the faculty advisor for specific information.

ENG.3300 Indigenous Women and Literature 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Through examination of oral and written texts by indigenous women from several regions of the world, this course will explore the ways in which women's stories, in a variety of genres, function both as cultural documents in themselves and as critiques of and challenges to traditional perspectives and traditional canons (Aboriginal and non-Aboriginal). Consideration will be given to feminist and post-colonial literary theory

in readings and approach/methodology. Student may not hold credit for ENG.3300 and ANS.3300.

ENG.3301 Indigenous Women and Literature 2

Credit Hours: 3

Prerequisite: ANS.3300

Building on insights and understandings gained in ANS.3300 Indigenous Women and Literature 1, this course will focus on intensive reading and analysis of selected works by Aboriginal women in Canada. Student may not hold credit for ENG.3301 and ANS.3301.

ENG.4000 Special Studies

Credit Hours: 6

Prerequisite: Permission of the instructor.

This course offering will allow students to pursue advanced study in a particular area, genre or period, or on a particular author for which a significant body of criticism exists. Students must well in advance consult with the faculty member with whom they propose to work. The content of this course will vary. Please contact the faculty advisor for specific information.

ENG.4010 Women's Literature

Credit Hours: 3

Prerequisite: Minimum of 18 credit hours of ENG (literature) and a minimum 2.5 GPA in the major; or permission of the instructor.

This course will examine various women writers and their works. Consideration will be given to historical context, to the social, political and cultural concerns of women's writing, and to feminist theory and criticism.

ENG.4011 The North in Literature

Credit Hours: 3

Students will examine the treatment of the North in English-language literatures and literatures in translation. Texts will be approached from a number of critical perspectives.

ENG.4020 Critical Theory 1

Credit Hours: 3

Prerequisite: Minimum of 30 credit hours of upper-level coursework, with a minimum GPA of 2.5 in the major.

This course offers an introduction to critical concepts and terminology through a sampling of the work of major figures from Plato to Nietzsche. *Note: this course is cross-listed with SSC. Students may not hold credit for ENG.4020 and SSC.4020.*

ENG.4021 Critical Theory 2

Credit Hours: 3

Prerequisite: Minimum of 30 credit hours of upper-level coursework, with a minimum GPA of 2.5 in the major.

This course offers an overview of major modern and contemporary schools and movements in critical theory, beginning with Saussure's critique of traditional ideas and models of signification and exploring the ways in which a variety of 20th-century schools of thought have posed challenges in such areas as representation and realism, authorship and self-expression, and constructions of race and gender. *Note: this course is cross-listed with SSC. Student may not hold credit for ENG.4021 and SSC.4021.*

ENG.4022 The North in Film

Credit Hours: 3

Prerequisite: A minimum of 18 credit hours of ENG (literature) including 6 credit hours of film courses and a minimum GPA of 2.5 in the major, or permission of the instructor.

Students will examine the treatment of the North in cinema cultures around the world. In particular, film styles, genres, and industry practices will be emphasized. Texts will be approached from a number of critical perspectives.

ENG.4030 Poetry and Poetics of the 20th Century

Credit Hours: 3

Prerequisite: Minimum of 18 credit hours of ENG (literature) and a minimum GPA of 2.5 in the major, or permission of the instructor.

This course will provide students with the opportunity to explore movements and schools of English-language poetry in the 20th century. Throughout, there will be an emphasis on prosody.

ENV ENVIRONMENTAL SCIENCE

ENV.1005 Foundations of Environmental Science

Credit Hours: 3

The course will address the interdisciplinary nature of environmental science, including concepts and understandings drawn from ecology, economics and social-political ethics. This course discusses basic ecological concepts relevant to environmental problems, with an emphasis on human impact on Canadian ecosystems. After an explanation of basic principles of ecology, the course examines human population concepts; urbanization; food and fibre supply; atmospheric, terrestrial and aquatic pollution concepts; sustainability; and non-renewable resources as environmental problems.

ENV.2005 Introduction to Environmental Issues

Credit Hours: 3

Prerequisite: ENV.1005

Students will learn to engage their knowledge of scientific concepts, critical thinking skills and abilities as researchers to identify, characterize and analyze environmental problems, determine the underlying issue or issues, and offer possible solutions. The course will emphasize the three main areas of environmental science: ecology, economics and social-political ethics. The need for balance and compromise among these areas will be emphasized, in an attempt identify the characteristics of solutions that will work in a sustainable way. By focusing on how problems were first conceptually identified and then solved at different stages of human understanding of biology, chemistry, physics, economics, law, and religion, the need for ongoing reassessment and re-evaluation of environmental decisions will be addressed. Assignments will focus on effective communication about issues which demonstrates their conceptual understanding of environmental science.

ENV.3050 Special Topics in Environmental Issues

Credit Hours: 3

Prerequisite: 6.0 credit hours in Environmental Science

This course will focus on a particular issue within the field of Environmental Science. Topics will vary from year to year, depending on the focus of the instructor, but could include investigation on environmental issues such as climate change, natural

disasters, resource use, and impact of human modifications to the environment from ecological, socio-political and economic aspects. The aspects of these issues could be examined at the local, national or global levels. Students should confirm the topic of the course with the instructor.

ENV.4050 Special Topics Seminars in Environmental Science

Credit Hours: 3

Prerequisite: 6.0 credit hours in Environmental Science

This course is a seminar course that will examine major environmental issues and their scientific aspects; society's view on the natural and human modified environments on particular issues within the field of Environmental Science. Topics will vary from year to year, depending on the focus of the instructor. Students should confirm the topic(s) of the course with the instructor.

EXT EXTENSION NON-CREDIT

EXT.0066 WHMIS (Workplace Hazardous Material Information System)

Credit Hours: 0

This workshop is required for people entering the workforce. Workplace Hazardous Materials Information System (WHMIS) is consistent with the workers' right to know what the hazards are and what needs to be done to control them in the workplace. Occupational safety and health legislation in all provinces requires that workers be informed about the risks they may encounter on their jobs. WHMIS provides employers and workers with a tool to improve their understanding of hazardous materials. In Manitoba, the Workplace Safety and Health Regulation has been established under the Workplace Safety and Health Act to implement the WHMIS federal legislation.

EXT.0120 Foodsafe Level 1

Credit Hours: 0

This is a provincially recognized food service safety course that provides the student with a greater understanding of the relationship between microbiology and food-borne illnesses. Students learn the proper techniques for preparing, servicing, purchasing, and storing food to ensure that it is safe to serve the public. This course also discusses topics in the area of how to properly clean and sanitize equipment that comes in contact with food, safe housekeeping, as well as insect and rodent control. Upon successful passing of examination, students will receive a nationally recognized certificate.

EXT.0158 Standard First Aid with CPR (St. John Ambulance)

Credit Hours: 0

Standard First Aid and CPR are essential skills that can assist in the management in a variety of life-threatening emergencies. Material covered includes artificial respiration, choking, bleeding, cardiopulmonary resuscitation, unconsciousness, fractures, and medical conditions. St. John Ambulance first aid certification is valid for three years. Annual recertification is recommended for CPR.

EXT.0471 Stress Management

Credit Hours: 0

Stress is an unavoidable and even necessary part of the life of a manager. It can be controlled, and even made to work to our

benefit. Whole management stamina and mental toughness can be developed as essential ingredients of sanity and professional advancement. This course will give students techniques for developing confidence, tenacity and persistence and building mental toughness which are important dimensions of mastering stress.

EXT.0931 Communicable Disease

Credit Hours: 0

This session will educate participants about communicable diseases, how they are transmitted and specific precautionary steps that staff may take to minimize the risk of being infected.

EXT.0932 FASD (Fetal Alcohol Spectrum Disorder)

Credit Hours: 0

Fetal Alcohol Spectrum Disorder (FASD) is an umbrella term describing the range of effects that can occur in an individual whose mother drank alcohol during pregnancy. These effects may include physical, mental, behavioral, and/or learning disabilities with possible lifelong implications. This course will explore the signs and symptoms of FASD and how the behaviour of FASD-affected inmates may impact correctional officers.

EXT.1102 Female Offender

Credit Hours: 0

This seminar will discuss the historical roots of incarcerated women in Canada. Topics will include studying gender issues in correctional programming, institutional initiatives for female offenders, and gender issues for female correctional staff.

EXT.1106 Human Rights Commission

Credit Hours: 0

In this session, human rights officers clarify the role of the Human Rights Commission and discuss a variety of workplace human rights topics including defining discrimination and harassment and the meaning behind reasonable accommodation under the Human Rights Code.

EXT.1107 Manitoba Ombudsman

Credit Hours: 0

In this session representatives of the Manitoba ombudsman's office will discuss the role of the office in promoting fairness, equity and administrative accountability through the investigation of complaints of the application of laws, policies, procedures, and practices of governing bodies.

EXT.1109 Respectful Workplace

Credit Hours: 0

This one-day workshop will provide employees with the skills to participate in, build, and maintain a positive and respectful workplace in accordance with the Manitoba government respectful workplace policy.

GEO GEOGRAPHY

GEO.1002 Peoples and Cultures of the World: Introduction to Human Geography

Credit Hours: 3

This course examines human cultures and their environments in comparative and historical perspectives. A particular emphasis is paid on the relationship between humankind and the natural

environment, and the exploration of experiences and concepts of indigeneity.

GEO.2101 Development and Underdevelopment

Credit Hours: 3

Prerequisite: 3.0 credits in the Social Sciences

This course introduces students to the concept of “underdevelopment”: the historical process which has created what is variously called “the Third World,” “the developing world” or “the global south.” Students will be introduced to the concepts of modernization and dependency, and asked to consider the relevance of these concepts within Canadian and Aboriginal contexts.

GEO.3000 Bio-geography

Credit Hour: 3

Prerequisite: *BIO.2010.L, orRRR.1010*

Bio-geography is an integrative field of inquiry that combines components of biology, ecology, geology, geography, and anthropology to examine the distribution patterns of components of the landscape. In this course, students will be introduced to the major themes within bio-geography (bio-geographical processes, distribution patterns, issues in bio-geography) and will apply this knowledge to interpreting local landscapes.

GEO.3201 Urban Environments

Credit Hour: 3

Prerequisite: *6.0 credits in Social Sciences*

This course provides an introduction to the study of cities. Urban environments are examined in historical, social, political, economic, and comparative perspectives. Themes may include: past and present urban issues; the influence of modernity, globalization, and colonization on the urban experiences; and issues of single-industry and remote urban communities such as those in near north.

GEO.3310 Political Economy of the Environment

Credit Hour: 3

Prerequisite: *6.0 credits in the Social Sciences*

The political economy of the environment encompasses the relationship between societies and the environment, exploring of the politics of decision-making around resource use and its social implications.

GEO.3910 Special Topics in Human Geography

Credit Hour: 3

Prerequisite: *6.0 credits in the Social Sciences.*

This course will focus on a particular topic within the field of sociology. Topics will vary from year to year, depending on the focus of the instructor. Students should confirm the topic of the course with the instructor.

HIS HISTORY

HIS.1000 Canadian History: Pre-Confederation

Credit Hours: 3

This course is a survey of Canadian history to Confederation, introducing students to topics in Canadian social, economic, political and cultural history. Topics may include: Aboriginal peoples and early contact, the fur trade, Aboriginal women,

the society of New France, early societies of Atlantic Canada, imperial conflict, the impact of the American Revolution on the maritime colonies, the societies of Upper and Lower Canada, urban and commercial development in the mid-19th century, Rupert’s Land, the Pacific Coast and finally, the acceptance of Confederation.

HIS.1001 Canadian History: Post- Confederation

Credit Hours: 3

This course is a survey of Canadian history from Confederation, introducing students to topics in Canadian social, economic, political and cultural history. Topics may include Confederation, national policy, the rise of western alienation, late-19th century political and cultural conflict, imperialism, continentalism and nationalism, immigration and western settlement, the impact of industrialization and urbanization, women’s history, World War I, post-war unrest, the Great Depression, World War II, Canadian foreign policy, Quebec political crisis and change, and contemporary Aboriginal land claims and rights to self-determination.

HIS.1010 Introduction to History

Credit Hours: 6

Selected topics will provide the framework for instruction and practice in the reading, writing and critical-thinking skills necessary to the study of history. Through readings from both primary and secondary sources, students will explore a range of historical questions.

HIS.2100 Modern Western Civilization 1

Credit Hours: 3

Prerequisite: *3.0 credit hours in History.*

This course provides an overview of important aspects of Western thought, culture and politics through examination of historical developments in Europe, including its engagement with the rest of the world in the sixteenth and seventeenth centuries. Topics will include centralized nation-states and absolutism, the Renaissance and Reformation, and the earliest manifestations and effects of imperial/colonial expansion.

HIS.2150 Modern Western Civilization 2

Credit Hours: 3

Prerequisite: *3.0 credit hours in History.*

This course provides an overview of important aspects of European history from the early eighteenth century to the outbreak of World War I. Topics will include the Enlightenment, the French Revolution, the Napoleonic Wars, European imperialism, Romanticism, and other political, social, economic and cultural developments and their global implications.

HIS.2175 Twentieth-Century World

Credit Hours: 3

Prerequisite: *A minimum of 3 credit hours of history, or permission of the instructor and/or dean.*

Topics will include major global and regional conflicts, the decline of old empires and emergence from colonialism, and the array of socio-economic, political, philosophical, scientific and technological transformations that have resulted in the world in which we now live.

HIS.2200 The History of the Fur Trade and Aboriginal Societies 1600-1870

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

It is the objective of this course to provide an analysis of the fur trade and its impact on Aboriginal cultures and societies. The period of study will begin in the early 1600s to 1870, the year the Hudson's Bay Company finalized the sale of its title to Rupert's Land. The question will be asked: Is the historical argument that Canada as a nation was founded on the fur trade an accurate assessment? The course will analyze changes in cultural patterns, the issue of manipulating trade for national interests (both Aboriginal and European), warfare as a direct result of trade, the concept of over-hunting, the role of women, the importance placed on alcohol and tobacco, and the Aboriginal economy. Student may not hold credit for HIS.2200 and ANS.2200.

HIS.2250 The Metis Nation

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course is a study of the Métis of Canada, including Métis within bordering areas of the north-western United States. Topics include the fur trade and the role of women, dispossession of the Métis after the finalization of the Hudson's Bay Company's sale of Rupert's Land in 1870, the resistance movements of 1871 and 1885, the post-World War II renaissance of the Métis as a people, and contemporary issues in the 21st century. Student may not hold credit for HIS.2250 and ANS.2250.

HIS.2300 Images of the North 1

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course will explore the idea of North as expressed in documents from the fur-trade era and the records of Arctic explorers and adventurers. While the focus will be on documents referring to what is now called the Canadian North, consideration will be given to other circumpolar regions. Student may not hold credit for ENG.2300, HIS.2300 and ANS.2300.

HIS.2301 Images of the North 2

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

Through an examination of selected Canadian works of literature and art from the past 100 years, students will explore images of the North. The work of both Aboriginal and non-Aboriginal writers and artists will be examined. Student may not hold credit for ENG.2301, HIS.2301 and ANS.2301.

HIS.2400 United States History: Beginnings to 1865

Credit Hours: 3

Prerequisite: 3.0 credit hours in History.

This course will examine developments from the arrival of Europeans to the end of the Civil War. Topics will include the colonial period, the emergence of a new nation, westward expansion and the idea of the Frontier, Manifest Destiny, and the economic, social and political turbulence of the nineteenth century. Particular attention will be given to the way in which the United States was shaped and, in turn, helped shape North American and global realities.

HIS.2450 United States History: 1865 to the Present

Credit Hours: 3

Prerequisite: 3.0 credit hours in History.

This course will examine developments including recovery from the Civil War, the impact of massive immigration, growing economic power, and emergence as a world power. Topics will include political movements, American imperialism, tensions between isolationism and global involvement, the Cold War, and the United States in the early twenty-first century.

HIS.2600 British History 1

Credit Hours: 3

Prerequisite: 3.0 credit hours in History.

This course explores major political, social and cultural developments from the late fifteenth century to the early eighteenth century. Attention will be given to domestic issues and the component parts of the British Isles, as well as to Britain's growing influence in the wider world.

HIS.2650 British History 2

Credit Hours: 3

Prerequisite: 3.0 credit hours in History.

This course explores important social, political and cultural elements of British history from the early eighteenth century to the present. Attention will be given to imperial and colonial expansion and to Britain's diminishing role on the world stage in the twentieth century.

HIS.2800 Selected Topics

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of history, or permission of the instructor and/or dean.

The content of this course will vary. Please contact the faculty advisor for specific information.

HIS.2900 Canadian Social History

Credit Hours: 3

Prerequisite: 3.0 credit hours in History.

This course examines topics and issues in the social history of Canada, including the diverse realities surrounding home, work and play in the different regions and communities of Canada throughout the nineteenth and twentieth centuries.

HIS.3000 Canada in the World 1: 1867-1945

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of history, or permission of the instructor.

In this seminar course, students will explore historical questions surrounding Canada's participation in, and response to, selected events and developments on the North American and world stage. Particular attention will be given to Canada's relationships with Great Britain and the United States.

HIS.3001 Canada in the World 2: 1945 to the Present

Credit Hours: 3

Prerequisite: A minimum of 6 credit hours of history, or permission of the instructor and/or dean.

Through weekly readings and seminars, students will examine selected questions related to global developments and Canada's

changing role in the world since 1945.

HIS.3100 History of Western Canada

Credit Hours: 3

Prerequisite: 6.0 credit hours in History.

This course explores the social, political, economic and cultural development of Manitoba, Saskatchewan, Alberta and British Columbia. Topics will include immigration, the impact of development on Aboriginal peoples, and the forging of a distinct regional identity.

HIS.3101 Oral History Methodology

Credit Hours: 3

Prerequisite: ANS.2100

Emphasis will be placed on the cultural, practical and critical issues involved when using oral history methods. Topics include interview techniques, data collection and analysis, appropriation, ethics, protocol and global and regional examples of oral historical projects. Central to the course is the fact that Aboriginal oral histories continue to be told, retold, validated and interpreted within Aboriginal communities and also within cross-cultural contexts such as academic communities, the courts and in curriculum development. Students are given the opportunity to carry out a small scale oral history project. Student may not hold credit both HIS.3101 and ANS.3101.

HIS.3150 History of Atlantic Canada

Credit Hours: 3

Prerequisite: 6.0 credit hours in History.

This course examines the development of Nova Scotia, New Brunswick, Prince Edward Island and Newfoundland/Labrador, and the emergence of a distinct regional identity. Various social, economic, political and cultural topics will be explored.

HIS.3175 History of French Canada

Credit Hours: 3

Prerequisite: 6.0 credit hours in History.

This course explores important topics and issues related to Quebec as well as Francophone communities across Canada. Topics will include various political, social and cultural aspects of French Canada, with emphasis on the period since 1750.

HIS.3200 History of the Canadian North

Credit Hours: 3

Prerequisite: ANS.1000,ANS.1001

Focusing on the period 1840 to the 1990s, this course covers a wide range of topics from the introduction of the European whalers to the modern Nunavut Land Claims Agreement. The geographical range includes the expansion of Canada's 19th century western, north-western, and northern frontiers, and the interface between this region and its eastern and southern metropolis. Topics include Aboriginal peoples, cultural contact, resource exploration and economic development, Canadian sovereignty, Canadian-American relations, and the importance of the North in contemporary Canada. Student may not hold credit for HIS.3200 and ANS.3200.

HIS.3250 History & Sociology of Genocide in Canada and the United States

Credit Hours: 3

Prerequisite: ANS.1000,ANS.1001

This course applies the historical and legal definition of genocide defined by the UN genocide act of 1948. The period of study includes colonial Native-European relations from contact to post-World War II in Canada and the United States. Beginning with an introduction to the terminology used by the United Nations and specialists in the field, students are informed of the origins and historiography of the terms genocide, ethnocide, intent and the sociological mindset of both perpetrator and target groups, applied to North American colonial-indigenous relations with references to Northern Ireland, New Zealand and Australia. Student may not hold credit for HIS.3250 and ANS.3250.

