The College gratefully acknowledges the contribution and assistance given by the members of Course Advisory Committees. The members of these Committees are recognized authorities in their respective fields, giving their whole-hearted support to these educational programs.

RED RIVER COMMUNITY COLLEGE
is operated by the
Community Colleges Division
MANITOBA
with financial assistance provided by the
GOVERNMENT OF CANADA

This Calendar is issued under the authority of the Minister of Education, Government of Manitoba. The College reserves the right to make changes, without notice, in the information contained in this publication.

Red River Community College is a member of the Association of Canadian Community Colleges and the Canadian Vocational Association.
Foreword

The following listing of subjects offered at Red River Community College has been compiled from courses offered as of July 1979.

They are grouped by Departments, within their respective Divisions; in Alphabetical order of subjects, i.e., all Departments in the Applied Arts and Business Division are allotted numbers with the "B" prefix, those in Health Sciences are within the "H" prefix, and so on, as follows:

<table>
<thead>
<tr>
<th>Division</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Arts and Business</td>
<td>B</td>
</tr>
<tr>
<td>Student Services</td>
<td>F</td>
</tr>
<tr>
<td>Health Science</td>
<td>H</td>
</tr>
<tr>
<td>Continuing Education &amp; Support Service</td>
<td>S</td>
</tr>
<tr>
<td>Industrial &amp; Technology</td>
<td>T</td>
</tr>
</tbody>
</table>

Subjects may be dropped or replaced within courses, as the need arises. When sufficient changes occur, replacement pages may be issued.
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Adult Basic Education (ABE)
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Barbering
Business Accountancy
Business Administration
Chef Training
Clerical Bookkeeping
Clerk Typist
Commerce/Industry Sales and Marketing
Commercial Baking
Commercial Cooking
Computer Analyst/Programmer
Creative Communications
Graphic Arts
Hairdressing
Health Record Technician
Hotel and Restaurant Administration
Library Technician
Meatcutting
Photographic Technician
Stenography
Secretarial Science
Teacher Education — Business
— Industrial
— Vocational Industrial
Watch Repair

Health Science Division
Child Care Services
Dental Assisting — Chairside — Expanded Duty
Medical Laboratory Technology
Medical Radiological Diagnostic Technology
Medical Radiological Technology with Laboratory Assistants
Medical Radiology Therapy Technology
Nuclear Medicine Technology
Nursing — Certificate
Nursing — Diploma
Nursing — Refresher
Nursing — Completer

Industrial and Technology Division
Architectural Drafting — Electrical
— Mechanical
— Structural
Carpentry and Woodworking
Diesel Mechanics — Transport
Domestic Electronics
Electrical Course
Industrial Electronics
Machine Drafting
Machine Shop Practice
Major Appliance Service Technician
Masonry
Motor Vehicle Body Repair
Motor Vehicle Mechanics
Painting and Decorating
Piping Trades
Radio Operating & Electronic Communications
Refrigeration & Air Conditioning
Sheet Metal
Telecommunications
Upholstery
Welding
Truck Driver Training
Pre- Trades Training for Women
Apprenticeship
Chemical Technician
Biochemical Technology/Chemical Technology
Biological Technology
Civil Technology — Surveying
— Civil
— Design and Drafting
— Building
— Structural
Computer Technology
Electrical Technology
Electronic Technology
Instrumentation Technology
Mechanical Engineering Technology
Power Engineering

Staff and Faculty Listing

Subject Descriptions
How To Use This Calendar

The new Red River Community College Calendar is designed to help us respond to the rapidly changing trends in the industrial and educational communities.

As industry responds to technological development, the emphasis and content of our College courses must necessarily change with them. Thus, a new Calendar format was conceived to provide flexibility in updating and immediate distribution of current information.

Likewise, as our youth and representatives of the educational community become more aware of the right to obtain high quality, relevant training, our Calendar must respond by providing accurate and complete College information.