HIS.3275 Empires of the Americas

Credit Hours: 3

Prerequisite: 6.0 credit hours in History.

This course examines the empires, kingdoms and city-states which thrived in the Americas prior to European contact. This course will look at the historical rise and decline of some of these states, such as the Aztecs, Cahokia, Inca, and Maya.

HIS.3800 Selected Topics

Credit Hours: 6

Prerequisite: A minimum of 6 credit hours of history, or permission of the instructor and/or dean.

The content of this course will vary. Please contact the faculty advisor for specific information.

HIS.3801 Special Topics

Credit Hours: 3

Prerequisite: 6.0 credit hours in History.

The content of this course will vary. Please contact the instructor for specific information.

HIS.4200 Canadian Political History

Credit Hours: 6

Prerequisite: 24 credit hours of upper-level university courses.

This course will examine in detail selected aspects of the political history of Canada. Topics may include responsible government, Confederation, elections, party politics, protest parties, grass-roots political movements, and other aspects of federal and provincial politics.

HIS.4210 The Changing Circumpolar North

Credit Hours: 6

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies.

This course will take an interdisciplinary approach to aspects of the changing circumpolar north. Topics include: spirituality, environment, flora and fauna, resource exploration, development, settlement, political change and sovereignty. Student may not hold credit for HIS.4210 and ANS.4200.

HIS.4250 Topics in Colonialism

Credit Hours: 3

Prerequisite: ANS.2100, GPA of 2.5 required in Aboriginal and Northern Studies or permission of the dean.

This course will explore the origins, dynamics and legacy of colonialism in a global context. Various theories and perspectives will be incorporated into an examination of topics such as ideology, gender, environment and trade and commerce, with an emphasis on social, economic and cultural relationships. Student may not hold credit for HIS.4250 and ANS.4250.

HIS.4400 Special Topics

Credit Hours: 6

Prerequisite: 24 credit hours of upper-level university courses.

The content of this course will vary. Please contact the instructor for specific information.

HIS.4401 Special Topics

Credit Hours: 3

Prerequisite: 24 credit hours of upper-level university courses.

The content of this course will vary. Please contact the instructor for specific information.

HIS.4900 Directed Readings

Credit Hours: 6

Prerequisite: 24 credit hours of upper-level university courses.

The content of this course will vary. Please contact the instructor for specific information.

HIS.4901 Directed Readings

Credit Hours: 3

Prerequisite: 24 credit hours of upper-level university courses.

This course will focus on a particular topic in History, determined by the student in consultation with the instructor.

IDS INTER-DISCIPLINARY STUDIES**IDS.1000 Foundations of Student Success**

Credit Hours: 3

This course will provide an introduction to the culture of higher education in Canada, and will focus on the theory and practice of skills and understandings necessary for effective post-secondary study. The material used for skill-building components of the course will be drawn from several disciplines. A broad range of teaching and evaluation methods will be used. Areas to be covered include learning and study skills, life-management skills, oral communication skills, and critical thinking and problem solving.

IDS.2100 Theory and Practice of Interpersonal Communication

Credit Hours: 3

Theory and Practice of Interpersonal Communication is designed to introduce students to a core of theory and practical strategies to develop skills in effective communication within a helping relationship. Students are introduced to theory from a variety of disciplines and theoretical perspectives that concentrate on the cycle of establishing relationships within one-on-one, group, voluntary and involuntary situations. Emphasis is on understanding the role of relational power and need within the communication dynamic. Rather than focusing on commu-

nication as a linear dyad, the curriculum would concentrate on communication as active and explicit, as well as internal and implicit.

ITA INDUSTRIAL TRADES**ITA.0101 Welding Theory 1**

Credit Hours: 6

This course covers three areas: an introduction to the safe operation of the oxyacetylene welding and cutting torch, the safe operation of arc welding machine and equipment (shielded metal arc welding), and gas metal arc welding.

ITA.0111 Welding Practice 1

Credit Hours: 6

Oxyacetylene - Practice in fusion and braze welding and free-hand cutting will be taught. Shield metal arc welding using 6010 and 7018 steel electrodes will be taught in the flat and vertical positions.

ITA.0131 Welding Practice 2

Credit Hours: 6

*Prerequisite: ITA.0101, ITA.0111**Co-requisite: ITA.0161*

Practice continues in developing skills using E6010 and E7018 electrodes in the flat, vertical and horizontal positions, as well as braze welding in the 45-degree position. GTAW practice in the flat position using mild steel, stainless steel, and aluminum is also included in this unit.

ITA.0161 Welding Theory 2

Credit Hours: 6

*Prerequisite: ITA.0101, ITA.0111**Co-requisite: ITA.0131*

This course is an introduction to the GTAW welding process. The proper set-up and adjustment of the GTAW machine is covered. Weld design, iron and steel production, heat treatment, hard surfacing and distortion are also covered in this unit.

ITA.0190 Practicum

Credit Hours: 1

Students enrolled in the industrial welding program are required to spend 280 hours of their education and training in a practicum site. The major focus will be on the application of cutting, welding (arc, gas, GTAW, and GMAW) and general shop work.

ITA.0720 Welding

Credit Hours: 2

This course is designed to introduce the student to the safe operation of the oxyacetylene welding and cutting torch. Students will gain extensive practical experience in the following areas: fusion welding, mild steel, and braze welding. In addition, students will have the opportunity to practice in free-hand guided oxyacetylene cutting operations on thin gauge steel through to thicker, mild steel plates.

ITA.0790 Electronics

Credit Hours: 3

This course is designed for the student with practical knowledge of AC circuits. The student will explore many common circuits and applications for solid-state devices in the communications, manufacturing and home entertainment industries. This course is intended for students who have a fundamental understanding of the electrical principles of DC circuits. Students will receive a general background into the generation of single- and three-phase electricity. As well, the student will be introduced to many of the electrical equipment and devices that operate on AC power.

ITA.0810 Electrical Tools and Safety

Credit Hours: 3

This course is intended for students with no previous training in the use of the hand tools, portable power tools and specialized tools required in the electrical construction field. Students will practice safe working procedures while developing the skills necessary to use tools of the electrical trade.

ITA.0821 Residential Wiring Methods and Codes

Credit Hours: 4.5

This course is intended for students who have no previous training in residential wiring procedures. Students will design and install typical circuits and install electrical equipment required for a home. They will also become familiar with many renovating and troubleshooting techniques for this type of employment. This course will also integrate electrical installations. It will impart a general understanding of the minimum safety standards required to install residential, commercial and industrial equipment. As well, the student will become familiar with the equipment and terminology used within the electrical field.

ITA.0850 Direct Current Theory

Credit Hours: 3

This course is intended for students with no previous association with electrical work. Students will be introduced to fundamental electrical theories and practical skills required for building and analyzing simple electric circuits.

ITA.0860 Alternating Current Theory

Credit Hours: 3

This course is intended for students who have had a basic understanding of electrical principles and its generation. With this knowledge, the student will be able to do some basic electrical calculations as well as be familiar with circuits involved in alternating current. The student will also become familiar with terminology used in conjunction with alternating current. As well, the student will develop confidence in his or her ability to perform various calculations related to alternating current circuits.

ITA.0871 Commercial Wiring Methods and Codes

Credit Hours: 4.5

This course requires that students have prior knowledge of residential wiring, and be introduced to the proper procedures and applications of the wiring methods and installation techniques used in commercial and industrial buildings. As well, students will become familiar with the lighting systems used in commer-

cial and industrial applications. This course will also integrate commercial electrical code, proper procedures and applications of the wiring methods and installation techniques used in commercial and industrial buildings.

ITA.0890 Motors and Controls

Credit Hours: 3

This course is intended for students who have a previous knowledge of DC and AC circuit theory. The student will receive a fundamental understanding of the control methods used to control many of the electric motors found in Canadian industries.

ITA.0910 Work Experience

Credit Hours: 1

Students enrolled in the Basic Electrical program are required to spend four weeks of their training in an appropriate work setting. The major focus will be on the application of skills learned throughout the program for the electrical field they choose to pursue.

ITA.1100 Related Gas Welding

Credit Hours: 2

This course covers the following: safety in setting up and using oxyacetylene equipment; identifying and setting torch for carburizing, neutralizing, and oxidizing flame; introduction to fusion welding, puddling and bead-running on sheet metal; identification selecting weld rods and fusing filler rod to base metal; and welding butt joints, lap joints, fillet welds and corner welds on sheet steel in the flat horizontal, vertical and overhead positions.

ITA.1500 Electrical Circuits and Systems

Credit Hours: 2

This course is designed to give students the knowledge and skills needed to test electrical circuits using a multimeter. Electrical laws as applied to series and parallel circuits are presented. Students will also gain the basic knowledge in wiring electrical circuits for heaters, water heaters, water pumps, motors and controls.

ITA.1510 Rigging

Credit Hours: 1

This course is designed to give students the ability to identify accessories for load lifting, and methods for attaching materials and equipment to the hoisting equipment. Safety precautions will also be discussed.

MGT MANAGEMENT

MGT.100A Accounting Principles (Distance)

Credit Hours: 6

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

MGT.1005 Foundations of First Nation Cultures

Credit Hours: 1

This course will enhance the knowledge of students with respect to familiarity of the various First Nations cultures and foundations. These fundamentals are reflective of the seven life teachings which are indicative of the First Nations way of life. This course examines the seven natural laws or sacred teachings which constitute a large component of First Nations values and principles.

MGT.1010 Introductory Financial Accounting 1

Credit Hours: 3

Co-requisite: MSC.1780

This course is an introduction to financial accounting. Students will develop skills related to: worksheets for preparation of financial statements, financial statements pertaining to sole proprietorships, the equity section of a corporate balance sheet, special journals, subsidiary ledgers and controlling accounts, control procedures for cash, and inventory (including pricing, perpetual systems, and estimating). Students will also develop basic skills in double entry accounting. The relationship of each principle and procedure to the overall accounting system will be emphasized.

MGT.1011 Basic Accounting Theory

Credit Hours: 3

This course is designed to prepare individuals with a working knowledge of the basic principles and concepts of bookkeeping related to both service and merchandising businesses. Topics to be covered include: the balance sheet, analyzing changes in financial position, the ledgers, income statements, source documents, journalizing and posting, worksheets, financial statements, adjusting and closing entries, accounting for a merchandising business, specialized journals, cash control and banking, analyzing financial statements, and payroll accounting.

MGT.101A Financial Accounting 1 (Distance)

Credit Hours: 6

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to the accounting cycle and current assets. Restriction: Students may not hold credit for both MGT.101A and MGT.1010 Introductory Financial Accounting 1.

MGT.1020 Introductory Financial Accounting 2

Credit Hours: 3

Prerequisite: MGT.1010

This course is a continuation of MGT.1010 Introductory Financial Accounting 1. Upon successful completion of Introductory Financial Accounting 2, students will be able to account for: credit card sales; receivables (notes and accounts); bad debts; payroll; plant assets (cost, amortization, disposals, exchang-

es, errors and revisions); extraordinary expenditures; natural resources; intangible assets; current and long-term liabilities; partnerships; corporations; stock investments; bonds; and manufacturing companies. Students will have a general overall knowledge of basic accounting methods at the completion of Introductory Financial Accounting 2.

MGT.102A Financial Accounting 2 (Distance)

Credit Hours: 6

Prerequisite: MGT.101A or MGT.1010; minimum grade of C+

This introductory course in the fundamental principles of accounting provides a basic understanding and application of principles relating to current and long-term liabilities, partnership and corporations. Student may not hold credit for both MGT.102A and MGT.1020.

MGT.103A Financial Accounting 3 (Distance)

Credit Hours: 6

Prerequisite: MGT.102A; minimum grade of C+

This advanced course in accounting provides comprehensive coverage of financial accounting topics such as the accounting cycle, income statement and balance sheet presentations, asset and revenue recognition, and capital acquisitions.

MGT.104A Financial Accounting 4 (Distance)

Credit Hours: 6

Prerequisite: MGT.103A; minimum grade of C+

This advanced course in accounting provides comprehensive coverage of financial accounting topics such as capital asset depreciation, short- and long-term liabilities, leases and pensions, corporation contributed capital, and retained earnings.

MGT.1090 Computerized Accounting (Distance)

Credit Hours: 6

Prerequisite: MGT.101A, MGT.171A or MGT.1010, MGT.1710

This course enables students to transfer their previous knowledge of accounting to a computerized system. Through several work simulations, students will have the opportunity to set up company books, complete journal entries and print business reports using Simply Accounting and ACCPAC for Windows. Student may not hold credit for both MGT.1090 and MGT.1100.

MGT.109A Computerized Accounting 1 (Distance)

Credit Hours: 3

Co-requisite: MGT.101A; minimum grade of C+

This course enables students to set up and operate a Windows-based computerized accounting package. In addition, students set up the accounts payable and accounts receivable applications. Students are expected to be familiar with basic computer functions in a Windows framework. Student may not hold for credit for both MGT.109A and MGT.1100.

MGT.1100 Computerized Accounting

Credit Hours: 3

Prerequisite: MGT.1010, MGT.1710 or MGT.1040, MGT.1710

This course enables students to transfer their previous knowledge of accounting to a computerized system. Through several work simulations, students will have the opportunity to set up company books, complete journal entries and print business

reports using ACCPAC Simply Accounting and ACCPAC Plus. Student may not hold for credit for MGT.109A and MGT.110A and MGT.1100.

MGT.110A Computerized Accounting 2 (Distance)

Credit Hours: 3

Prerequisite: MGT.109A; *minimum grade of C+*

This course expands on the knowledge acquired in MGT.109A Computerized Accounting 1. Students will process monthly transactions in the general ledger, accounts payable and accounts receivable applications, including period-end and year-end functions. NOTE: Student may not hold credit for MGT.110A and MGT.1090 and MGT.1100.

MGT.1120 Simply Accounting

Credit Hours: 3

Prerequisite: MGT.1010 or MGT.1011

This course builds on the theories, principles and concepts outlined in Basic Accounting Theory and applies them in a computerized environment. Students will learn how to set up and maintain a complete set of books using Simply Accounting software. Topics and modules covered will include: system set-up, chart of accounts, general ledger, accounts payable, accounts receivable, bank reconciliation, payroll, inventory, projects, adjusting and closing entries, and financial statements. Students will be required to apply the theoretical knowledge gained in a practical classroom environment through hands-on computer accounting activities.

MGT.1121 Payroll and Other Accounting Practices

Credit Hours: 1

Prerequisite: MGT.1010

This course introduces students to various issues regarding payroll accounting. Students will learn to identify and calculate various payroll taxes and fringe benefits that may be deducted from employees' wages. Students will learn how to calculate employers' payroll liabilities and how to record properly these liabilities. Students will also have the opportunity to bring together and apply accounting content to a near real-life situation by doing a practice set.

MGT.1200 Microeconomics

Credit Hours: 3

Co-requisite: MGT.1780

Economics studies the decisions that societies make regarding the use, form and beneficiaries of its scarce resources. Microeconomics studies how individual firms make decisions in the market place about what, how, for whom, and at what price they will produce. Microeconomics examines the role that supply and demand play in resource allocation and price selection in various market structures. Care is taken to relate microeconomic principles to Northern Manitoba applications. Student may not hold credit for MGT.1200 and MGT.120A.

MGT.120A Microeconomics (Distance)

Credit Hours: 6

This introductory course in economics acquaints students with some of the basic principles of economics, economic activity, the theory of prices and output under various degrees of competi-

tion, and application of these theories. Income distribution and resource allocation are also to be included in this course. Student may not hold credit for MGT.120A and MGT.1200.

MGT.1210 Macroeconomics

Credit Hours: 3

Prerequisite: MGT.1200

Economics studies the decisions that societies make regarding the use, form and beneficiaries of its scarce resources. Macroeconomics studies how governments and societies make decisions regarding the use of and benefit of production resources. The role that governments play in the economy, particularly in regards to money and monetary policy, taxes and fiscal policy will be examined. Care is taken to relate the Canadian economy to the global economy and demonstrate the relationship between the two. The course places the economy of Northern Manitoba in its national and international context. Student may not hold credit for MGT.1210 and MGT.121A.

MGT.121A Macroeconomics (Distance)

Credit Hours: 6

Prerequisite: MGT.120A or MGT.1200

This course examines national income and product, money and banking, public finance, international trade and exchange rates, and growth. Student may not hold credit for MGT.121A and MGT.1210.

MGT.1300 Marketing

Credit Hours: 3

This subject is designed as a general introduction to marketing and marketing management. Emphasis will be placed on differentiation and segmentation and their roles in developing an appropriate marketing mix. Student may not hold credit for MGT.1300 and MGT.131A.

MGT.1303 Survival Skills in Business

Credit Hours: 2

This course introduces students to survival skills for the business and employment world. This includes development of effective work habits, teamwork development, analytical thinking, career planning, presentation skills, conflict resolution, negotiations, and interpersonal and small group communications.

MGT.131A Marketing Principles (Distance)

Credit Hours: 6

This course provides students with an understanding of basic marketing skills that are required by employers for success in today's competitive marketplace. Students gain a basic understanding of the role of marketing in society and business, types of markets, the marketing environment, the elements of the marketing mix and the development of marketing strategies and plans. Student may not hold credit for MGT.131A and MGT.1300.

MGT.1400 Commercial Law

Credit Hours: 3

Commercial Law introduces students to the legal environment within which business operates. It provides students with a basic understanding of legal concepts, the Canadian legal system, and the administration of justice in Canada. The emphasis is on

contracts, the fundamental legal relationships in business. The course should help students develop an understanding of the rights and responsibilities of businesspersons. Student may not hold credit for MGT.1400 and MGT.140A and MGT.144A.

MGT.140A Legal Principles (Distance)

Credit Hours: 3

Knowledge of laws affecting your commercial activity can help you avoid unnecessary legal and consequently financial liabilities. The fundamental principles underlying relevant Canadian law will be covered in this course. Topics include the legal system, torts (intentional and unintentional), contract creation, contract validity, contract breach, contract remedies and other relevant topics. Student may not hold credit for MGT.140A and MGT.1400.

MGT.1410 Organizational Behaviour

Credit Hours: 3

Prerequisite: ART.1310

Co-requisite: ART.1322

This course is designed to look at all kinds of organizations and how they are motivated to work together more productively. It will help understand the behaviour of others; we will be concerned with trying to understand the various ways in which organizations influence their members in order to create healthier and more productive organizations. Student may not hold credit for MGT.1410 and MGT.141A.

MGT.141A Organizational Behaviour (Distance)

Credit Hours: 6

This course develops the students' knowledge of behaviour science theory and concepts useful in organizations. Topics include perception, values and attitudes, theories of work motivation and their application, foundations of group behaviour, teamwork, leadership, organizational culture and organizational change. Student may not hold credit for MGT.141A and MGT.1410.

MGT.1420 Introduction to Business

Credit Hours: 3

This course provides students with a broad knowledge of business concepts, trends and characteristics. Students will compare forms of business ownership, learn about the changing role of managers, and become more aware of the challenges of business.

MGT.144A Commercial Transactions Law (Distance)

Credit Hours: 3

Knowledge of legal rules affecting your commercial activity will help you to avoid unnecessary legal and consequently financial liabilities while taking advantage of legal opportunities. This course covers the legal rules regarding some common commercial transactions. Topics include agency, business entities (partnerships and corporations), sale of goods, mortgages, loan securities, and bankruptcy. Student may not hold credit for both MGT.144A and MGT.1400.

MGT.1602 Keyboarding

Credit Hours: 2

This course is designed to train students with little or no previous keyboarding experience to develop and demonstrate the

required techniques to key with accuracy and speed. Students will master the alphabetic and numeric keyboard while applying capitalization, punctuation, spacing and proofreading rules.

MGT.1603 Introduction to Keyboarding

Credit Hours: 1

This course is designed to train students with little or no previous keyboarding experience to develop and demonstrate the required techniques to key with accuracy. Students will master the alphabetic and numeric keyboard while applying capitalization, punctuation, spacing and proofreading rules.

MGT.1604 Keyboarding

Credit Hours: 1

Prerequisite: MGT.1603

This course is designed to train students with previous keyboarding experience to develop keyboarding speed and accuracy. Students will continue to apply the required keyboarding techniques while concentrating on building accuracy and speed.

MGT.1610 Basic Alphabetic Keyboarding

Credit Hours: 1

Students wishing to acquire quickly basic alphabetic keyboarding skills for personal use will benefit from this course. In just four weeks, students will be able to key the alphabetic keyboard by touch. Further practice and skill development will enable the student to key a minimum of 20 net words a minute on a five-minute timing; ideal for any college student.

MGT.1620 Skillbuilding

Credit Hours: 1

Prerequisite: MGT.1604 or MGT.1602

This course is designed to develop further keyboarding speed and accuracy. Drills and timings will be used exclusively throughout the course. Students will receive individualized lessons (practice drills designed to work on problem keys) where required.

MGT.1632 MS Word

Credit Hours: 3

Co-requisite: MGT.1603, MGT.1604

This course is designed to familiarize the student with basic, intermediate, and advanced features of Microsoft Word, a widely-used work processing software.

MGT.1642 MS Excel

Credit Hours: 1.5

This course is designed to familiarize the student with basic and intermediate features of Microsoft Excel, a widely-used spreadsheet software.

MGT.1662 MS Access

Credit Hours: 1.5

This course is designed to familiarize the student with basic and intermediate features of Microsoft Access, a widely-used database software.

MGT.1672 MS PowerPoint and Office Integration

Credit Hours: 1

This course is designed to familiarize the student with basic and intermediate features of Microsoft PowerPoint, a widely-used presentation software. The students also learn how to integrate the major components of MS Office Suite.

MGT.167A Presentation Skills and Graphics (Distance)

Credit Hours: 3

Prerequisite: MGT.182A

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

MGT.1700 Introduction to Computer Applications

Credit Hours: 3

This course is designed to introduce students to different programs in computers with emphasis only on the basics of each program. Programs that will be covered are Windows, word processing and spreadsheets.

MGT.170A Statistics 1 (Distance)

Credit Hours: 6

Prerequisite: MGT.177A

This course acquaints students with the concepts of statistical methods and theory as applied to economic and business data. It examines frequency distribution, probability, probability distribution, sampling, estimation and hypothesis testing. Student may not hold credit for MGT.170A and MSC.1700.

MGT.1710 Computer Applications 1

Credit Hours: 3

This is a hands-on course covering the use of word processing, spreadsheets, presentation graphics, and web browsing software in a variety of business and technical situations. It is based on the "Microsoft Windows/Microsoft Office" environment. Student may not hold credit for MGT.1710 and MGT.171A.

MGT.171A Computer Systems (Distance)

Credit Hours: 3

In this course, students become literate in the area of computers in general, and in microcomputers specifically. Students learn about hardware and software components of a microcomputer system and receive hands-on experience with the Windows operating system, Internet and e-mail. Student may not hold credit for MGT.171A and MGT.1710.

MGT.172A Statistics 2 (Distance)

Credit Hours: 6

This course is a continuation of the concepts introduced in Statistics 1 (MGT.170A) and includes advanced topics such as hypothesis testing, regression, correlation, time series, statistical decision theory and linear programming.

MGT.1760 Office Simulation

Credit Hours: 3

Prerequisite: MGT.2920, MGT.2940, ART.1310, ART.1322, MGT.1010, MGT.1121 (or MGT.1020), MGT.1410, MGT.1602, MGT.1620, MGT.1780, MGT.1781, MGT.1800, MGT.1931, MGT.1940, MGT.1950, MGT.1981, MGT.2911, MSC.1780

Co-requisite: MGT.2941

This course gives students practice preparing documents, managing information, applying critical-thinking skills to solve problems, researching topics, and integrating multiple software applications. As such, students will be responsible for completing and carrying out the varied activities of an administrative office professional. These activities include setting priorities, keying agendas and minutes, creating forms and letterhead, composing correspondence, preparing financial documents, templates and forms, creating attractive promotional presentations, and completing other routine office work. Students will be required to edit, proofread and perform self-checks as would be required in an office.

MGT.1770.L Office Suites

Credit Hours: 2

This course introduces the student to word processing, spread sheet and presentation applications bundled with Open Office Application Suite. This course will provide the student with the skills to be a proficient user of the applications.

MGT.177A Financial Mathematics (Distance)

Credit Hours: 3

This course addresses the fundamental concepts used in financial analyses, including the topics of simple interest, compound interest, simple annuities and compound annuities. The course teaches concepts with the use of pre-programmed financial calculators.

MGT.1780 Windows/Intro to Word Processing

Credit Hours: 3

Co-requisite: MGT.1602

The purpose of this course is to familiarize students (with little or no experience on computers) with basic operations of personal computers, computer terminology, and the Windows operating system and its commands. Word processing software will be utilized to format various business documents using a variety of software commands and functions. Meticulous proofreading together with accuracy and speed in keyboarding will be stressed.

MGT.1781 Advanced Word Processing

Credit Hours: 3

Prerequisite: MGT.1780

This course assists students in becoming increasingly proficient in the use of different and more advanced word processing features. Use of these features together with previously acquired skills will enable them to produce administrative documents using desktop publishing. Simulations based on a study of administrative assistant duties and responsibilities in a variety of offices will require accuracy, proofreading, decision-making skills, keyboarding accuracy and speed, and the ability to work independently.

MGT.1800 Records Management

Credit Hours: 2

This course provides a sound foundation in the concepts and methods of storing, retrieving and maintaining paper and electronic files.

MGT.1803 Filing & Records Management

Credit Hours: 1

This course is designed to familiarize students with current rules of filing as determined by ARMA (American Records Management Association), filing terminology, modern supplies, equipment, and technology associated with records management and some legalities governing records management. The records cycle is emphasized along with the importance of an efficient records management system in the day-to-day operation of a business.

MGT.1804 Business Correspondence and Document Formatting

Credit Hours: 3

This course is designed to focus on the purpose for writing, audiences' needs, and acceptable formatting of business documents. Students will plan, draft, edit and format business documents and correspondence, short reports, and a formal report using word processing software. The course will include internet research for business use.

MGT.181A Research and Report Writing (Distance)

Credit Hours: 3

Prerequisite: MGT.136A

The business community requires workers who have developed competence in writing properly researched reports. In this course, students develop the skills to research and collect data from various information sources and to write business reports that communicate clearly and effectively.

MGT.182A Word Processing (Distance)

Credit Hours: 3

Prerequisite: may include permission of the Dean of Business.

In this course students learn to create, save, edit and print business documents including memoranda, letters, envelopes, labels, tables, forms and long reports in proper format. It covers word processing features including page set-up, formatting and document checking.

MGT.183A Spreadsheets 1 (Distance)

Credit Hours: 3

Prerequisite: may include permission of the Dean of Business.

This course is an introduction to electronic spreadsheet software. Students obtain practical knowledge of the basic functions and operations of spreadsheet software. Activities include creating, editing, formatting and printing spreadsheets using formulas, simple functions and graphing. Student may not hold credit for MGT.183A and MGT.2720.

MGT.1840 Office Procedures

Credit Hours: 2

This course prepares the student for general office duties in the clerical field of employment. Ethics and human relationship skills are also explored throughout the course.

MGT.184A Spreadsheets 2 (Distance)

Credit Hours: 3

This course reinforces students' knowledge of microcomputers and spreadsheet software. It examines practical, business-oriented applications for spreadsheet software. Topics include graphing, database management, advanced functions and macros. It is recommended that Spreadsheets (MGT.183A) 1 and 2 be taken consecutively and that a minimum grade of C be attained in Spreadsheets 1 before taking Spreadsheets 2.

MGT.185A Database 1 (Distance)

Credit Hours: 3

*Prerequisite: may also include permission of the Dean of Business.**Co-requisite: MGT.171A*

This course introduces the fundamental concepts of database management. Students learn how to operate database application software, how to design and create databases, how to add and modify data and extract information using queries and reports. It is recommended that Database 1 and 2 be taken consecutively and that a minimum grade of C be attained in Database 1 (MGT.185A) before taking Database 2 (MGT.186A).

MGT.186A Database 2 (Distance)

Credit Hours: 3

Co-requisite: MGT.185A

This course expands on the database management procedures previously introduced and provides the skills to develop simple database applications. It is recommended that Database 1 (MGT.185A) and 2 be taken consecutively and that minimum grade of C be attained in Database 1 (MGT.185A) before taking Database 2.

MGT.188A E-Commerce Strategies (Distance)

Credit Hours: 3

This course explores e-commerce techniques both from a local and global perspective, using practical exercises and case studies. Students gain an understanding of the nature and types of e-commerce, and are able to define and implement an on-line strategy based on sound e-business principles.

MGT.1892 Introduction to Graphic Design

Credit Hours: 2

Prerequisite: MGT.1602, MGT.1780, MGT.1781, MGT.2940

This course will provide an introduction to document graphics design using Adobe software.

MGT.1931 Database Applications

Credit Hours: 2

This course will introduce and explore major concepts and principles used in database software. Topics include designing a database, adding and editing data, sorting, creating reports and forms, and working with queries.

MGT.1940 Spreadsheet Applications

Credit Hours: 3

This course is designed to introduce students to a current spreadsheet program. Students will create and format worksheets, use formulas and functions, and display spreadsheet data in chart, map or database form.

MGT.1950 Procedures for the Automated Office

Credit Hours: 3

As well as preparing the student for the general office duties of an administrative assistant, this course helps develop human relations, skills and ethical behaviour.

MGT.1951 Dental Office Management

Credit Hours: 1

This course is designed to provide the dental assisting student with the basic skills in telephone and appointment management, how to maintain various business records, inventory control, recall systems, and the basic tenets of insurance processing. A greater emphasis will be placed on using DENTRIX practice management software to complete these duties.

MGT.197A Job Skills Development Seminars (Distance)

Credit Hours: 3

This course is divided into four workshops. Students apply proper etiquette and networking skills, practice job search strategies, create a resume and cover letter, and develop essential interview skills.

MGT.1981 Work Practicum

Credit Hours: 1

Prerequisite: *ABS.1001, *ART1310, ART.1322 (*ART.1321), MGT.1010, MGT.1020 (or MGT.1121), MGT.1410, *MGT.1602, *MGT.1620, *MGT.1780, *MGT.1781, MGT.1800, *MGT.1931, *MGT.1940, *MGT.1950, MSC.1780

* Required prerequisites for students enrolled in Computerized Office Skills as well as MGT.1751, MGT1761

Work experience practicum is an extension of formal education beyond the confines of the educational facility, enabling students to become familiar with the workplace and enabling employers to participate in education. Work experience facilitates the transition from the classroom to the workplace.

MGT.198A Work Experience 1 BUAD

Credit Hours: 3

Work experience requires completion of at least 120 hours of relevant, business-related experience, paid or unpaid. The work experience must be completed prior to graduation, and must have started no more than two calendar years before beginning the diploma program. Credit is subject to the approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for review/approval by the designated faculty member. Credit for Work Experience may be attained through Recognition of Prior Learning (RPL) only.

MGT.2000 Intermediate Financial Accounting - Assets

Credit Hours: 3

Prerequisite: MGT.1020; minimum grade of C

Intermediate Financial Accounting-Assets provides students with a comprehensive coverage of financial accounting topics, both their application and their rationale, giving them the understanding needed to evaluate critically accounting standards and procedures and to appreciate the unique role played by financial accounting in allocating the resources in our economy. The course begins with a review of basic accounting and

progresses to an in-depth coverage of asset recognition and measurement.

MGT.2010 Intermediate Financial Accounting - Equities

Credit Hours: 3

Prerequisite: MGT.2000

Intermediate Financial Accounting – Equities provides students with a comprehensive coverage of financial accounting topics, both their application and their rationale, giving them the understanding needed to evaluate critically accounting standards and procedures and to appreciate the unique role played by financial accounting in allocating the resources in our economy. The course begins with a review of basic accounting and progresses to an in-depth coverage of short- and long-term liabilities and shareholders' equity. The course also includes special topics: statement of changes in financial position; accounting changes and error corrections; and financial statement analysis.

MGT.2020 Managerial Accounting - Planning and Control

Credit Hours: 3

Prerequisite: MGT.1020

The course introduces the student to the fundamentals of cost accounting. This includes cost accounting terminology (including how costs behave), costing systems, the cost-volume-profit relationship, and how to trace direct and indirect costs to a cost object. The student will be responsible for creating a master budget and its associated budgets and identifying variances from budget.

MGT.2030 Managerial Accounting - Systems and Control

Credit Hours: 3

Prerequisite: MGT.2020

The follow-up course to MGT.2020, the student will allocate costs to products, and measure and identify revenue and sales variances. The student will use process costing and the recognition of equivalent units and transfer costing between departments, as well as the recognition of spoilage and quality as a cost of production. The student will apply JIT and inventory management models, prepare a capital budget and account for joint costs.

MGT.206A Management Accounting 1 (Distance)

Credit Hours: 6

Prerequisite: A minimum grade of C+ is required in either MGT.102A Financial Accounting 2.

This course introduces students to the areas of cost accumulation systems, cost behaviour, decision-making based on relevant data, and the use of budgets and standards in evaluating performance.

MGT.207A Management Accounting 2 (Distance)

Credit Hours: 6

This course introduces students to the areas of process costing, inventory valuation methods, capital budgeting, and management control and evaluation.

MGT.2305 Advanced Topics in Marketing

Credit Hours: 3

Prerequisite: MGT.2700 or MGT.1300, MGT.2700

This course provides an in-depth study of the marketing functions with a focus on researching customer groups to better

understand sales promotions, public relations, and the personal selling process. It will provide a knowledge base that will allow students to research and evaluate a company's marketing and promotional situation. Emphasis is placed on understanding the sales process including measuring the attitudes, perceptions and demographics of existing and potential consumers and developing effective communication strategies and programs. Students will conduct a variety of sales presentations and present them to the class.

MGT.235A International Marketing (Distance)

Credit Hours: 6

Prerequisite: MGT.130A, or MGT.1300

Co-requisite: UC, MGT.236A, or MGT.2350

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

MGT.2371 Entrepreneurial Development

Credit Hours: 3

This course is an introduction to the characteristics of the entrepreneur and to the strategies used to encourage entrepreneurial thinking at all levels. Although some people feel that entrepreneurs are born, not made, experience has shown that entrepreneurship can be learned, and that a positive environment encourages entrepreneurial thinking, promotes innovation, and leads to a higher degree of social and economic sustainability.

MGT.239A Human Resource Legislation (Distance)

Credit Hours: 3

Employees and employers alike benefit from knowing the laws that affect their working relationship. This course covers the laws affecting employer/employee and union/management relationships. Topics include hiring, firing, vacations, wages, compensation and time for holidays, hours of work, overtime, sexual and other forms of harassment and discrimination as defined in the Human Rights Code, Employment Standards Code, Labour Relations Act and other labour/management legislation.

MGT.2400 Human Resource Management

Credit Hours: 3

Prerequisite: MGT.1410

This course introduces the foundations and challenges of Human Resource Management in Canada and explores its growing role in the success of modern organizations. Emphasis is placed on the activities of recruiting, selecting, training, developing, evaluating, and compensating human resources and on the impact of these activities on the organizations. Student may not hold credit for MGT.2400 and MGT.240A.

MGT.240A Managing the HR Function (Distance)

Credit Hours: 3

Prerequisite: MGT.141A, or MGT.1410

This course introduces the field of human resource management within various types of organizations. The course content

includes an overview of staffing, health and safety, counselling, training and development, compensation and human resource planning. Student may not hold credit for MGT.240A and MGT.2400.

MGT.2410 Retail Management

Credit Hours: 3

Prerequisite: MGT.1300, MGT.1410

This course is designed to further the student's knowledge of retailing. A managerial perspective is adopted and the focus of this course is upon the development of retail strategy.

MGT.2412 Office Administration

Credit Hours: 3

Prerequisite: MGT.2940, MGT.1940, MGT.2911, MGT.2920, MGT.1410, MGT.2420, MGT.1950, MSC.1780, MGT.1010, MGT.1931, MGT.1602, ART.1322, ART.1310, MGT.1780, MGT.1800

This course is an introduction to managing the office environment, office employees, office systems, and office functions. It will help prepare students to assume responsibilities as members of the management team.

MGT.241A Payroll Administration (Distance)

Credit Hours: 3

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

MGT.2420 Management

Credit Hours: 3

Prerequisite: MGT.1410

This course introduces students to current concepts in management theory and relates them to contemporary Canadian practice. It is comprehensive in nature, exploring the work of all theorists who have contributed significantly to current management thought, and surveying the work of managers in organizations in Canada and the world at large.

MGT.2421 Introduction to Management

Credit Hours: 1

This course is designed to enhance the student's management knowledge and to provide an overview of a range of topics. Management, work schedules, inventory and quality control are covered, as well as organizational structure, human resource management, marketing and accounting/administrative principles.

MGT.2430 Labour Relations

Credit Hours: 3

Prerequisite: MGT.1410

This course introduces the complex and specialized field of labour relations. It approaches the challenges of union organization of the workplace, negotiating contracts and administering collective agreements from a management point of view and argues the importance of adapting the traditional adversarial union-management relational to today's competitive environment.

MGT.2470 Management (Distance)

Credit Hours: 6

Prerequisite: MGT.141A or MGT.1410

This course introduces students to current concepts in management theory and relates them to contemporary Canadian practice. It is comprehensive in nature, exploring the work of all theorists who have contributed significantly to current management thought, and surveying the work of managers in organizations in Canada and the world at large. Student may not hold credit for MGT.2470 and MGT.2420.

MGT.247A Management Skill Development (Distance)

Credit Hours: 6

Prerequisite: MGT.141A or MGT.1410

This course is a skills-based management course, designed to improve management competencies in the areas of self-assessment, supportive communication, conflict management, decision-making, stress management, influencing others, goal setting and teamwork. Emphasis in the class is on the demonstration and practical application of the skill in team settings. It is suggested that this course be taken concurrently with or after MGT.141A Organizational Behaviour.

MGT.2500 Financial Management

Credit Hours: 3

Prerequisite: MGT.1020

Financial Management integrates and builds upon students' knowledge from basic courses in accounting and economics and applies the tools acquired in those courses to the development of a conceptual and analytical understanding of financial management. Topics covered are financial planning and analysis, working capital management, capital budgeting, long-term financing, and the international financial environment. Student may not hold credit for MGT.2500 and MGT.250A.

MGT.250A Finance 1 (Distance)

Credit Hours: 3

Prerequisite: MGT.1020, or MGT.102A, MSC.177A

This course introduces the student to the topics of working capital management, financial intermediaries, risk management, short-term financing and ratio analysis. Student may not hold credit for MGT.250A and MGT.2500.

MGT.253A Finance 2 (Distance)

Credit Hours: 3

Prerequisite: Minimum grade of C+ required in MGT.102A

This course introduces the following topics: the cost of capital, financial leverage, dividend policy, equity financing, restructuring, reorganizations, and bankruptcy.

MGT.254A Finance 3 (Distance)

Credit Hours: 3

Prerequisite: Minimum grade of C+ required in MGT.102A

This course introduces students to the topics of the stock, bond and money markets in Canada, security valuation, investing for various purposes and the role of underwriters.