The Calendar is comprised of individual information sheets describing each course. You may wish to keep the information sheets in the mailing folder provided. However, the calendar has been designed to be placed in a three-ring binder. For this reason, each sheet has been three-hole punched. The Calendar course brochures may be duplicated to provide immediate information to applicants should your supply of College brochures be exhausted. The Calendar's Table of Contents will also serve as a checklist of courses for ordering individual brochures as they are required. Consistency in information will be maintained as Calendar information is now identical to that contained in all brochures.

We have divided the Calendar according to College division. Courses are listed in alphabetical order under their respective division. As changes in information occur, revisions will be sent to you. Please complete and return the enclosed Calendar Revision Request form in order that your name be placed on our permanent mailing list for calendar revisions. Original pages can then be discarded, and revisions simply inserted in their place. A new table of contents will accompany all revisions.

We welcome and appreciate your comments and suggestions.
Minister's Message

This calendar outlines the many programs that are available to those wishing to extend their education at Red River Community College. It also indicates a growth and expansion of the programs offered by the College.

It is an important objective of the college to provide courses that are related very closely to the job market. Students can be assured that the staff have this objective in mind and that the many course advisory committees which include labour and management representatives are continually reviewing programs to ensure their practicality and relevance to employment.

The Hon. Keith A. Cosens
Minister of Education

Ronald A. MacIntosh
Deputy Minister
Department of Education

P.F. Penner
Assistant Deputy Minister
Community Colleges Division

The Hon. Keith A. Cosens
Minister of Education
MINISTER OF EDUCATION
DEPUTY MINISTER OF EDUCATION
ASSISTANT DEPUTY MINISTER
COMMUNITY COLLEGES DIVISION

MANITOBA COMMUNITY COLLEGES TRI-COLLEGE COMMITTEE

DIRECTOR
EXECUTIVE COMMITTEE
Policy body comprised of principals, the supervisor of student services and the supervisor of admin. services

ACADEMIC COUNCIL
Advisory body comprised of students, administrators and faculty

PRINCIPAL
DEPARTMENT HEAD COMMITTEE

CHAIRPERSON
COURSE ADVISORY COMMITTEE

DEPARTMENT HEAD
INSTRUCTOR
Other Manitoba Community Colleges

Assiniboine Community College
1430 Victoria Avenue East
P.O. Box 335
BRANDON, Manitoba R7A 5Z9
Telephone: 725-4350

Assiniboine Community College (ACC) is located in the eastern end of Brandon, Manitoba. It is responsible to the Minister of Education for the provision of educational and community services to a very large area of Western Manitoba.

To meet the needs of this community, a flexible program of technical and occupational education is provided through on and off-campus training courses, varying from five month certificate courses to two-year diploma courses.

Courses may be offered on a full or part-time basis, and may be carried out in any suitable location, on or off-campus.

Courses may provide pre-employment training, opportunities for upgrading previously acquired skills and knowledge, or retraining in a different occupation. In addition, apprenticeship courses, adult basic education classes, agricultural programs, special programs and a wide variety of evening programs enhance the ability of the College to serve the south-western Manitoba community.

These programs, plus facilities such as cafeteria, bookstore, library, classrooms, workshops, lecture theatre and gymnasium combine to make ACC a good environment in which to learn.

Approximately 50% of the on-campus full-time students come from outside the Brandon area.

ACC enrolment, including full-time day courses, extension services programs and evening programs, is approximately 5,000 students yearly.

Business and Applied Arts Department

Adult 11
Adult 12A
Bookkeeping

Business Administration
Commercial Art
Correctional Officer, Pre-Employment
Hairdressing
Practical Nursing
Public Administration
Social Services
Stenography
Typing

Industrial and Technical Department

Agricultural Mechanics
Architectural Drafting
Carpentry and Woodworking
Electrical
Electronics Technician
Heavy Duty Mechanics
Machine Shop
Motor Vehicle Body Repair
Motor Vehicle Mechanics
Piping Trades
Technologies:
- Computer
- Electrical
- Electronic
- Instrumentation

Welding

Apprenticeship Training:
- Construction Electrician
- Heavy Duty Equipment Mechanics
- Industrial Instrument Mechanics
- Motor Vehicle Mechanic
- Plumber

Extension Services Division

Adult Basic Education
Agricultural Training Program
Farm Maintenance Program
Farm Management Program

Evening Programs

Keewatin Community College
Box 3000
The Pas, Manitoba
R9A 1M7
Telephone: 623-3416

Keewatin Community College had its beginning in 1966 as the Northern Manitoba Vocational Centre. Now more than 10 years later, it continues to grow offering a greater variety of courses both in The Pas and in other communities in Northern Manitoba.

The main campus is in The Pas with courses being offered in communities as far south as Mafeking to Churchill in the north. Although most full time courses are located in The Pas, courses are conducted in 30 other communities in the north.

You may be a high school student in the process of exploring different avenues of post-secondary education or someone who did not complete high school who wishes to further your education. If you are interested in developing a marketable skill or trade, we have a vocational course for you. If you are a person who has not completed high school, we offer a program of Academic Upgrading. Evening school, Special and part-time programs are available to students who feel that the normal workload may be more than they wish to take.

For further information feel free to visit the College or write or phone our Counsellors or Registrar at (204) 623-3416.

Adult Basic Education
Motor Vehicle Mechanic
Building Maintenance
Carpentry and Woodworking
C.B.O.M. Accounting
Clerk Typist
Cooking
Basic
Commercial
Hairdressing
Dental Assisting
Electrical (Construction/General)
Heavy Duty Mechanics
Heavy Equipment Operators
Hospitality
Practical Nursing
Pre-Trades Training
Small Motor Repair
Stenography
Survey Technician
Welding

Apprenticeship Training
Carpentry
Industrial Electrical
Industrial Mechanics
Mining
Welding
The Director's Message

Your interest in Red River Community College is appreciated and we trust that this publication will provide you with the information you are seeking.

Red River Community College takes pride in the reputation which the College enjoys. It is a College that is very much ‘with the times.’ It is an exciting place to be where one can feel, let alone see and hear, the pulsating vibrancy of its atmosphere of learning.

In terms of 'training-to-job match' for those who have moved on into their working lives following their learning experience at the College, the record is an enviable one which is demonstrated year after year by carefully done student follow-up studies.

Whatever course or career you may choose, we feel sure that you will find your learning both stimulating and meaningful. We further believe that when you have successfully completed your educational objectives at the College, you will join the countless thousands who have gone on before you who attest to the College’s value and who, as mentioned, take pride in having been here.

Sincerely,

Brian Angood
Director
College Executive

E. Brian Angood  Director

A.J. Lowe  Principal
Continuing Education & Support Services

R.A. Dunham  Principal
Industrial & Technology

B. Barnard  Principal
Health Sciences

C.H. Howard  Principal
Applied Arts & Business

R.H. Newman  Supervisor
Student Services

D.O. Lussier  Supervisor
Administrative Services
### 1980

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>2-3</td>
<td>Registration — September Entry Date</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Student Orientation Day</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Evening classes commence — Fall trimester</td>
</tr>
<tr>
<td>October</td>
<td>13</td>
<td>Thanksgiving Day (College Closed)</td>
</tr>
<tr>
<td>November</td>
<td>11</td>
<td>Remembrance Day (College Closed)</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>First trimester ends</td>
</tr>
<tr>
<td>December</td>
<td>1</td>
<td>Second trimester begins</td>
</tr>
<tr>
<td></td>
<td>24</td>
<td>Christmas Eve — School closes 13:00 hrs.</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Christmas Day (College Closed)</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>Boxing Day (College Closed)</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Offices re-open</td>
</tr>
</tbody>
</table>