MGT.2550 Business Seminar

Credit Hours: 6

Prerequisite: ABS.1001, MGT.1020, MGT.1100, MGT.1210, MGT.1303, MGT.1400, MGT.1410, MGT.1420, MGT.2010, MGT.2020, MGT.2030, MGT.2400, MGT.2410, MGT.2420, MGT.2430, MGT.2500, MGT.2720, MSC.1780

Students must successfully complete all other courses in the Business Administration program before taking Business Seminar. This course is designed to familiarize students with the activities, which must be undertaken to plan and implement a new, profit-seeking business venture. This course is designed to explore successful techniques and strategies for starting, operating and managing a small business. This course will focus on the applied (practical) application of business theory. Students will be using previously taught skills and principles in accounting, management, law, human resource management, marketing, finance, and marketing research and applying them to the small business situation.

MGT.256A Securities Investment (Distance)

Credit Hours: 6

This course introduces students to the workings of the stock exchanges and the securities traded therein. Students learn about the role of saving and investing, stock exchanges and how they work, the analysis of investments such as common shares and their derivatives, preferred shares, debt securities, and mutual funds, taxation of investments, and building and managing an investment portfolio. Special emphasis is placed on the Canadian securities environment.

MGT.257A Business Project

Credit Hours: 12

This is a capstone course that requires students to integrate material from a variety of subject areas: accounting, marketing, operations, human resources, etc., by developing a business plan. It also expands and enhances students' employability skills.

MGT.262A Tax Preparation - Personal (Distance)

Credit Hours: 3

Prerequisite: Minimum grade of C+ required in MGT.102A

This course introduces the history, objectives and legislative processes surrounding income tax, The Income Tax Act, employment income and shareholder benefits, and business income.

MGT.263A Tax Theory - Personal (Distance)

Credit Hours: 6

Prerequisite: Minimum grade of B required in MGT.262A

This course addresses business income, capital cost allowances and eligible capital property, income from property and income from other sources, capital gains and losses, and taxable income and tax payable for individuals.

MGT.264A Tax Theory - Corporate (Distance)

Credit Hours: 3

Prerequisite: Minimum grade of B required in MGT.263A

This course addresses corporate taxable income and tax payable, tax planning, and international taxation.

MGT.2700 Introduction to Statistics

Credit Hours: 3

Prerequisite: MSC.1780

This course is an introduction to the concepts of statistical methods and theory as applied to economic and business data. It examines frequency distribution, probability, probability distribution, sampling, sampling distribution, estimation, and hypotheses testing.

MGT.2710 Quantitative Methods

Credit Hours: 3

Prerequisite: MGT.2700

This course emphasizes the application of quantitative methods in the solution of business problems. This includes the selection of appropriate methods, formulation of problems in quantitative terms, performance of necessary computation, and the interpretation of results.

MGT.2720 Computer Applications 2

Credit Hours: 3

Prerequisite: MGT.1710

This is a hands-on course covering advanced word processing and spreadsheet topics as well as database software in a variety of business and technical situations. It also considers integration of these applications. It is based on a Microsoft Windows/Microsoft Office environment. Student may not hold credit for MGT.2720 and MGT.183A.

MGT.2910 SuperWrite/Notetaking

Credit Hours: 3

Prerequisite: ART.1310,ART.1322,MGT.1602,MGT.1620, MGT.1780,MGT.1781

This course introduces SuperWrite, a writing system based primarily on longhand and secondarily on phonetics. It is designed to provide students with a quick, easy-to-learn method of writing that is easy to read. Students will develop the skills necessary to take notes quickly and accurately in a variety of settings. Minute-taking is an important part of this course.

MGT.2911 Advanced Spreadsheet and Database

Credit Hours: 3

Prerequisite: MGT.1602,MGT.1800,MGT.1931,MGT.1940

This course is designed to give students more practice with spreadsheet and database concepts. The advanced spreadsheet section of the course will focus on using complex functions, simple and compound what if analysis, generating scenarios, creating projection figures with data tables, planning and designing pivot tables, and importing/exporting data between other Microsoft programs. The advanced database section of the course contains projects designed to provide students with practice from simulated businesses. Students gain valuable expertise in converting manual records to electronic format, maintaining a database, filtering and creating advanced queries, and designing advanced forms and reports. As well, students will learn how to create interactive worksheets and data access pages for the web.

MGT.2920 Presentation Graphics

Credit Hours: 3

*Prerequisite: ART.1310,ART.1322,MGT.1602,MGT.1780, MGT.1781,MGT.1940**Co-requisite: MGT.2940*

This course is designed to introduce students to the development and organization of visual aids such as on-screen presentations, overhead transparencies, paper printouts, 35 mm slides, notes, handouts, and outlines. Students will demonstrate effective communication skills and creativity by planning presentations and selecting appropriate visual medium using Microsoft PowerPoint. As well, students will receive guidance and practice in developing posters, white-boards, flip chart materials, etc.

MGT.2940 Desktop Publishing

Credit Hours: 3

*Prerequisite: *ART.1322, *MGT.1781 or **ART.1322, **MGT.2720 or ***ART.1310, ***MGT.1632*

This course is designed to develop skills in critical thinking, decision-making, creativity, and project management. Students will demonstrate understanding of desktop publishing concepts by using design techniques available in MS Word to create production documents such as letterhead, back-to-back brochures, business cards, flyers, charts, presentation materials and newsletters. As well, students will learn how to produce and store template forms that can be used to replace preprinted office forms and will develop a web page using MS Word web tools and desktop design features. Instruction will take place by distributed learning. *Office Administration; **Business Administration; ***Computerized Business Applications

MGT.2941 Web Page Design

Credit Hours: 3

Prerequisite:ART.1310,ART.1322,MGT.1602,MGT.1780,MGT.1781,MGT.1931,MGT.1940,MGT.2940

The student will use a web-authoring program to create sample web sites and will learn how to design home and associate pages, create hyper-links, build forms and evaluate site content, layout and ease of navigation. Students will apply and customize graphical themes, organize web folders and files, create a site summary report, assign web tasks and publish a completed web page.

MGT.297A Work Experience 4 BUAD

Credit Hours: 3

Work experience requires completion of at least 120 hours of relevant, business-related experience, paid or unpaid. The work experience must be completed prior to graduation, and must have started no more than two calendar years before beginning the diploma program. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for review/approval by the designated faculty member. Credit for work experience may be attained through Recognition of Prior Learning (RPL) only.

MGT.2981 Work Practicum 2

Credit Hours: 1

Prerequisite: ABS.1001, ART.1310, ART.1322, MGT.1010, MGT.1020 or MGT.1121, MGT.1602, MGT.1620, MGT.1800, MGT.1892, MGT.1950, MGT.1981, MGT.1100, MGT.1760, MGT.1410, MGT.2420, MGT.2910, MGT.1940, MGT.1931, MGT.2911, MGT.2920, MGT.1780, MGT.1781, MGT.2940, MGT.2941, MSC.1780, MGT.2412

Work Practicum 2 is the final practicum in the two-year Administrative Assistant diploma. It offers students the opportunity to apply their classroom-based knowledge, skills and abilities to the workplace. Students work full-time in an office environment under the supervision of the practicum host. This experience will enable students to reassess their abilities, expectations and career goals.

MGT.298A Work Experience 2 BUAD

Credit Hours: 3

Work experience requires completion of at least 120 hours of relevant, business-related experience, paid or unpaid. The work experience must be completed prior to graduation, and must have started no more than two calendar years before beginning the diploma program. Credit is subject to the approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for review/approval by the designated faculty member. Credit for work experience may be attained through Recognition of Prior Learning (RPL) only.

MGT.299A Work Experience 3 BUAD

Credit Hours: 3

Work experience requires completion of at least 120 hours of relevant, business-related experience, paid or unpaid. The work experience must be completed prior to graduation, and must have started no more than two calendar years before beginning the diploma program. Credit is subject to approval of the work experience by a designated faculty member. The student must submit evidence that the work has been successfully completed. In addition, the student is required to submit a written report on the work experience for review/approval by the designated faculty member. Credit for work experience may be attained through Recognition of Prior Learning (RPL) only.

MGT.3000 Government Policy

Credit Hours: 3

Many areas of Canadian public policy are of interest to Aboriginal peoples in Canada, for example governance, land, resources, social policy, environment, international relations, economic development, culture, language, and others. This course attempts to build a knowledge base in some of these public policy fields by focusing on historic legacy of contact between Aboriginal peoples and settler populations, and then analyzing other public policy issues, including constitutional negotiations, influential court cases, urbanization, comprehensive claims and self-government.

MGT.3005 Information Technology Systems

Credit Hours: 3

This course covers the use of computer-based information systems in management and accounting. After completing this

course, students will have the knowledge required to make informed decisions about the applications of information technology. Topics include hardware and software of computer systems, file and database organization, networks and telecommunications, the systems development process, designing information systems solutions, systems security and controls, artificial intelligence, and the management of information systems.

MGT.3010 Business Theory

Credit Hours: 3

This course integrates content studied in the foundation courses in business by requiring students to problem solve and apply concepts to real world issues. Analysis of cases drawn from a variety of industries and business environments and occasionally a business simulation will be used to develop expertise in the application of the relevant techniques and intuition to the strategic issues that real-world companies face. Most of the theory and concepts used will draw from other disciplines in business and economics.

MGT.3020 Corporate Finance and Investment

Credit Hours: 3

This course covers intermediate and advanced topics in finance including bond and stock valuation models, risk, return, capital asset pricing model, appropriate mix of debt and equity, and an analysis of options, warrants and convertible securities. An introduction to fixed income securities, mutual funds and some elementary commodities, futures and option pricing concepts will also be studied.

MGT.3040 Consumer Behaviour

Credit Hours: 3

This course focuses on concepts, principles and theories drawn from marketing and related social science disciplines that are relevant to the prediction and explanation of individual, group and environmental influences on consumption behaviour. Students are exposed to a decision-making perspective by examining how marketing segmentation and positioning strategies impact various models of behaviour.

MGT.3045 International Marketing

Credit Hours: 3

Students will be introduced to concepts and practices in international marketing, with a particular emphasis on globalization and how it affects the marketing activities of a firm. Topics range from global marketing to foreign environments to global marketing strategy. Students will gain insight into major trends in today's international business.

MGT.3050 Marketing Strategies

Credit Hours: 3

This is an advanced course in marketing strategy. It presents students with an effective approach to analyzing, planning, and implementing marketing strategies. Students develop the skills needed to analyze the total environment facing a company, and to formulate strategies to maximize opportunities. They will research product opportunities and develop and present a complete marketing plan. Learning experiences include the use of case studies to emphasize the application of marketing principles

in a variety of decision-making situations. This course also focuses significantly on the development of team and group skills.

MGT.3060 Project Management

Credit Hours: 3

The project management portion of the degree will focus on the development of the management skills embedded in an authentic industry context. Students will be introduced to project management and the expected outcomes of the entire program. They will discuss how the management outcomes will be incorporated and assessed within the projects.

MGT.3065 Strategic Human Resource

Credit Hours: 3

Different organizational strategies require different human resource management policies and practices. This course is designed to help human resources plan and make decisions about the allocation of resources for the effective management of people. Topics include: environmental scanning, forecasting supply and demand for human resources, succession planning, career planning, and business strategies.

MGT.3070 Operations Management

Credit Hours: 3

This course gives you an introduction to the functional area of production and operations management as practiced in manufacturing industries and the service sector. It includes decision-making, project management, facility layout in both manufacturing and service industry, waiting lines, quality control, just in time systems, forecasting, aggregate planning, inventory management, materials requirements planning (MRP), and operations scheduling.

MGT.4000 New Ventures Analysis

Credit Hours: 3

A project oriented course focusing on the identification and evaluation of viable new venture concepts and their associated risks, problems, and opportunities. The course will focus on shaping students' abilities to think about creating their own business, to evaluate situations from a strategic perspective, and to reach strategic decisions. Accomplishing these objectives entails introducing students to how an enterprise must deal with all complexities and constraints of the environment in which it operates, why none of these can be assumed away or ignored, and how situation factors impact strategic decisions.

MGT.4060 Management Research Methods

Credit Hours: 3

This course will provide an understanding of the basic re-search processes in management-related disciplines such as organizational behaviour, human resource management, industrial relations, and the general field of management. It will include an overview of the research process and explain the main types of management research. It also describes the methods of data collection – interviews, questionnaires, documentation, and observation – commonly employed by management researchers. It includes explaining how to report research findings and a discussion of ethical issues in the conduct and practice of research.

MSC MATHEMATICS AND SCIENCE

MSC.0021 Intro to Chemistry

Credit Hours: 3

This course is an introductory and review of chemistry with emphasis on matter and its physical and chemical properties, atomic structure and organization into elements, compounds and mixtures. It also covers chemical formula writing, molecular calculations and chemical equations and oxidation-reduction reactions.

MSC.0040 Algebra 1

Credit Hours: 5

This course introduces the basic concepts necessary to build a solid mathematical foundation. After presenting the basic properties of the real number system, the law of exponents, roots, addition, subtraction, division and multiplication of fractions are the next topics presented. In addition, the concept of equations is introduced along with methods for solving these equations. Word problems and their translation into simple equations will round up this course.

MSC.0051 Algebra 2

Credit Hours: 5

Prerequisite: MSC.0040

The main topics of this course are functions and graphs; factoring and algebraic functions; exponential and logarithmic functions; methods of solving linear and quadratic equations. Emphasis will be on problem solving and worded problems in real world situations.

MSC.0070 Geometry and Trigonometry 1

Credit Hours: 2

This course deals with plane geometry including initially lines, segments, rays and angles. The properties of triangles and circles are also presented. The concepts of perimeter and area together with methods for calculating them for various polygon shapes will be part of the topics contained in this course. Basic trigonometric identities are introduced.

MSC.0080 Geometry and Trigonometry 2

Credit Hours: 2

Prerequisite: MSC.0070

This course deals with the calculation of the lateral area and volume of space geometry shapes. The basic trigonometric functions are presented next, followed by simple trigonometric equations and the methods employed for solving them. Problem solving is an essential part of this course.

MSC.0790.L Applied Science Laboratory

Credit Hours: 2

This course introduces the student to the international system of units and their use in the engineering field, along with the fundamental principles of physics. The laboratory hours will focus on solving basic problems and presenting the tools, instruments and procedures needed to perform the measurements of physical values.

MSC.1005 Foundations of Math

Credit Hours: 6

This course is designed to help learners to develop and review basic mathematics operations and practice the skills in working with whole numbers, decimals, fractions, ratios, proportions, percents and practice working with their computer perimeter, circumference, and area of various shapes. Next the learners learn the concepts of algebra and statistics to work with algebraic equations and statistical calculations and solving word problems. Finally the learners begin to apply the concepts learned to health career mathematical problem solving.

MSC.1011 Foundations of Science

Credit Hours: 6

This course is designed to provide distinct and interrelated domains of science foundation building development and learning. The major academic areas covered are: life science, chemistry, physics, biology, modern life sciences, and environmental study. This is to construct an academic science competency in health career program access and success.

MSC.1260 Trade Mathematics 1

Credit Hours: 2

A review of basic mathematic skills and their applications in the carpentry, electrical and plumbing fields will be covered. This will include common fractions, decimals, square roots, Pythagorean theory, percentages, ratios and proportions.

MSC.1290 Applied Mathematics

Credit Hours: 3

This course reviews the high school knowledge base and strengthens the mathematical skills. Topics include basic algebraic concepts, base equations and graphing, operations with polynomials, ratio and variation, factoring, quadratic operations, relations and functions and basic trigonometry.

MSC.1300 Mathematics

Credit Hours: 3

To assist you in obtaining employment in the food service/lodging industry, your mathematical knowledge should include proficiency in the fundamental skills of adding, subtracting, multiplying and dividing of whole numbers. In addition, you will need some knowledge in the areas of decimals, fractions, percentages and business math.

MSC.1350 Mathematics 1

Credit Hours: 1

The course is intended to meet the needs for students enrolled in carpentry. The course covers the fundamental mathematics necessary to allow the student to gain an in-depth knowledge and understanding of mathematical skills and their application to the field of carpentry.

MSC.1360 Mathematics 2

Credit Hours: 2

Prerequisite: MSC.1350

This course provides students with a review of the basic mathematical skills required for working in the construction trades.

MSC.1370 Basic Electrical Mathematics

Credit Hours: 3

The purpose of this course is to acquaint the student with the concepts of mathematics, as applied to the practical work of the trade. The student will become familiar with the solving of practical problems that he/she will be required to know as a first-year apprentice.

MSC.1380 Mathematics

Credit Hours: 2

This course is an individual progress math program, utilizing diagnostic test material to identify remedial requirements for each student. Students are required to complete basic assignments on each of the following topics: four operations with whole numbers, fractions, decimals, elementary algebra using one unknown, per cent, ratio and proportion, denominate numbers, metric measures and calculations, exponents, scientific notation/significant digits, square/square roots, Pythagoras' theorem, perimeter/circumferences, areas, various figures, volume/capacity of commonly used shapes of containers.

MSC.1381 Science

Credit Hours: 2

Electricity and magnetism, atomic theory, static electricity, condensers, circuits, batteries, transformers, DM motors, DC and AC generators, hydraulics, pressure Pascal's principle, brakes and brake fluids, kinetic energy, centripetal force, matter, properties of solids, liquids, and gases; temperature scales, expansion due to heat, heat transfer, simple machines, work power, gear trains, gear ratios.

MSC.1410 Mathematics 1

Credit Hours: 1

The course is designed to help the student in welding gain in-depth knowledge and understanding of mathematical skills and their application to the field of welding. Welding terminology is applied to all specific levels. Specific areas of instruction include whole numbers, fraction, decimals, perimeter, and percentage.

MSC.1420 Mathematics 2

Credit Hours: 1

This course is designed to help the student in welding to gain an in-depth knowledge and understanding of mathematical skills and their application to the field of welding. Welding terminology is applied to all specific levels. Specific areas of instruction include: surface area, lateral surface area, volume, and angular measurement.

MSC.1430 Science 1

Credit Hours: 1

The science course is designed for all those in welding who want a better understanding of what takes place when welds are made. The emphasis is placed on the fundamentals of metallurgy and the various metals that might be welded. This includes overview of metallurgy, property uses of metals, materials and methods of welding.

MSC.1440 Science 2

Credit Hours: 1

The science course is designed for all those in welding who want a better understanding of what takes place when welds are made. The emphasis is placed on the basic fundamentals of metallurgy and the various metals that might be welded. This includes overview of metallurgy, property uses of metals, materials and methods of welding.

MSC.1510 Calculus 1

Credit Hours: 2

Prerequisite: MSC.1501, MSC.1511

Complex numbers are covered before an introduction to differential calculus is presented. The course covers techniques of differentiation and application of derivatives.

MSC.1511 Advanced Mathematics

Credit Hours: 3

This course is designed to strengthen the student's high school knowledge base while developing the manipulation and application skills that are so essential for electrical studies. Additional topics include sketching sinusoids and composites, manipulation and conversion of complex numbers among different forms and solving exponential and logarithmic equations.

MSC.1520 Calculus 2

Credit Hours: 2

Prerequisite: MSC.1510

This course is a continuation of Calculus 1 and begins with a review of trigonometry with emphasis shifting to basic integration techniques. Topics covered are techniques of integration, including trigonometric substitutions, integration by parts and use of integral tables, definite integrals, and application of integrals.

MSC.1561 Physics 1

Credit Hours: 2

The course presents topics in mechanics, fluid mechanics, heat, and thermodynamics. Detailed explanations on Newton's laws of motion, work, energy, and 2-dimensional motion are provided in mechanics. The fluid mechanics will introduce Archimedes' principle, Bernoulli's equation, the equation of continuity, and viscous flow. In thermo-dynamics, concepts such as temperature, heat, and internal energy as well as calculating the efficiency of thermal engines will be provided. Problem solving is an essential part of this course.

MSC.1571 Physics 2

Credit Hours: 3

Prerequisite: MSC.1561

The first part of the course will address topics on electrostatics and magnetic fields. The second part deals with optics and electromagnetic waves. Problem solving will be an important part of this course.

MSC.1610 Technical Math 1

Credit Hours: 3

This course is designed to assist the programmer/analyst in developing mathematical problem-solving skills to design computer programs for hardware and software.