### 1981

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>1</td>
<td>New Year's Day (College Closed)</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Classes re-commence</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>Evening classes commence — Winter trimester</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>First semester ends (2-year courses)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>First semester ends (1-year courses)</td>
</tr>
<tr>
<td>February</td>
<td>2</td>
<td>Second semester begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration New Courses</td>
</tr>
<tr>
<td>March</td>
<td>6</td>
<td>Second trimester ends</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>Third trimester begins</td>
</tr>
<tr>
<td>April</td>
<td>10&amp;12</td>
<td>OPEN HOUSE</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Evening classes begin — Spring session</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>Good Friday (College Closed)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Easter Monday (College Closed)</td>
</tr>
</tbody>
</table>

May 18 — Victoria Day (College Closed)
June 12 — Third trimester ends
19 — Semesters end
25 — Graduation
29 — Summer Session — Teacher Education begins

July 1 — Canada Day (College Closed)
24 — Summer Session — Teacher Education ends
27 — Summer Session — Teacher Education begins

August 3 — Civic Holiday (College Closed)
21 — Summer Session — Teacher Education ends
Admissions Policy

Age Requirement

1. Applicants must be 16 years of age or over. 
   (a) High school students are encouraged to remain in high school to obtain the best basic education possible; 
   (b) Colleges reserve the right to reject the application of a person who is eligible to enroll in an equivalent course at a public high school in the province.

Definition of An Applicant

2. An applicant is someone who has applied to a College on an official College application form. 
   (a) Only applicants will be processed for admission; 
   (b) An applicant must have an acceptance letter, signed by the College Admissions Officer, in order to register for a course; 
   (c) An applicant's acceptance by the College for training does not imply acceptance by an external agency for sponsorship.

Sponsored Applicants

3. Applicants who are being sponsored by the Canada Employment and Immigration Commission or by any other sponsoring agency must be documented by the sponsoring agency prior to registration day or in accordance with agreements made with the College.

Physical/Health Requirement

4. Applicants must be physically qualified in reference to the type of course selected.

Academic Requirement

5. Applicants must hold at least the minimum academic prerequisite listed under each course in the College Calendar or be accepted as a mature student. 
A mature student is a person 20 years of age or older by September 30 of the year in which he/she registers for a course. 
(Mature Student Admission - Mature student applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects will likely be necessary.)

Mature Student Admission

6. Applicants must submit official transcripts or other documentation showing academic qualifications. (Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.)

Admissions Preference

7. Admissions preference will be given to applicants in the following order. 
   - Canadian citizens and landed immigrants resident in Manitoba
   - Canadian citizens and landed immigrants from other provinces
   - Other applicants. (The College accepts a limited number of applications from student visa applicants. Applications from out-of-country are not accepted due to high demand from Manitoba and Canadian applicants.)

8. Applicants for most courses are accepted on a "first-come, first-served" basis — Subject to item 14 below. Any applicants not accepted will be so informed by the College. (Acceptances are made in the order in which completed applications are received. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.)

Special Selection Courses

9. Courses that do not admit applicants on a purely first-come, first-served basis are noted in the calendar. 
   (a) These courses sometimes require additional documentation, testing, interviews, or screening; 
   (b) For these courses, the criteria applied are based on additional skills and abilities needed to succeed in the course; 
   (c) For those applicants who meet these criteria, the first-come, first-served policy will continue to apply; 
   (d) Information on the criteria used for these special selection courses is available from the admissions office of the College; 
   (e) Applicants not accepted due to oversubscription will be considered for the following year; or if there is more than one entry date in the year, the admissions committee may accept them for a later date in that academic year.

Date & Time of Application

10. Early application for admission is advised since the date of application is a determining factor in gaining admission.

Second-Language Applicants

11. Applicants whose native language is other than English may be tested.

G.E.D. Applicants

12. Applicants who have written the General Educational Development (G.E.D.) tests and who have
Entrance Requirements stated for each course represent the minimum prerequisites, and it is to an applicant's advantage to acquire the best education possible prior to entering the College.