MSC.1620 Technical Math 2

Credit Hours: 3

This course is devised to assist further and to enhance the Programmer/Analyst in developing mathematical problem-solving skills learned in Technical Math 1 to design computer programs for hardware and software.

MSC.1630 Process Mathematics

Credit Hours: 2

This course reviews basic algebra and trigonometry and introduces differential and integral calculus and their applications to process technology.

MSC.1640 Algebra and Trigonometry

Credit Hours: 6

This course covers functions, factoring, exponents, radicals, logarithms, algebraic manipulation, equation solving, planar and solid geometry, trigonometry, and plane analytic geometry. A Hewlett Packard 48G Series graphing calculator will be required throughout this course.

MSC.1680 Chemistry

Credit Hours: 5

This course is an enhanced view of high school chemistry with theoretical and practical emphasis on chemical compounds and reactions. Other topics covered are nuclear radiation, gases, solution and acids and bases. Students will also be introduced to organic chemistry and biochemistry.

MSC.1690 Biostatistics

Credit Hours: 3

This course acquaints the student with the application of statistical analysis as related to the biological and ecological sciences. Topics include procedures for experimental design and sampling, frequency distributions/tables, measures of central tendency (mean, median, mode), measures of dispersion and variability (range, variance, standard error, standard deviation), goodness of fit (chi-square), the normal distribution, parametric testing (one-sample, two-sample, and paired sample hypotheses, confidence limits), non-parametric testing (Mann-Whitney), the binomial and Poisson distributions, linear regression and correlation, and analysis of variance.

MSC.1700 Statistics/Applied Statistics in Technology

Credit Hours: 3

Prerequisite: Pre-Calculus Mathematics 40S or Applied Mathematics 40S.

Essentials of elementary statistics have been designed for students who need a working knowledge of statistics. Statistics is a practical discipline used as a useful tool in learning about the world around us. The student will become familiar with descriptive methods of statistics and will perform inference testing on specific data. The student will also perform parametric and

non-parametric analysis on given data. Student may not hold credit for MSC.1700 and MGT.170A.

MSC.1751 Business Mathematics

Credit Hours: 3

This course consists of a review of basic mathematical skills. These skills are then applied to a variety of business situations. Banking procedures for both personal and business bank accounts and maintaining a petty cash fund will be introduced. Math calculations will be done with speed and accuracy using an electronic printing calculator, a pocket calculator or a software package.

MSC.1761 Applied Business Mathematics

Credit Hours: 3

Prerequisite: MSC.1751

This course is designed for students to continue to apply math skills acquired in Business Mathematics (MSC.1751). Discounts, sales and purchase invoices, mark-ups and markdowns, interest calculations, and calculating payroll using several methods will be addressed. Accuracy in producing or approving numerous forms and documents will be emphasized.

MSC.1780 Financial Mathematics

Credit Hours: 3

Co-requisite: MGT.1010

This course is an introductory financial math course designed for students entering a business field. On completion, the student will have the ability to solve algebraic expressions, and apply the concepts of simple interest to financial and management decisions. In addition, the student will have a good understanding of linear graphs and be able to calculate the time value of money.

MSC.178A Business Mathematics (Distance)

Credit Hours: 3

This course reviews the basics of arithmetic, graphing and algebra to develop students' skill in the solution of practical problems encountered in business. It provides a base for economics and marketing. Course topics include whole number, fractions, decimals, problem solving, percentages, discounts, mark-ups and markdowns.

MSC.2511 Applied Calculus

Credit Hours: 2

Prerequisite: MSC.1520

This course is a continuation of MSC.1520 Calculus 2 and consists of three modules. The first module starts with a review of integration techniques, emphasis then shifts to series expansions and differential equations. The second module is an introduction to mathematical software. Students will then use the software to solve differential equations, power series expansion, and Fourier Transforms. The third module covers applied statistics and introduces basic statistical concepts, techniques and application in technical work, as well as to develop a rational approach to data analysis. Topics covered include frequency distribution, graphical representation of data, measures of central tendency and dispersion, empirical curve fitting, probability and sampling.

MSC.2260 Trade Mathematics 2

Credit Hours: 2

Prerequisite: MSC.1260

This course will provide a review of basic math skills and their applications in the carpentry, electrical and plumbing fields. Calculating angles for surveying and transference of and establishing elevations will be covered, as will line-length measurements for roofing structural members and concrete volumes and calculating angles for pipe drainage using elevations and slope in percentages.

MWF MIDWIFERY

MWF.1010 Midwifery in the Canadian and International Context

Credit Hours: 3

In this course, the student will develop a clear understanding of the model of midwifery in Manitoba and appreciate differences in other jurisdictions. This course will provide students with the opportunity to learn about the larger historical context of midwifery including midwifery in Aboriginal communities and the international context. The development and the roles of major professional midwifery organizations will be addressed. Students will be oriented to the midwife's role, the philosophy of practice in Manitoba, the fundamentals of midwifery knowledge and care, and the future direction of midwifery in Canada.

MWF.1020 Language and Midwifery

Credit Hours: 3

This course focuses on developing professional language terminology proficiency as needed by midwives in Manitoba communities. Student will be oriented to health services terminology, concepts, and communication skills relevant to women's health care and midwifery theory and practice. The medical vocabulary is contextualized so that midwifery concepts are embedded. There is also physical and cultural referencing of material to health settings and Aboriginal communities.

MWF.1035 Midwifery Care and Practice 100A

Credit Hours: 3

This course focuses on health education and promotion and the experience of women and families in the childbearing years. It includes topics such as labour support, education for childbearing, informed choice, introduction to midwifery care and practice, and portfolio development. Foundational knowledge and skills are developed through structured learning experiences, simulation, clinical education and community involvement.

MWF.1036 Midwifery Care and Practice 100B

Credit Hours: 3

This course focuses on health education and promotion and the experience of women and families in the childbearing years. It includes topics such as labour support, education for childbearing, informed choice, introduction to midwifery care and practice, and portfolio development. Foundational knowledge and skills are developed through structured learning experiences, simulation, clinical education and community involvement.

MWF.1040 Anatomy and Physiology for Midwives

Credit Hours: 6

This course covers basic concepts of human structure and function, genetics, and embryology from both the western scientific and Aboriginal perspectives.

MWF.1060 Human Lactation and Infant Nutrition

Credit Hours: 3

This course will introduce students to the anatomy, physiology, and psychology of lactation, lactation techniques, and the skills necessary to promote, support and protect breastfeeding. Development of breast feeding as the cultural norm in hospitals, communities and the workplace will be a priority. Emphasis will be on the development of sound and effective breastfeeding counseling skills.

MWF.1999 Independent Midwifery Care and Practice

Credit Hours: 3

The student will spend six weeks in an alternative midwifery practice placement in a setting of their choosing. Students will develop a clear understanding of the model of midwifery in Manitoba and appreciate differences in other jurisdictions. The emphasis of this course is on autonomous practice throughout all phases of childbirth care and in all available settings. The tutorial component uses problem situations from all phases of childbirth, and the problems integrate content related to inter-professional relationships and the organization of the health-care system, the legal, ethical and professional responsibilities of a midwife, and the critical evaluation of practice.

MWF.2030 Nutrition in the Childbearing Years

Credit Hours: 3

This course will provide an overview of nutrition issues affecting pregnant and child-bearing women. The content examines micro-nutrients for healthy pregnancy and high-risk pregnancy, and socioeconomic and cultural issues such as food availability, obesity, gestational diabetes, and poverty before, during and after pregnancy. Additional topics may include menu planning using healthy portion sizes, food availability in northern communities, vegetarianism, lactose intolerance, and environmental variables.

MWF.2041 Biosciences for Midwives

Credit Hours: 3

This course provides an overview of basic concepts relating to chemistry, biochemistry, and microbiology. Content areas may include practical applications of clinical chemistry, specimen collection, medical microbiology and the interpretation of laboratory results.

MWF.2045 Midwifery Care and Practice 200

Credit Hours: 12

Prerequisite: MWF.1035, MWF.1036

This course focuses on primary care for normal childbearing. It includes assessment, critical thinking and care planning in a primary care role. Knowledge and skills are developed through clinical intensives, simulation, case-based tutorials, portfolio development and an extended period of clinical education in a community midwifery practice.

MWF.2051 Medicines and Midwifery

Credit Hours: 3

This course enables midwifery students to gain comprehensive knowledge of midwifery prescribing, and the use and administration of medication and complementary therapies. The course will also discuss issues that arise when using complementary medicines in practice. This course introduces concepts of pharmacotherapeutics. It provides an overview of basic concepts in pharmacology, pharmacy, and therapeutics relevant to the practice of midwifery in Manitoba. Unifying concepts include pharmacokinetics, toxicology, and adverse reactions in pregnancy, lactation and the neonate.

MWF.2060 Seminar in Women's Issues

Credit Hours: 3

This seminar will enable the student to reflect on some of the issues that they are likely to encounter as they work with women. This course is presented in a series of seminars and will provide an introduction to the concepts of gender as they relate to aboriginal women's issues, ethnicity, sexuality, body image, work, violence, education, and in general, women's position in society. This course will explore contemporary feminist theoretical positions as they relate to women both globally and locally within Manitoba/Canada.

MWF.3001 Knowing and Researching: A Culturally Competent Approach for Midwives

Credit Hours: 3

This course will introduce students to worldviews, ways of knowing, and research methods with emphasis on indigenous, rural and remote contexts. The theory, practice, and issues (i.e., legal, ethical, competing paradigms) of quantitative and qualitative research methods in health will be introduced. Emphasis will be on the critical appraisal of existing research (journals, electronic media, etc.) as a basis for evidence-based practice for midwives and inter-professional health care teams. The course will emphasize creativity, ingenuity, and thoroughness in all phases of knowledge acquisition and research by the learner.

MWF.3015 Inter-professional Practice

Credit Hours: 6

Prerequisite: MWF.2045 or MWF.2070

This course focuses on developing an understanding of the roles and responsibilities of care providers across the disciplines, and the development of skills for inter-professional collaborative practice. Students participate as a care provider in a variety of care settings with obstetrical and neonatal specialists. The course includes clinical education in a variety of settings.

MWF.3045 Midwifery Care and Practice 300

Credit Hours: 24

Prerequisite: MWF.2045

This course focuses on deviations from normal, pathology, indications for consultation and transfer of care, and emergency skills. It develops clinical judgment and decision making in increasingly complex situations. Students will learn the signs and symptoms of pathologic conditions of the mother and the newborn infant and the role of the midwife in detecting and managing these problems. Knowledge, skills and judgment are

developed through theoretical instruction, simulation-based learning, case-based tutorials, portfolio development and an extended period of clinical education.

MWF.4010 Aboriginal Midwifery

Credit Hours: 3

Prerequisite: MWF.2045 or MWF.3010

This course focuses on developing students' understanding of the role of midwifery in Aboriginal communities. Clinical education in this course provides the student with continued exposure to aboriginal culture, community, and health initiatives in the childbearing years. The student will participate in clinical education in an Aboriginal community and/or with an Aboriginal midwife.

MWF.4021 Midwifery Leadership

Credit Hours: 3

Prerequisite: MWF.3030 or MWF.3045; MWF.4010

Co-requisite: MWF.4045

In this advanced fourth-year course, students will examine and critically analyze ethical and professional issues in midwifery practice, development and leadership; including the historical and contemporary roles of Aboriginal midwives. Students will reflect on and articulate how they have and may integrate what they have learned into their own practice, approaches and philosophies; and ways in which they can contribute as midwifery leaders in communities and society. This capstone course concludes with a land-based experiential intensive to synthesize themes and issues in preparation for midwifery practice.

MWF.4045 Midwifery Care and Practice 400

Credit Hours: 24

Prerequisite: MWF.3045

This course focuses on integration of theory and skills to prepare students to provide all aspects of midwifery care. Students demonstrate independent decision making and application of the full range of their academic knowledge to provide care to a midwifery caseload under supervision of a preceptor. The emphasis is on independent practice through all phases of midwifery care in all settings. Tutorials and workshop sessions will include peer case review, completion of learning portfolio, and preparation for practice.

NUR NURSING

NUR.0100 Medical Terminology

Credit Hours: 3

Medical Terminology will provide students with sound knowledge of medical vocabulary. It is designed to develop proficiency in the application of language utilized in health care settings. This course provides basic principles of medical word building followed by application of these principles to develop an extensive medical vocabulary. Initially emphasis is placed on basic elements of medical words, including word roots, combining forms, suffixes, and prefixes. Upon mastery of word structure, terminology is then studied as it relates to a variety of body systems. Furthermore, vocabulary, terminology, pathology, clinical procedures, diagnostic testing and abbreviations are also studied in reference to each body system.

NUR.1000 Cultural Safety in Health Care for Diverse Populations

Credit Hours: 3

This course will prepare future health professionals to work with diverse population in a culturally safe manner. The principles of cultural safety are grounded in indigenous health research both in Canada and overseas. However, students will also be exposed to the issues of working with culturally and/or ethnically diverse communities in urban and rural Manitoba.

NUR.1025 Introduction to Essential Skills for Nursing

Credit Hours: 3

The Introduction to Essential Skills for Nursing course is designed for students entering the Diploma in Practical Nursing program. The course will assist students to refresh their basic mathematics skills and be introduced to drug calculation, writing academic paper styles in APA format, and basic medical terminology. This course covers topics essential to achieve competency in the nursing program.

NUR.1031 Health Assessment

Credit Hours: 4

Prerequisite: UM.BIO.1410.L

Co-requisite: UM.BIO.1412.L

Health Assessment includes theory and laboratory practice. This course is designed to develop cognitive processes and psychomotor skills necessary for conducting health assessments on individual clients. The systematic collection of data can then be used to make decisions about ways to promote, maintain, or restore health.

NUR.1032 Basic Pharmacotherapeutics

Credit Hours: 3

Prerequisite: NUR.1035

Co-requisite: UM.BIO.1412.L

Basic Pharmacotherapeutics examines the physiological effects of drugs on clients, including therapeutic effects, side effects, adverse effects, and drug interactions. Common drug classifications and selected medications including herbal preparations within each classification are studied. Pertinent legislation relating to drug administration is also explored.

NUR.1035 Nursing Foundations I: Introduction to Nursing

Credit Hours: 4

Co-requisite: ART.1028, UM.BIO.1410.L

Nursing Foundations I includes theory and laboratory practice. This course provides the theoretical foundation of nursing by introducing the nursing process and the Neuman Systems Model. It lays the foundation for developing moral and ethical reasoning, critical thinking, and understanding legal considerations and legislative acts affecting nursing practice. Roles and responsibilities of the practical nurse are presented through the understanding of history, professional standards, and expectations. Through this course, the student will begin to acquire the knowledge, attitude, skills, behaviour, and judgment required for nursing. This course promotes the wellness of self, as students learn to practice the skills required to maintain personal safety in the caregiver role.

NUR.1036 Nursing Foundations II: Basic Nursing

Credit Hours: 4

*Prerequisite: ART.1028, NUR.1035**Co-requisite: NUR.1031, NUR.1032, UM.BIO.1412.L*

Nursing Foundations II includes theory and laboratory practice for simulated clinical situations. This course focuses on the application of the Neuman Systems Model and the nursing process to enable the student to use sound clinical judgment in providing nursing care. The content is organized around alterations in lines of defence for various body systems and the related nursing skills for activities of daily living and medication administration.

NUR.1037 Nursing Practice I: Continuing Care Practice

Credit Hours: 3

*Prerequisite: ART.1028, NUR.1035, UM.BIO.1410.L**Co-requisite: NUR.1031, NUR.1032, NUR.1036, UM.BIO.1412.L*

Nursing Practice I: Continuing Care Practice is a 144-hour clinical practice course in which the student will use the Neuman Systems Model and the nursing process to provide client care in the continuing care setting. This course provides the student with an opportunity to perform basic nursing skills, administer medications, and use therapeutic communication skills. Learning will also focus on legal and ethical issues, and working as a member of the health care team.

NUR.126U Human Growth and Development

Credit Hours: 3

This course is a study of the normal growth and development across the life span, with consideration of current physiological and psychological knowledge.

NUR.128U Introduction to Nursing

Credit Hours: 3

The student is introduced to the profession of nursing and to some basic concepts relevant to nursing practice, education and research. Past, present and future roles and functions of the nurse will be explored.

NUR.1710 Clinical 1: Institutionally Based Care Giving

Credit Hours: 6

*Prerequisite: NUR.1720, NUR.1740**Co-requisite: NUR.1750*

The first clinical experience is a planned and closely supervised practical experience in a health care setting. Students will have an opportunity to use the skills taught in class and laboratory settings to provide personal care to clients experiencing illness and functional change. Pre- and post-conference sessions will assist the students to relate theoretical knowledge to practice as health care aides.

NUR.1720 Roles and Functions of the Health Care Aide

Credit Hours: 10

This course covers the role of the health care aide within the health care system. It focuses on care giving in an institution and covers the following topics: the workplace, communication skills, rest and activity, human relations, safety, personal hygiene, elimination, and skills related to activities of daily living.

NUR.1740 Care of Clients with Health Problems

Credit Hours: 10

Prerequisite: NUR.1720

This course focuses on health problems across the life span. It includes growth and development, gerontology, physical health problems, mental health, death and dying, and care of clients with special needs.

NUR.1750 Clinical 2: Mental Health Clinical

Credit Hours: 2

*Prerequisite: NUR.1720, NUR.1740**Co-requisite: NUR.1710*

This experience focuses on increasing student knowledge and skill in communicating with and providing personal care to clients with mental health and/or physical problems. Included in this clinical experience will be psychogeriatric clients and those with organic brain disorders. The experience may take place in a variety of clinical settings.

NUR.1790 Community Service Project

Credit Hours: 3

The Community Service Project is a co-curricular component of the Health Transition Certificate Program that is an integral part of the curriculum and is to formalize the connection between co-curricular service and academic study. The extent of the engagement with community partners may be a key variable that leads to sustained peer interaction in and out of class. The Community Service Project is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience. This is accomplished through integration of service tasks with structured opportunities for learners for discovery and skills within the context of community developmental linkage through 90 hours (3 x 30 hours) of service to multiple health related fields and professions either in a governmental or non-governmental setting. These agencies include but are not limited to hospitals, health care facilities, health clinics, senior citizen enterprises, friendship centres, and religious organizations. Learners are free to choose their service project(s) by consulting with an academic

advisor prior to initiation of the community service undertaking and must register the approved service project for each term of their studies.

NUR.1810 Community-Based Care

Credit Hours: 2

Prerequisite: NUR.1720, NUR.1740, Current CPR Level HCP, immunization, criminal records check, Child Abuse Registry check.

This course focuses on care in the community and consists of the following topics: orientation to community health of clients in the home, safety and health management, nutrition and safe food handling.

NUR.1820 Clinical 3: Community-Based Care Giving

Credit Hours: 2

Prerequisite: NUR.1720, NUR.1740, NUR.1810

This clinical experience presents students with an opportunity to observe community health practice. Students will practice the adaptations necessary to work as an aide in the community, focusing on medical asepsis, assessment, body mechanics, personal care, safety, emotional support, organization of care and communication.

NUR.1830 Transition to Graduation: Senior Practice

Credit Hours: 3

Prerequisite: NUR.1710, NUR.1750, NUR.1820

Transition to Graduation: Senior Practice provides students with the opportunity to integrate the knowledge, skills, attitudes, and judgments acquired in the Health Care Aide (HCA) program. It also provides an opportunity to more fully understand and experience the role of the HCA. Graduates will be able to provide safe, ethical, empathetic, and wholistic care that is client focused and culturally sensitive within the realms of legal health care practice. Students will be assigned to a certified HCA preceptor for seventy-two hours (twelve-hour or eight-hour shifts) during a two week period. The preceptor provides guidance and supervision for you in the clinical area. During this time, you will work in the same clinical area and during the same clinical shifts as the preceptor. Students should be prepared to work full day, evening or night shifts, and weekends. Upon successful completion of this course, students are more prepared to assume the HCA role. NUR.1710

NUR.2000 Pathophysiology for the Health Care Professions

Credit Hours: 3

Prerequisite: NUR.1031, NUR.2001, UM.BIO.1412.L

Pathophysiology for the Health Care Professions is a theory course that focuses on the pathological processes underlying health disorders and chronic diseases across the lifespan. Theory is presented conceptually to provide the necessary foundation for understanding general pathological processes, diagnostic criteria, and treatments that can be applied to specific disease conditions. Each concept will be illustrated by typical diseases and disorders.

NUR.2001 Nursing Foundations III: Medical/Surgical Nursing

Credit Hours: 9

Prerequisite: NUR.1031, NUR.1032, NUR.1036, UM.BIO.1412.L

Nursing Foundations III includes theory and laboratory practice for simulated acute-care clinical situations. This course focuses on nursing care and related skills for medical-surgical nursing. The course builds on previous nursing knowledge and related theory and assists the student in adapting the nursing approach to care of medical-surgical clients within the theoretical framework of the Neuman Systems Model and the nursing process.

NUR.2002 Nursing Foundations IV: Family Nursing 1

Credit Hours: 3

Prerequisite: NUR.1031, NUR.2001, SOC.1005

Co-requisite: NUR.2000

Nursing Foundations IV is a theory course focusing on the promotion of health of the developing family. It includes concepts related to maternity nursing and the care given to the expectant family before, during, and after birth and to the care of the newborn. This course builds on previous nursing knowledge and social sciences and assists the student in adapting the nursing approach to care for the maternity client within the theoretical framework of the Neuman Systems Model and the nursing process.

NUR.2003 Nursing Foundations V: Family Nursing 2

Credit Hours: 3

Prerequisite: NUR.1031, NUR.126U, NUR.2001, NUR.2002

Nursing Foundations V is a theory course focusing on health promotion for pediatric clients and their families. Theoretical concepts of assessment related to growth and development are introduced. Pathophysiology, nursing care, communication, and health-teaching techniques specific to the pediatric client are discussed. This course builds on previous nursing knowledge and related theory and assists the student in adapting the nursing approach to care of the pediatric client within the theoretical framework of the Neuman Systems Model, nursing process, and growth and development theory.

NUR.2004 Nursing Foundations VI: Community Nursing

Credit Hours: 3

Prerequisite: NUR.126U, NUR.2000, NUR.2001, SOC.1005

Nursing Foundations VI is a theory course focusing on the promotion of health of families and the community. The Calgary Family Assessment Model and Community-as-Partner Model are introduced to support nursing knowledge in providing competent and holistic care responsive to the needs of family and community. Concepts such as family assessment and building on family strengths, and community assessment, health promotion, public health, and primary health care will be explored. This course builds on previous nursing knowledge and related theory to assist the student in adapting the Neuman Systems Model and nursing process to the provision of care for families and communities.

NUR.2005 Nursing Foundations VII: Mental Health Nursing

Credit Hours: 3

Prerequisite: ART.1028, NUR.2001, SOC.1000 (Inactive)

Nursing Foundations VII is a theory course. This course builds on nursing knowledge and related theory to utilize clinical judgment in adapting the Neuman Systems Model and the nursing process to the mental health client and family. The focus is on assisting the mental health client and family adjust to the changes in psychosocial functioning associated with mental health issues and related treatments.

NUR.2006 Nursing Foundations VIII: Transition to Graduate Nursing

Credit Hours: 3

Prerequisite: NUR.2003, NUR.2004, NUR.2005, NUR.2011, NUR.2012

This course focuses on the role transition from being a student to working as a graduate practical nurse. The course addresses the concepts of labour relations, work-life issues, professional development, continued competence, lifelong learning, nursing research, clinical quality improvement, leadership, management, professional organizations, and employment opportunities in practical nursing. You are expected to integrate knowledge from all program courses in preparation for taking on the role of a licensed practical nurse.

NUR.2010 Nursing Practice II: Acute Care Practice Medical

Credit Hours: 3

Prerequisite: ART.1028, NUR.1037, NUR.2001*Co-requisite:* NUR.2000

Nursing Practice II: Acute Care Practice Medical is an instructor-supervised clinical practice course in which you will apply the Neuman Systems Model and the nursing process to provide care to clients and families in medicine acute-care settings. You will provide safe, quality care through application of the nursing process. Medication administration will include parenteral medications (excluding IV push medications). Your learning will also focus on ethical and legal issues, collaborating with the health care team to assist the client to wellness, family teaching, and discharge planning. You should be prepared to work full day or evening shifts.

NUR.2011 Nursing Practice III: Acute Care Practice Surgery

Credit Hours: 3

Prerequisite: NUR.1032, NUR.1037, NUR.2000, NUR.2001, NUR.2010

Nursing Practice III: Acute Care Practice Surgery is an instructor-supervised clinical practice course in which you will apply the Neuman Systems Model and the nursing process to provide care to clients and families in acute care settings. You will provide safe, quality care through application of the nursing process. Medication administration will include parenteral medications (excluding IV push medications). Your learning will also focus on ethical and legal issues, collaborating with the health-care team to assist the client to wellness, family teaching, and discharge planning. You should be prepared to work full day or evening shifts.

NUR.2012 Nursing Practice V: Mental Health Care Practice

Credit Hours: 3

Prerequisite: NUR.2000, NUR.2001*Co-requisite:* NUR.2005

The Nursing Practice V: Mental Health Care Practice course consists of clinical practice in a specialized setting. This is a participatory experience working with clients in a mental health setting (usually in a continuing care centre). It is usually instructor-supervised. You should be prepared to work full day, evening or night shifts following the preceptor's or instructor's schedule.

NUR.2014 Nursing Practice IV: Obstetrical Nursing Care Practice

Credit Hours: 3

Prerequisite: NUR.2001*Co-requisite:* NUR.2002, NUR.2010

Nursing Practice IV: Obstetrical Nursing Care Practice provides you with the opportunity to integrate the knowledge, skills, attitudes, and judgments required for obstetrical care. It also gives you an opportunity to more fully understand and experience the role of the diploma in practical nursing. You will be supervised by a clinical instructor or assigned to an LPN preceptor. You should be prepared to work full day, evening or night shifts and weekends (or on-call for deliveries). Upon successful completion of this course, you are prepared to assume the diploma in practical nursing role as a beginning practitioner.

NUR.2015 Nursing Practice VI: Senior Comprehensive Practice

Credit Hours: 8

Prerequisite: NUR.2006

Nursing Practice VI: Senior Comprehensive Practice provides you with the opportunity to integrate the knowledge, skills, attitudes, and judgments acquired in the Diploma in Practical Nursing program. It also gives you an opportunity to more fully understand and experience the role of the Diploma in Practical Nursing. You will be assigned to an LPN or RN preceptor for 400 hours. The preceptor provides guidance and supervision for you in the clinical area. During this time, you will work in the same clinical area and during the same clinical shifts as the preceptor. You should be prepared to work full day, evening or night shifts and weekends. Upon successful completion of this course, you are prepared to assume the Diploma in Practical Nursing role as a beginning practitioner.

NUR.212U.L Nursing Health Assessment

Credit Hours: 4

This course focuses on the development of the nursing theory and skills required to assess and record the physical and psychosocial status of healthy individuals. Age and cultural variations are identified. A basic level of assessment of the family and community will be introduced.

NUR.213U.L Nursing Skills Laboratory

Credit Hours: 2

Students will learn skills required to assist healthy clients to maintain or improve health. Modifications to the skills required because of age and cultural differences of clients will be identified. Strategies for assisting family caregivers to perform selected skills will be incorporated.

NUR.218U Clinical Nursing Practice 1

Credit Hours: 3

Prerequisite: NUR.212U.L, NUR.213U.L, NUR.219U*Co-requisite:* NUR.2240, NUR.328U.L

Students will apply concepts of health promotion and illness prevention to the care of infants, children, adolescents and young adults. The focus is on health-related nursing phenomenon and the development of assessment, communication, teaching/facilitative and basic psychomotor skills. Note the CPR (Health Care Provider Level) course must be current and recertification is required on a yearly basis.

NUR.219U Clinical Nursing Practice 2

Credit Hours: 3

Prerequisite: EXT.0970*Co-requisite:* NUR.212U.L, NUR.213U.L, NUR.2230

Students will apply concepts of health promotion and illness prevention to the care of healthy and at-risk middle-aged and elderly adults. The focus is on health risk phenomena and the development of assessment, communication, teaching/facilitative, and basic psychomotor skills.

NUR.222U Pharmacology in Nursing Practice

Credit Hours: 3

This course introduces students to basic concepts and principles related to pharmacology (pharmacokinetics, pharmacodynamics and pharmacotherapeutics) and the nurses' role in drug therapy. The major classifications of drugs will be examined along with issues arising from the use of drug therapy in contemporary society.

NUR.2230 Health Promotion of Older Adults and Their Families

Credit Hours: 4

This course focuses on the aging changes that occur in older adults, the interaction between aging changes and illness, the resultant presentation of symptoms, and the functional consequences. Health promotion strategies, including health teaching, are highlighted to encourage, maintain, and enhance independence, based on the older adult's abilities. Selected teaching/learning models, barriers and motivators, and their application to older adults are discussed.

NUR.2240 Health Promotion of Childbearing and Childrearing Families

Credit Hours: 6

Prerequisite: NUR.212U.L

This course provides an overview of health promotion of infants, children, adolescents, and parents within the family context. The focus is on theories, concepts, nursing research, evidence-based nursing practice, and nursing care related to children and families.

NUR.3210 Nursing Research Methods

Credit Hours: 3

Prerequisite: UM.STAT.1000

This course provides an overview of research strategies in nursing with a focus on the acquisition of concepts in order to critically appraise nursing research.

NUR.328U.L Nursing Skills Laboratory

Credit Hours: 2

Prerequisite: NUR.213U.L

This course focuses on the development of the clinical nursing skills required to assist ill or dying clients. Modifications to the skills required because of age, cultural differences or client preference are identified.

NUR.329U Health Restoration in Nursing

Credit Hours: 6

This course focuses on concepts, issues, and research related to nursing care across the lifespan in the acute phase of disease. The impact on the family and community will be explored.

NUR.330U Clinical Nursing Practice 3

Credit Hours: 3

Prerequisite: NUR.222U*Co-requisite:* NUR.329U

Students will apply concepts of health restoration to the care of ill clients of all ages and their families in the acute stage of disease. The focus of this clinical course is on acute illness-related phenomena, critical/analytical thinking, care-giver development and communicator roles, application of research findings, and the identification of practice issues. Note the CPR Basic Rescuer course must be current and recertification is required on a yearly basis.

NUR.331U Health Maintenance in Nursing

Credit Hours: 6

This course focuses on concepts, issues and research related to nursing care of individuals across the life span who require health maintenance for long-term illnesses. The impact on the family and community will be explored.

NUR.332U Clinical Nursing Practice 4

Credit Hours: 3

Prerequisite: NUR.222U.L*Co-requisite:* NUR.331U

Students will apply concepts of health maintenance to the care of clients of all ages with long-term illness and their families. The focus is on illness-related phenomena, analytical thinking, development of the care provider and communicator roles, application of research findings, and identification of practice issues.

NUR.335U Counselling Skills for Nurses

Credit Hours: 3

Co-requisite: NUR.330U or NUR.332

This course builds on the significance of interpersonal skills in nursing practice in health and illness. It examines theoretical basis and practical application of a counselling approach with clients. Students will have the opportunity for experiential learning.

NUR.3450 Introduction to Legal and Ethical Foundations of Nursing Practice

Credit Hours: 3

NUR.3450 is designed to expose you to the broad range of ethical and legal issues across the lifespan which confront practicing nurses today. You will examine a variety of topics from an integrated ethical/legal perspective through the use of a case method approach. You will have the opportunity to explore your own beliefs and values while developing an appreciation for the views of others. This is an introductory level course to Ethics and Law for nursing students. It is neither possible nor necessary to provide you with the depth of learning that a philosophy, law, or nursing graduate student would receive. This course will examine the legal and ethical foundations that guide nursing practice. The process of critical analysis and reasoning will be applied to common legal and ethical dilemmas.

NUR.429U Clinical Practicum

Credit Hours: 10

Prerequisite: All courses in the program.

This course enables students to integrate and critically apply concepts, theories and relevant research to an area of practice and a client group of their choice. Care will address all levels of health, reflect application of a focused body of theory, and consider concepts of leadership, research, ethics, family, and community care.

PHI PHILOSOPHY**PHI.1001 Introduction to Logic**

Credit Hours: 3

This course introduces students to structures of valid argumentation and informal or sentential logic. We will cover critical reasoning, types and structures of valid arguments, forms of definition, analyzing and assessing argumentation, diagramming of structures of argument, fallacies, strategies for challenges to argumentation and the expression arguments in written and essay form.

PHI.1002 Introduction to Philosophy

Credit Hours: 3

This course will explore at an introductory level, many of the most important questions in the history of philosophy, introducing students to great thinkers and texts from ancient Greece up to contemporary Anglo-American and continental philosophers. Instead of a step-by-step timeline history of philosophy, this course will explore various attempts to answer life's great questions by prominent thinkers throughout history.

PHI.1003 Introduction to Social Ethics

Credit Hours: 3

The course will introduce students to some of the key ethical theories, structures and frameworks of critical and effective ethical reflection. An important part of the course will be application of the theories and frameworks to ethical questions.

PHI.1010 Critical Thinking: An Introduction to Philosophy

Credit Hours: 3

This course will explore at an introductory level many of the most important questions in the history of philosophy, introducing students to great thinkers and texts from ancient Greece up

to contemporary Anglo-American and continental philosophers. Rather than a simple step-by-step timeline history of philosophy this course will attempt to examine philosophy by looking at the various attempts to answer life's great questions by prominent thinkers throughout history. One of the exciting things about philosophy is that it treats the work of thinkers from the past as a living thing, allowing the philosopher to engage in dialogue with Aristotle or Immanuel Kant. In this course we will attempt to bring this wisdom to bear on topics of contemporary interest, working with issues of today in order to both understand the ways in which the questions raised by contemporary issues have been addressed by careful critical thinkers in the past and also to develop the student/philosopher's own ability to think carefully and creatively about issues.

PHI.2000 Philosophical Perspectives on the Environment

Credit Hours: 3

This course is designed to expose students to a variety of perspectives on the relation between human beings and the environment and environmental ethics. Students will explore different cultural conceptions and understandings of the human role in the natural world, examine critically the most important modern historical and contemporary currents of environmentalist thought, and develop an effective understanding of key environmental issues and current topics at both a local and global level.

PHI.2001 Business Ethics

Credit Hours: 3

This course introduces the student to the role of ethics and concerns for social justice in business theory and practice.

PHI.2002 Environmental Ethics

Credit Hours: 3

This course is designed to expose students to a variety of perspectives about environmental ethics. Students will explore different cultural conceptions and understandings our role in the natural world, and examine critically the most important modern historical and contemporary currents of environmentalist thought.

PHI.2003 Political Philosophy

Credit Hours: 3

Prerequisite: PHI.1002

This course will explore some of the key ideas in the historical development of political thought, and will address a selection of issues in contemporary political philosophy. Students will be introduced to important political philosophers, their theories, and the contexts in which the theories are conceived.

PHI.2010 Selected Topics in Philosophy

Credit Hours: 3

Topics will vary from year to year. For specific information, consult the faculty advisor.

PHI.3010 Ancient Philosophy

Credit Hours: 3

Prerequisite: Minimum of 3 credit hours of university-level study in Philosophy.

This course will explore the development of ancient Greek philosophy, beginning with the Pre-Socratics and focusing heavily on Plato and Aristotle but also touching on some later Hellenic thinkers such as the Epicureans, the Stoics and finishing with Neo-Platonism. The course will examine topics such as epistemology, metaphysics, political philosophy, ethics, psychology and philosophical anthropology, and other areas in which Ancient Greek philosophy provides a foundation for much of the development of the western tradition.

PHI.3011 Modern Philosophy

Credit Hours: 3

Prerequisite: PHI.1002

This course presents a selection of key philosophical thinkers and ideas of the modern period, from approximately the 16th to the 19th century. Specific thinkers and theoretical foci will vary from year to year.

PHI.3400 Philosophy and Culture of the First Nations of Northern Manitoba

Credit Hours: 3

Prerequisite: ANS.1000, ANS.1001

This course reflects the diversity of culture within the First Nations communities of Northern Manitoba. The course objective is to foster understanding and appreciation for the sacredness of the land and the traditional cosmology of the Cree, Oji-Cree and Dene First Nations. Students are given the opportunity to work with Elders. Student may not hold credit for PHI.3400 and ANS.3400.

RJP RESTORATIVE JUSTICE**RJP.2010 Aboriginal Experience of the Criminal Justice System**

Credit Hours: 3

Students will build on the introductory course to Restorative Justice from year one. They will focus on this course on framing/characterizing the current realities of the role and impact of the criminal justice system upon Canadians and in particular, Aboriginal people. Students will examine the causes, current status and impacts of over-representation of Aboriginals within the criminal justice system. The history of the failure of the criminal justice system for Aboriginal people will be examined, as well as current Canadian policy reform approaches for the criminal justice system.

RJP.2040 Aboriginal Restorative Justice Initiatives in Manitoba

Credit Hours: 3

Prerequisite: RJP.1120

This course will focus on Aboriginal models of restorative justice within Manitoba. Students will access and evaluate the strengths and weaknesses of current restorative justice initiatives in Manitoba such as the Manitoba Justice Inquiry, Aboriginal Justice Inquiry Implementation Commission, the Manitoba Keewatinow Ininew Okimowin (MKIO) Justice Strategy, the Hollow Water First Nation Community Holistic Circle Healing Diversion Project, and other current Aboriginal restorative justice initiatives.

RRR RECREATION & RENEWABLE RESOURCES**RRR.1004 Security Management**

Credit Hours: 2

Participants will understand what contributes to the secure operation of a correctional facility.

RRR.1005 Relapse Prevention

Credit Hours: 2

This course is a key case management tool that helps offenders manage their thoughts and behaviors. It teaches alternative responses to high-risk situations. Relapse prevention is based on extensive research. This research indicates that there are common cognitive, behavioral and emotional links to the process of relapsing, regardless of the type of problem behavior.

RRR.1006 Case Management

Credit Hours: 1

Case management is a tool that helps assess and manage an offender's risk, both in custody and upon return to the community. The course will cover such topics as previous criminal behavior and offence history, past institutional behavior, victims concerns and protection.

RRR.1007 Cognitive Restructuring

Credit Hours: 1

The participants will understand the difference between criminal thinking and 'normal' thinking; and will learn to intervene effectively. Throughout the course, students will be challenged on their preconceptions of offenders, offender thinking and behavior. The course will differentiate offender thinking and victim thinking.

RRR.1010 General Ecology

Credit Hours: 3

Prerequisite: ART.1800, MGT.1710, RRR.1020.L, RRR.1030.L, RRR.1040.L.

This course involves the study of the interrelationships between living organisms and their environment at the individual, population, community, and ecosystem levels. Major topics include ecological systems, abiotic influences on ecosystems, energy flow, biogeochemical cycling, community structure, and succession.

RRR.1020.L Earth Science

Credit Hours: 3

To provide students with an awareness and appreciation of our physical environment including minerals, rocks, soils, and weather systems. The lecture and laboratory/field work will utilize visual and practical activities to acquaint students with the major earth processes, climatology and meteorology, soils, rocks and minerals, measurement and analysis tools, and interrelationships of the natural environment. Consideration is given to the role that humans play in the impacts to, and mitigation of, the earth's systems.

RRR.1030.L Botany

Credit Hours: 3

This course provides a survey of plant life, and emphasizes the interrelationship between form and function. Emphasis is placed on plant classification, morphology, plant identification, and ecological associations.

RRR.1040.L Water Resources

Credit Hours: 3

Co-requisite: ART.1800, ECT.1970, MGT.1710

Principles of hydrology, water resources management, and conservation will be studied. Content topics include water properties, our Canadian identity-sharing management and research challenges. Basic concepts, field methods and analytical techniques associated with hydrologic cycle, rivers-streams-wetlands- groundwater, and precipitation mechanisms.

RRR.1050.L Navigation and Global Positioning Systems

Credit Hours: 3

This course will provide the student with the navigational skills required by any of the natural resource disciplines. The student will become skilled in the use of maps, aerial-photographs, compassing, chaining, and GPS (Global Positioning Systems) in relation to navigation. Additionally, they will develop GPS skills related to digital mapping and data collection.

RRR.1060.L Zoology

Credit Hours: 3

This course involves a survey of the major animal phyla. The first part of the subject deals with the classification and specification of organisms, and phylogenetic relationships. For the remainder of the subject, emphasis is placed on classification, form and function, locomotion, nutrition and reproduction within protozoans, mesozoans, acoelomates, pseudocoelomates, molluscs, arthropods, aquatic and terrestrial mandibulates, fishes, amphibians, reptiles, birds and mammals.

RRR.1081.L Natural Resource Law Enforcement

Credit Hours: 5

Prerequisite: ART.1800

This course is designed as a first-level study of law enforcement, which includes all the major areas a natural resource officer will be required to know. It examines the history of the Constitution, which is the ultimate law in Canada, and discusses how laws and law enforcement relate to it. This subject is designed to provide students with a basic understanding of their potential duties in the area of law enforcement and court procedures. The subject covers the most common offences under both provincial and federal statutes, as well as procedures associated with prosecution from field to disposition. Emphasis is placed on the Migratory Birds Convention Act, Wildlife Act (Manitoba), and the Federal Fisheries Act. Student may not hold credit for both RRR.1080.L and RRR.1081.L.

RRR.1201.L Resource Field Safety and Skills

Credit Hours: 4

Prerequisite: EXT.0158*Co-requisite:* RRR.1050.L

Natural resources management is a broad field comprised of a variety of disciplines. These disciplines often require employees to carry out field operations in a safe and efficient manner. This course serves as an overview of the safety and skills needed while working in field situations. As a complement to the theoretical aspects covered, the student will participate in a one-week winter field practicum to be held at the W.R. Burns Field Station, Tramping Lake, Manitoba. The field practicum will test students on outdoor safety and survival, trapper education and problem wildlife, measurement and data collection methods, and the operation and maintenance of relevant tools and equipment. This course will be particularly useful to the student as he/she considers employment options and career choices, and is a prerequisite to the NRMT Fall Field Practicum. Student may not hold credit for RRR.1070.L, RRR.2210 and RRR.1201.L, EXT.0158 RRR.1050.L

RRR.1310 Emergency Fire Fighter - Crew Member

Credit Hours: 0

This course offers both classroom and practical training for certification as an emergency fire-crew member with the Manitoba Conservation and Water Stewardship. Major topics include camp set-up, fire behaviour, hand tools, pump set-ups and hose lays, fire safety, and helicopter and fixed wing safety.

RRR.1320 Boat Pro Course

Credit Hours: 0

This course is a Canadian Coast Guard accredited boat proficiency course that enables boat operators to gain essential knowledge and skills related to boating safety. The course also enables the candidate to obtain the Pleasure Craft Operator Card as required for the operation of a motorized pleasure craft.

RRR.1414 Mental Health First Aid

Credit Hours: 1

In this session, students will explore mental health and mental illness that affect the inmate population. Illness such as substance abuse disorders, depression, anxiety and psychosis will be

explored. The student will also explore methods for dealing with these and other mental illness and issues.

RRR.1422 Applied Suicide Intervention Training

Credit Hours: 1

During the course of their personal and professional life, most people have to deal with a person who is in crisis or who is suicidal. This nationally recognized course will provide you with the skills to deal with identifying and reducing suicidal behaviour in our community.

RRR.1423 Non-Violent Crisis Intervention

Credit Hours: 1

In this course you will acquire the knowledge and skills to intervene non-violent and violent situations. Students will learn preventative techniques to help stop potentially violent behaviour in clients before it starts and develop strategies to intervene when violent behaviour has already occurred. You will receive a certificate in Non-Violent Crisis Intervention upon successful completion.

RRR.1424 Interpersonal Communication for Law Enforcement

Credit Hours: 4

Interpersonal Communications for Law Enforcement is a course presenting practical, non-verbal and verbal communication techniques, as well as practical problem-solving strategies and conflict resolution skills. Activities will be of a practical nature as they relate to police work.

RRR.1425 Written Communication for Law Enforcement

Credit Hours: 2

In this course, students will develop skills related to the use of basic English grammar. Topics include parts of speech, grammar, sentence structure, diction and punctuation.

RRR.1428 Math Skills for Law Enforcement

Credit Hours: 1

In this course, students will develop skills related to the use of mathematics in law enforcement. Emphasis will be placed on practical applications.

RRR.1432 Toastmasters Public Speaking

Credit Hours: 4

This course is designed to improve a student's communication and leadership skills, and to help him/her achieve the goal of becoming a better communicator. The student will progress through a structured series of lessons that will prepare him/her to complete a number of speeches.

RRR.1435 Writing Officer Tests

Credit Hours: 2

This course is designed to introduce the student to writing police and correctional officer examinations. Students will be given the opportunity to write a number of police related examinations and will be given strategies on improving their exam results. Students may not hold credit for both RRR.1426 or RRR.1434, and RRR.1435.

RRR.1810 Fitness and Health Lifestyles

Credit Hours: 1

This course is designed to provide you with the basic understanding and knowledge of current fitness concepts and principles as they relate to your own personal health and fitness level. The emphasis will be placed on positive lifestyle activity, with an introduction to seven recreational activities/team sports as selected by the group. You will be required to attend lectures in the classroom. You will be expected to be an active participant throughout the course. This course will increase awareness of your current fitness and will give you information that can motivate you to increase and/or maintain your mental and physical well being. Our health can be impaired by unwise lifestyle choices. This course will help you in making the right choices in relationship to physical fitness, stress management, back care and posture and nutrition.

RRR.1822 Fitness Preparation

Credit Hours: 9

This physically demanding exercise program is designed to increase and maintain physical fitness levels of participants. It will assist in the mental and physical preparation for the student to participate in the Physical Activity Readiness Entrance (P.A.R.E.) test that is essential for a law enforcement officer. Emphasis will be placed on safely and progressively improving cardiovascular conditioning, muscular strengthening/endurance, and flexibility. Students can expect to be involved in a scheduled and structured intensive physical fitness program with a fitness instructor for a minimum of four hours each week. In addition, students are required to schedule an additional two to four hours of additional physical activity on off-days to reach the requirements of the program. Students must be active each week to meet the demands of the program. The law enforcement officer physical fitness demands are high. It is recommended that a high standard of physical fitness be attained and maintained by the potential law enforcement candidate. This level of fitness will assist the student in functioning safely in the daily operations required by the occupation under less duress. Gaining the skills covered in this course will enable the student to perform better in the functions specified by a law enforcement career.

RRR.1930 Correctional Work Experience

Credit Hours: 3

In this session students will participate in a work experience with Manitoba Corrections at The Pas Correctional Centre. Students will work shifts supervised by a correctional officer mentor provided by Manitoba Corrections. Students will experience the work life of a correctional officer in preparation for their career.

RRR.2000.L Natural Resources Law Enforcement 2

Credit Hours: 3

Prerequisite: ART.1390, EXT.0158, RRR.1081.L

This course allows the student to experience ride-alongs with various law enforcement and inspection agencies. As part of the curriculum, the students will be instructed on the various investigation techniques which enable the enforcement agencies to convict violations of provincial legislation. This practicum allows the student to broaden their knowledge on the operations of various justice and inspection agencies. It also allows the

student the opportunity to see first-hand the role of the agencies and how they interact with people.

RRR.2010 Geographic Information Systems

Credit Hours: 3

Prerequisite: MGT.1710

Through hands-on learning of a specific geographic information system, the student will be introduced to geographic information systems and their application to natural resource management.

RRR.2020 Environmental Assessment

Credit Hours: 3

Prerequisite: RRR.1080.L, RRR.2100.L or RRR.1081.L, RRR.2100.L

This course introduces students to the process of environmental planning called environmental assessment. Lectures and group projects will acquaint the student with procedures for conducting an environmental assessment following legislation requirements and guidelines established by Manitoba and federal governments. An assessment project and the course itself are designed to acquaint the students with various key players and agencies involved in the environmental assessment process. Practical activities will provide students the opportunity to apply various tools and methodologies to interpret reports and gather important abiotic and biotic data, to solve natural resource-related problems, and undertake the steps required in conducting an environmental assessment in Manitoba.

RRR.2030 Air Photo Interpretation

Credit Hours: 3

Prerequisite: RRR.1050, RRR.1201.L

This subject covers principles of photogrammetry, remote sensing, and terrain analysis with emphasis on vegetation typing.

RRR.2050.L Fisheries Management

Credit Hours: 3

Prerequisite: RRR.2100.L, RRR.2330

Fisheries Management introduces both historic and present techniques while identifying regionally specific knowledge, skill sets and attitudes. Emphasis on the relationships of life history information to management, age and growth, fecundity, fish population estimation and habitat improvement, create vision and values. Communicating through public speaking, writing brochures and other media, along with preparing scientific reports will enhance individual competency required by many organizations.

RRR.2070.L Forestry Practices

Credit Hours: 3

Prerequisite: RRR.1010, RRR.1020.L, RRR.1030.L, RRR.1050.L, RRR.1201.L

Co-requisite: RRR.2330

The student will investigate the silvics of Manitoba's major forest tree species and apply this knowledge to the development and understanding of harvesting and silvicultural forest management practices applicable to Manitoba's forest landscape. The student will develop skills required for the collection of datum support necessary for the management decision-making process through hands-on activities.

RRR.2080.L Timber and Forest Management

Credit Hours: 3

Prerequisite: RRR.2010, RRR.2030, RRR.2070.L, RRR.2330

Provincial forestry legislation, current forestry management-plan guidelines and current forestry issues and concepts will be reviewed in relation to the forestry management process. Technical skills related to both timber cruising and cut-block design will be developed through hands-on activities.

RRR.2090.L Wildlife Management

Credit Hours: 3

Prerequisite: RRR.2030, RRR.2100, RRR.2330

This module introduces wildlife management techniques while having the critical challenge in building value within the discipline. Emphasis on techniques relates to population estimation, food availability, food habits, food evaluation, and the management of ungulates, waterfowl, upland game birds, fur-bearers, and problem wildlife. At this level, the student will gain sufficient skill to independently resolve most field situations, perform resource protection duties and gather resource user data.

RRR.2100.L Aquatic and Wildlife Ecology

Credit Hours: 6

Prerequisite: ART.1800, MGT.1710, MSC.1690, RRR.1010, RRR.1030.L, RRR.1040.L, RRR.1060.L

Co-requisite: RRR.2330

Familiarity with basic ecology will permanently change your world view. You will never again regard plants, microorganisms, and animals (including people) as isolated entities. Paul Ehrlich, Ecologist David Suzuki and Peter Knudtson, in the book *Wisdom of the Elders*, develop the thesis that both shaman and scientist seem to be using strikingly similar messages about the underlying interconnectedness of all life. To witness the similarity, we must have some understanding of both camps. This course develops an understanding of the principles of ecology as witnessed in aquatic and terrestrial animal species. Students will be introduced to the major concepts of aquatic and wildlife ecology including the basic needs, population dynamics, and behavioral processes. These principles will be reinforced through the study of representative aquatic and wildlife species. Students will get an opportunity to practice field techniques, bird, mammal, aquatic macrophyte, aquatic invertebrate, and fish identification, data collection, data analysis and report writing.

RRR.2330 Fall Field Practicum

Credit Hours: 2

Prerequisite: ART.1800, ECT.1970.L, EXT.0158, MGT.1710, MSC.1690, RRR.1010, RRR.1020.L, RRR.1030.L, RRR.1040.L, RRR.1050.L, RRR.1060.L, RRR.1201.L, RRR.1310, RRR.1320

NRMT Fall Field Practicum is a practical field component for a variety of core courses within the program. Held off-campus at a bush camp in the boreal forest north of The Pas, the field camp agenda includes practical, hands-on training, fieldwork and data collection in areas of aquatic and wildlife management, and forest and timber management. Typical activities within the field camp include survival training and exercise, reforestation surveying, lake and stream ecology studies, gill-netting and fish sampling, and small mammal trapping, among others. Principles of integrated resource management and sustainable, ecosys-

tem-based management are reinforced with the camp exercises. The three-week, live-in camp experience also gives students exposure to the requirements and responsibilities of bush camp life as it may be encountered in future career situations.

RRR.2410 Park Management

Credit Hours: 3

Prerequisite: MGT.1710, RRR.1010

This course introduces park operation and management. Major topics include provincial park systems, the design and operation of park facilities (buildings, day-use areas, over-night areas, and support facilities), park management planning, provincial and federal zoning, and interpretive programs. The relationship between parks and people will be discussed along with the concepts of ecosystem management, preservation, conservation, and accessibility. Exercises involve the design of interpretative trails and campgrounds.

SOC SOCIOLOGY

SOC.1005 Introduction to Sociology

Credit Hours: 3

This course introduces students to sociology as the study of society. Emphasis is placed on understanding major theoretical perspectives that have guided sociological thought and their relevance to our own worlds. Students are encouraged to explore the “sociological imagination,” looking at links between personal experiences, society, and history. In introducing students to the study of sociology, this course will also introduce students to the different types of reading, writing and research in the Social Sciences. Course details are variable by instructor. Student may not hold credit for SOC.1005 and SOC.1000.

SOC.2000 Classical Social Theory

Credit Hours: 3

Prerequisite: 3.0 credit hours in the Social Sciences.

This course focuses on the development of social thought, primarily from the 18th through the early 20th centuries, looking at the rise of theories of society, the possibilities for social control, and ideas on the character of social change. Particular attention is given to the relevance of such historical theories today, in our contemporary world. Course details are variable by instructor.

SOC.2001 Contemporary Social Theory

Credit Hours: 3

Prerequisite: 3.0 credit hours in the Social Sciences.

This course considers the work of social theorists, from the mid-20th century to the present day, whose work remains highly influential. Attention is given to how the works of these recent thinkers may differ from their predecessors, the historical contexts from which their work emerged, and the relevance of their ideas to our understandings of everyday life. Course details are variable by instructor.

SOC.2100 Social Problems

Credit Hours: 3

Prerequisite: 3.0 credits in the Social Sciences.

Informed by various sociological perspectives, this course examines major social problems that challenge contemporary Canadian society. While topics chosen are central to Canada, they also reflect global concerns.

SOC.2140 Social Psychology

Credit Hours: 3

Prerequisite: 3.0 credit hours in the Social Sciences.

This course examines the interrelationship amongst individuals, groups, and the larger society. The course considers different approaches to the emergence and performance of individual and group identities, and responses to societal difference. Course details are variable by instructor.

SOC.2200 Sociology of Education

Credit Hours: 3

Prerequisite: 3.0 credit hours in the Social Sciences.

The task of developing a sociologically meaningful understanding of formal education is especially relevant at a time when education faces serious challenges often considered to be of

crisis proportions. Because of this, it is important that students not only appreciate the dynamics of education, but also develop an awareness of social and global forces that impact the contemporary structure and processes of education. Course details are variable by instructor.

SOC.2300 Sociology of Disability

Credit Hours: 3

Prerequisite: 3.0 credit hours in the Social Sciences.

The course examines disability as a social construction rather than an individual trait, characteristic, or flaw. This involves the politicizing of disability, and includes debates over accessibility, language, labeling, and sexuality. The course traces historical developments in the disability movement as part of an on-going engagement with the theoretical and ideological issues. Course details are variable by instructor.

SOC.2500 Science, Technology, and Society

Credit Hours: 3

Prerequisite: 3.0 credits in the Social Sciences.

The modern world has been characterized by sociologists as being based upon rationality and the power of scientific understandings of how the world works. This course will critically examine this assumption, considering how our modern concept of science has developed, what (and who) has been excluded from this development, and what some of the unintended consequences have been of attempts to manage our world through science and technology.

SOC.2600 Crime and Society

Credit Hours: 3

Prerequisite: 3.0 credits in the Social Sciences.

We often think of crime as an obvious social problem, but we are less likely to stop and think about how we decide to label some activities as criminal and others as acceptable. This course looks at the construction of crime, with particular emphases on the relationship between crime and capitalist society, indigenous legal traditions, and the stories of those who have been labeled as criminals in our society.

SOC.3010 Special Topics in Social Inquiry

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will focus on a particular topic within the field of social inquiry. Topics will vary from year to year, depending on the focus of the instructor, but could include could include issues of the philosophy and history of the social sciences and sciences, modes of inquiry within specific geographic or historical locales, themes in the sociology of knowledge, feminist thought, or considerations of particular Aboriginal or indigenous ways of knowing within sociology. Students should confirm the topic of the course with the instructor.

SOC.3050 Imperialism

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences or History.

This course examines the rise of European imperialism in the nineteenth century, tracing its rise and fall in the Americas, Africa, and Asia.

SOC.3030 The Reformation

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences or History.

This course examines the causes and consequences of the period in sixteenth- and seventeenth- century history known as “The Reformation,” when Western European Christianity divided between Catholicism and a variety of new Protestant faiths.

SOC.3040 The Enlightenment

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences or History.

This course examines the period known as “The Enlightenment,” when European thinkers proclaimed the triumph of reason over superstition, a project which helped shape our ways of understanding the world today.

SOC.3250 Special Topics in the Sociology of Education

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will focus on a particular topic within the field of sociology of education. Topics will vary from year to year, depending on the focus of the instructor, but could include could include issues of primary, secondary, post-secondary, adult, or Aboriginal education. Thematic topics may be the focus, such as inequality, gender, or racism in education. Students should confirm the topic of the course with the instructor.

SOC.3400 Community Development: Local and Global Perspectives

Credit Hour: 3

Prerequisite: 6.0 credit hours in the Social Sciences, or 6.0 credit hours in Aboriginal and Northern Studies.

This course will focus on the theory and practice of community development locally and globally. With a focus on Aboriginal peoples in Canada and internationally, this course will introduce a variety of approaches to community change and transformation. Some of the topics that will be covered are: building healthy communities; community economic development; community facilitation; and gender issues. Linkages will be drawn between local and global issues, and how ideological, economic, political and social forces shape and influence these particular issues. Students may not hold credit for SOC.3400, and ANS.3700 or any combination thereof.

SOC.3450 Globalization, Modernity and Change

Credit Hour: 3

Prerequisite: 6.0 credit hours in Social Sciences.

Globalization is the process of increased connectivity in time and space between all parts of the planet through a series of “global flows” (goods, ideas, people, capital, technologies). As such, it is a contested concept and terrain whose history and implications are widely debated by various critics and advocates. This course provides a theoretical discussion, a historical overview and different case-studies of global processes of cultural, social, political, economic, and environmental change. Students may not hold credit for ATH.3000, ATH.3450 and SOC.3450.

SOC.3460 Special Topics in Societies and Cultures

Credit Hours: 3

Prerequisite: 6.0 credits hours in the Social Sciences.

This course will focus on a particular study of societies and cultures. Topics will vary from year to year, but will normally be geographically defined, looking at societies in a particular region, or a particular form of social and cultural life, such as urban or rural environments, agricultural communities, or nomads. Students should confirm the topic of the course with the instructor.

SOC.3510 Society, Knowledge and the Environment

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will introduce the student to a variety of world-views and understandings concerning the relationship between humanity and the environment which sustains it. The course may include environmental and/or social critiques on the human-environment relationship, perspectives on the actual importance of environmental issues, as well as ideas about institutional or policy approaches to environment. Course details are variable by instructor.

SOC.3700 Social Movements

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course looks at the role of social movements – popular and voluntary mobilizations of citizens – in the making of modernity and its continuing transformation. The history, rise, and continuation of social movements are considered. Cases may be drawn from international, Canadian, and Aboriginal contexts. Course details are variable by instructor.

SOC.3750 Special Topics in Race, Class, Gender and Sexuality

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course focuses on issues emerging out of the diversity of social experiences, and social reactions to such diversity. The topics of the course will vary from year to year, but will be looking at different forms of social stratification, change, and resistance which emerge around the themes of race, class, gender, and sexuality.

SOC.3801 Special Topics in Sociology

Credit Hours: 3

Prerequisite: 6.0 credit hours in the Social Sciences.

This course will focus on a particular topic within the field of sociology. Topics will vary from year to year, depending on the focus of the instructor. Students should confirm the topic of the course with the instructor.

SOC.4260 Gender and Colonialism

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level coursework.

This course will examine the evolution of colonialism and the impact on ideas about sexuality and gender worldwide. This course will emphasize sexuality and gender as focal points of cultural conflict particularly between indigenous peoples and the colonizers. Topics may include: how cultures understand sexual and gender roles; the relationships between sexuality,

gender, class, race and ethnicity; religion and science as important influences in the structuring of sexual relationships; and the role of European norms of sexuality and gender in the colonial process. Student may not hold credit for both SOC.4260 and ANS.4260.

SSC SOCIAL SCIENCES**SSC.3150 Special Topics in Research Methods in the Social Sciences**

Credit Hours: 3

Prerequisite: SSC.3150

This course will focus on a particular research method or body of methods. Topics will vary from year to year, depending on the specialization of the instructor, but may include fieldwork, different forms of ethnography, textual analysis, discourse or conduct analysis, action research, and others. Students should confirm the topic of the course with the instructor.

SSC.4001 Advanced Topics in Social & Political Thought

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level university courses.

This course will focus on a particular advanced topic in social and political thought. Themes will vary from year to year, but could be based upon the work of a particular thinker or school of thinkers, an historical or geographical area of social thought, or a particular theme. Students should confirm the topic of the course with the instructor.

SSC.4020 Critical Theory 1

Credit Hours: 3

Prerequisite: Minimum of 30 credit hours of upper-level coursework, with a minimum GPA of 2.5 in the major.

This course offers an introduction to critical concepts and terminology through a sampling of the work of major figures from Plato to Nietzsche. *Note: this course is cross-listed with SSC. Student may not hold credit for SSC.4020 and ENG.4020.*

SSC.4021 Critical Theory 2

Credit Hours: 3

Prerequisite: Minimum of 30 credit hours of upper-level coursework, with a minimum GPA of 2.5 in the major.

This course offers an overview of major modern and contemporary schools and movements in critical theory, beginning with Saussure's critique of traditional ideas and models of signification and exploring the ways in which a variety of 20th-century schools of thought have posed challenges in such areas as representation and realism, authorship and self-expression, and constructions of race and gender. *Note: this course is cross-listed with SSC. Student may not hold credit for SSC.4021 and ENG.4021.*

SSC.4450 Advanced Topics in Post-Colonial Studies

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level university courses.

This course will focus on a particular advanced topic within post-colonial studies, a field which looks at the after-effects of social, economic, political and cultural colonialism. Topics will vary from year to year, depending on the focus of the instructor, but could include specific areas or historical periods, post-colonialism in a Canadian or Manitoban context, instances of

resistance, and contemporary manifestations of colonial legacies. Students should confirm the topic of the course with the instructor.

SSC.4500 Advanced Topics in Science, Technology, and Society

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level university courses.

This course will focus on a particular advanced topic in science, technology and society. Themes will vary from year to year, but could be based upon a particular approach to studies of science and society, a particular technological issue such as genetic patents, or the impact of scientific claims upon a society or societies. Students should confirm the topic of the course with the instructor.

SSC.4801 Advanced Topics in Social Sciences

Credit Hours: 3

Prerequisite: 30.0 credit hours in upper-level university courses.

This course will focus on a particular advanced topic within the social sciences. Topics will vary from year to year, depending on the focus of the instructor. Students should confirm the topic of the course with the instructor.

SSC.4901 Directed Readings in the Social Sciences (i)

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level university courses and permission of the course director.

This course will focus on a particular advanced topic within the field of social sciences, determined by the student in consultation with the course director. The student will meet regularly with the course director to review the student's progress. The course director will determine the structure of the assignments.

SSC.4902 Directed Readings in the Social Sciences (ii)

Credit Hours: 3

Prerequisite: 30.0 credit hours of upper-level university courses and permission of the course director.

This course will focus on a particular advanced topic within the field of social sciences, determined by the student in consultation with the course director. The student will meet regularly with the course director to review the student's progress. The course director will determine the structure of the assignments.

VTR VOCATIONAL TRADES

VTR.0201 Print Reading

Credit Hours: 3

Students successfully completing this course will be able to: interpret basic engineering drawings, prepare a list of materials, and interpret basic weld symbols.

VTR.0240 Drafting

Credit Hours: 2

Students will produce drawings for a shop project and patterns for shop use.

VTR.1001 Shop Safety/Hand Tools Theory & Practical

Credit Hours: 2

The use of hand tools, measuring instruments, special equipment -- hoist, jacks and stands, safety chassis, lubrication and servicing will be covered.

VTR.1010 Blueprint Reading and Drafting 1

Credit Hours: 2

Co-requisite: MSC.1260 or MSC.1350

This basic course in architectural drawing interpretation and architectural drafting is for students who have no previous experience in these subjects. Students will learn to read Architectural residential drawings, which include site plans, floor plans, foundation plans, elevations, cross sections, details and related trade drawings for carpentry, plumbing, and electrical. Students learn to plan for a shop project, which includes orthographic, cabinet, and isometric views.

VTR.1011 Electrical Systems Theory and Practical

Credit Hours: 3

Students will study disassembly, testing, repairing and reassembly of electrical components, attaching and use of testing meters and electrical diagnostic equipment.

VTR.1021 Fuel Systems Theory and Practical

Credit Hours: 3

Theory on carburetors, fuel pumps, filters, gas lines, fuel tank ventilation, exhaust emission controls and air cleaners. Students will disassemble, clean, assemble and calibrate component units. Students will also learn the use of diagnostic test equipment and meters.

VTR.1031 Tune-up Theory and Practical

Credit Hours: 1

Tune-up machines, compression and vacuum gauges, ignition circuits, carburetor adjustments, gas analysis, engine performance, testing and operations.

VTR.1040 Blueprint Reading and Drafting 2

Credit Hours: 2

Prerequisite: MSC.1350, VTR.1010 or MSC.1260, VTR.1010

Co-requisite: MSC.2260 or MSC.1360

A blueprint and drafting course in reading and interpreting architectural, residential and light-commercial drawings including site plans, floor plans, foundation plans, elevations, cross sections, detail and related drawings for plumbing, electrical, heating and carpentry. Learn to interpret architectural blueprints

drawn to different scales. Develop isometric piping drawings and electrical circuits using the architect's ruler.

VTR.1041 Standard Transmission Theory and Practical

Credit Hours: 2

Students will study theory and practical on clutch and pre-sure plate assemblies, three- and four-speed synchromesh transmission, construction, operating and service fundamentals.

VTR.1051 Rear Axles and Drive Lines Theory and Practical

Credit Hours: 1

Students will disassemble, inspect, and reassemble gears and bearings, will study tooth patterns, universal joints, positraction and limited slip differentials, trans axles, and axle shaft.

VTR.1061 Brakes-Hydraulic Theory and Practical

Credit Hours: 3

Hydraulic principles, single and dual cylinders, brake lines and couplings, wheel cylinders, drum brakes and machining drums, disc brakes and machining rotors, power units, controls and switches, bearings, seals and brake fluids are covered.

VTR.1071 Steering/Suspension Theory and Practical

Credit Hours: 1

Students will study removal and installation procedures on suspension components, steering gears, power assist units and pumps. In addition, this course covers calibrating by use of special machines so suspension and wheels are in proper relation to frame of vehicle.

VTR.1081 Automatic Transmission Theory and Practical

Credit Hours: 3

Disassembly, inspection, reassembly and adjusting assemblies, sub-assemblies and component units are covered. Pressure testing with air and hydraulic fluid are also included. Component units include compound planetary gears, clutches, bands, servos and hydraulic system.

VTR.1091 Engines Theory and Practical

Credit Hours: 2

Fundamental operating, construction and design features and characteristics of two-stroke and four-stroke cycle internal-combustion engines are covered. Fundamental services, maintenance and overhaul methods and procedures, precision measuring, diagnosis and correction of automotive engine problems are also covered.

VTR.1100 Blueprint Reading and Drafting

Credit Hours: 3

This course is designed for students with no previous training in interpreting residential and commercial blueprints. The student will learn to read both types of architectural blueprints and draw electrical plans for a wiring project.

VTR.1101 Restraint Systems Theory and Practical

Credit Hours: 1

Theory of seat belts and air bag systems in conjunction with inspection, assessment and repair of seat belt and air bag systems will be covered.

VTR.1111 Introduction to Electronics and Diagnostics Theory and Practical

Credit Hours: 3

The fundamentals of electronics and an introduction to scanners are covered along with testing, evaluating and constructing electronic circuits.

VTR.1121 Automotive Technology Practicum

Credit Hours: 1

This course involves an introduction to industry and the workforce with the opportunity for hands-on activity in a local workshop/workplace.

VTR.1340 Print Reading and Sketching

Credit Hours: 2

Students will read and sketch mechanical drawings in orthographic and isometric form.

VTR.1470 Drafting and Operating Software

Credit Hours: 2

This course gives the student an introduction to the IBM personal computer and one of the most powerful computer-aided drafting packages on the market today – ProgeCAD. The course begins by introducing the student to the basic skills required to use an IBM personal computer and manage project files created with ProgeCAD. Two-dimensional drawing and editing tools are then introduced as the student requires them to complete the project – a blueprint of a single-storey bungalow. Once the blueprint has been completed it will then be plotted using the 36-inch plotter in the lab.

VTR.1510 Practicum

Credit Hours: 3

The student will function in a real workplace to gain practical work experience.

VTR.1530 Mechanical Practice

Credit Hours: 3

Students will apply heavy-duty mechanic practical skills.

VTR.1550 Power Trains

Credit Hours: 3

This course is designed to enable the student to gain knowledge and understanding of the various power train arrangements found in the trade. Students will have an understanding of the terms speed and torque, and be able to solve problems in calculating gear ratios for the entire power train. This subject will allow the students to apply their knowledge in the disassembly and assembly of clutches, transmissions, differentials, final drives, and torque converters.

VTR.1570 Brakes, Steering, Suspensions, Tires, & Tracks

Credit Hours: 3

This course is designed to enable students to gain knowledge and understanding in the operation of brakes, suspensions, and steering systems. Students will be able to explain the importance and factors affecting vehicle control. Students also receive training from the Manitoba Air Brake Manual and are encouraged to pursue their license. The student will also

become familiar with undercarriage components and maintenance procedures.

VTR.1590 Applied Trade Practices

Credit Hours: 2

This course is designed to enable the student to become familiar with safety practices, hand tools and precision measuring tools used in the trade. Students will be required to exercise safe work habits and be able to recognize hazards associated with the trade. Students will be able to identify the different types of fasteners and their applications, as well as bearings and seals.

VTR.1600 Work Practicum - Plumbing

Credit Hours: 1

Plumbing students are required to spend 120 hours of their education and training at a practicum site. This course is intended to provide the students with practical on-the-job training. The major focus is on the application of theoretical and practical skills learned in an actual work setting. Students are expected to make meaningful contributions to their host employer.

VTR.1610 Mechanical Practice

Credit Hours: 3

The student will be able to apply mechanical skills in practice.

VTR.1630 Internal Combustion

Credit Hours: 3

This course is designed to enable the student to gain knowledge and understanding of the diesel engine and its support systems. At the completion of this unit, the student will be able to properly disassemble an engine and identify the components, correctly measure components and check parts for re-usability, reassemble and perform a tune-up with proper starting procedures.

VTR.1650 Electrical Systems

Credit Hours: 2

This course is designed to enable the student to gain knowledge and understanding of vehicle electrical systems. Students will be able to solve problems using Ohm's Law and apply this knowledge in the use of test instruments to check batteries, starting circuits, ignition circuits and lighting and accessory circuits.

VTR.1670 Hydraulics

Credit Hours: 2

This course is designed to enable the student to gain knowledge and understanding of vehicle hydraulic systems. Student will be able to apply Pascal's Law and perform hydraulic trouble-shooting on hydraulic test benches. Students will be able to identify and explain the operation of hydraulic components with emphasis on safety and cleanliness.

VTR.1710 Machine Shop

Credit Hours: 2

Students will learn basic mechanical skills and metal machining. Each student will gain an appreciation of precision measuring, layout and hand tools along with the classification, use, safety and maintenance of basic metal machining tools such as grinders, power metal saws and drilling machines. Correct sharpening of drills and tool bits, and use of blades will be covered.

Introduction of the lathe, safety requirements and basic facing, turning, boring and tapering operations, along with the speed and feed requirements and the calculations needed to carry out these operations will be covered.

VTR.1760 Workplace Health and Safety

Credit Hours: 1

This course is designed so the student will learn and understand good personal hygiene practices, proper sanitation, microbiology, safety factors in both equipment and work methods, dealing with hazardous materials and fire prevention.

VTR.1780 Planning and Organization of Work

Credit Hours: 3

This course is comprised of basic managerial skills, and is designed so students will have the knowledge in aspects of nutrition, weights and measures, recipe structure and uses. As well, they will cover purchasing, receiving, inventory and cost control, control and record of sales, menu planning and food preparation skills.

VTR.1800 Stocks, Soups, and Sauces

Credit Hours: 3

This course is designed so students will have knowledge and practical experience in the production of a variety of stocks, soups and sauces. They will learn the importance of ingredients used in the production of stocks, soups, and sauces and learn how to produce thickening agents used in the production of soups and sauces.

VTR.1820 Meats, Poultry and Fish

Credit Hours: 3

The student will learn the grades and standards of meats, poultry and fish. They will identify primal cuts, trim, debone and tie wholesale cuts of beef and poultry. They will clean, fillet and skin fin and shellfish. They will learn the structure, how to prepare and cook meat, poultry and fish using proper methods.

VTR.1840 Bakery and Dessert Products

Credit Hours: 3

This course is designed to give students the fundamentals in bakery and dessert production; both theory and practical knowledge in the production of yeast products, pies and pastries, custards and creams, cakes and icing; and baking principles and the use and maintenance of applicable equipment.

VTR.1860 Vegetables and Fruits

Credit Hours: 2

This course will give students knowledge and understanding of the many varieties of fruits and vegetables. Students will learn identification, market forms, preparation, cooking and serving methods of fruits and vegetables.

VTR.1880 Potatoes, Rice and Pasta

Credit Hours: 2

This course will give students knowledge in distinguishing the major types of potatoes, how they are stored, and preparation and cooking methods. They will also be able to identify the different kinds of rice and the many ways they are prepared and

cooked. Additionally, students will also distinguish between the kinds and shapes of pasta, and the many ways they are prepared and cooked.

VTR.1900 Cold Foods and Buffets

Credit Hours: 3

This course allows the students to express the artistry within them. Students will learn to produce the many varieties of salads, sandwiches, appetizers and hors d'oeuvres, obtain knowledge in the many varieties of cheeses and how to prepare, cook and serve them and learn the proper methods of setting up and presenting buffets.

VTR.1910 Eggs and Breakfast Cookery

Credit Hours: 3

The student will learn information about the composition, grades, standards and cooking methods of eggs, the methods of preparing, cooking and serving of breakfast meats, pancakes, waffles and French toast and about dairy products and hot and cold cereals.

VTR.1920 Use of Convenience Products

Credit Hours: 1

This course is designed so students will learn how to prepare and cook frozen foods including reconstituted conventional, freeze-dried, air-dried and powdered foods. As well, they will learn how to reconstitute beverages, soup, sauces and gravy bases.

VTR.1930 Preparing Hot and Cold Beverages

Credit Hours: 1

This course will expose the students to the many varieties of coffee and tea, equipment used in preparing them, how they are prepared and served. The student will learn how to recognize, prepare and serve cold juices.

VTR.1940 Food Items for Chilling

Credit Hours: 1

This course is designed to give students knowledge in cook-chill systems, the cook-chill process and appropriate cook-chill menu items. The student will learn to use store-cooked foods, chill-and-freeze foods, and reheat-frozen foods.

VTR.1960 Food Services Practicum

Credit Hours: 1

Students enrolled in the Culinary Arts program are required to spend 160 hours of their education and training in a practicum site. The major focus will be on the application of theoretical skills such as professional etiquette, food preparation techniques, menu selection, inventory, and cost control.

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UCN CAMPUSES AND REGIONAL CENTRES

THE PAS CAMPUS

7th and Charlebois
P.O. Box 3000
The Pas, MB R9A 1M7
Phone: 204.627.8500 Fax: 204.623.4831

BUNIBONIBEE REGIONAL CENTRE

General Delivery
Oxford House, MB R0B 1C0
Phone: 204.538.2270 Fax: 204.538.2152

CHURCHILL REGIONAL CENTRE

PO Box 1000
Churchill, MB R0B 0E0
Phone: 204.675.2975 Fax: 204.675.2971

MATHIAS COLOMB CREE NATION REGIONAL CENTRE

PO Box 323
Pukatawagan, MB R0B 1G0
Phone: 204.553.2099 Fax: 204.553.2107

NISICHAWAYASIAHK REGIONAL CENTRE

c/o A-Tech Training & Employment
General Delivery
Nelson House, MB R0B 1A0
Phone: 204.484.2886 Fax: 204.484.2384

PIMICIKAMAK REGIONAL CENTRE

Adult Education Centre
Cross Lake Education Authority
PO Box 370
Cross Lake, MB R0B 0J0
Phone: 204.676.2777 or 204.676.2677
Fax: 204.676.3981

ST. THERESA POINT REGIONAL CENTRE

c/o St. Theresa Point First Nation
Employment & Training
PO Box 260
St. Theresa Point, MB R0B 1J0
Phone: 204.462.9641 or 204.462.9588
Fax: 204.462.9136

THOMPSON CAMPUS

504 Princeton Drive
Thompson, MB R8N 0A5
Phone: 204.677.6450 Fax: 204.677.6439

CHEMAWAWIN REGIONAL CENTRE

PO Box 174
Easterville, MB R0C 0V0
Phone: 204.329.2420 Fax: 204.329.2447

FLIN FLON REGIONAL CENTRE

115 Green Street
Flin Flon, MB R8A 0P7
Phone: 204.687.1560 Fax: 204.687.8558

MISIPAWISTIK CREE NATION UNIVERSITY COLLEGE TRAINING CENTRE

P.O. Box 238
Grand Rapids, MB R0C 1E0
Phone: 204.639.2684 Fax: 204.639.2686

NORWAY HOUSE REGIONAL CENTRE

PO Box 880
Norway House, MB R0B 1B0
Phone: 204.359.6296 Fax: 204.359.6262

SWAN RIVER REGIONAL CENTRE

P.O. Box 5000
Swan River, MB R0L 1Z0
Phone: 204.734.4419 Fax: 204.734.3855

TATASKWEYAK REGIONAL CENTRE

General Delivery
Split Lake, MB R0B 1P0
Phone: 204.342.2621 Fax: 204.342.2997

MY KNOWLEDGE, EARNED AT UCN.

The University College of the North offers students quality education... certificate courses, diplomas and degrees. It's all within reach and within our region. Campuses are located in The Pas and Thompson, and programs and services are delivered through our network of regional centres in 12 northern communities. Open our door and we'll help you open a thousand more.

THE PAS CAMPUS

7th and Charlebois
P.O. Box 3000
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THOMPSON CAMPUS

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