Evaluation of Transcripts for Admission

The Manitoba standings acceptable for admission are outlined within each course brochure of this Calendar. Educational documents originating outside Manitoba will be evaluated at time of application by the College Admissions Officer.
Falsified Admissions/Education Documents

Any applicant submitting falsified (altered, forged or fraudulent) documents will be referred to the appropriate authorities for prosecution under the Criminal Code of Canada. Forgery can lead up to a fourteen-year prison sentence.

Mature Student Admission

Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects will likely be necessary.

Special Selection Courses

Some courses at the College admit applicants on the basis of a Selection Committee interview and/or tests or other prescribed requirements. In these cases, the course Selection Committee reviews each application on an individual basis and selects those applicants whom the Selection Committee deems best suited for the course. All other entrance requirements must be completed to the acceptance of the Admissions Officer before the Selection Committee will consider the application.

The criteria used by the Selection Committees are given within each course Calendar brochure. Requests for further information or clarification should be directed to the Admissions Officer.

All applicants will be notified of the results of their interview/test.

When an applicant is refused admission to a course based on tests and/or interview with a Selection Committee, a suitable upgrading or career alternative is recommended or suggested.

Special Selection courses are as follows:

- Advertising Art
- Computer Analyst/Programmer
- Creative Communications
- Chef Training
- Commercial Cooking
- Graphic Arts
- Hotel & Restaurant Administration
- Library Technician
- Photographic Technician
- Business Teacher Education
- Industrial Arts Teacher Education
- Vocational Industrial Teacher Education
- Medical Laboratory Technology
- Medical Radiological Diagnostic Technology
- Medical Radiological Technology with Laboratory Assistance
- Medical Therapeutic Technology
- Nuclear Medicine Technology
- Nursing One
- Child Care Services
- Dental Assisting
- Medical/hospital Coverage

Out-of-Country applicants (VISA students) are required to obtain adequate medical and hospital coverage acceptable to the College for the period of attendance at Red River Community College. Proof is required prior to Registration day.

Occupational High School Program

Students who have completed an Occupational High School program will be eligible to apply for College courses. Such applicants (as a rule) will be subject to testing in the required subjects.

Part-Time Students

Providing space is available, subjects within a course are open to part-time students who have the prerequisites. Persons interested in taking partial courses must have the approval of the appropriate department head.

Advance Standing/Subject Credit

Credit for work completed prior to enrolling in any course at R.R.C.C. may be considered by the departmental Selection Committees on a subject-by-subject basis. It is the responsibility of the student to: (1) make written request for credit prior to or within three weeks of the commencement date of the course; and (2) provide suitable documentation of subject content and the grade received for the work to be evaluated.

Experiential Learning

Any person with occupational (on-the-job) experience related to certain R.R.C.C. courses may be eligible to apply for experiential learning credit.

The fee for a challenge is $25.00 per subject and is not refundable. Applicants obtaining partial standing in a course may be able to complete their training depending upon space availability.

For information on Experiential Learning procedures and subjects available for challenge, contact the Admissions Officer, Red River Community College, Room C-212.

Transfer Programs & Agreements

A special transfer agreement exists between the universities - the University of Winnipeg, the University of Manitoba and Brandon University. This agreement allows graduates from specified programs at the College to complete degree requirements at the universities in a reduced period of time. The specifics of these arrangements can be discussed by contacting the university Director of Admissions and/or the College Admissions Officer.
Winnipeg Bible College Integrative Vocational Degree Program includes both a specified two-year Winnipeg Bible College course of studies and one of the following Red River Community College two-year vocational diploma courses: Business Administration, Creative Communications, Nursing Two, and Child Care Services.

A student in the Integrative Vocational Degree Program is expected to meet normal entrance and application requirements of each institution for the particular course or program that the student desires.

Students desiring further information regarding the Winnipeg Bible College Integrative Vocational Degree Program should check the detailed description of this program in the current Winnipeg Bible College catalogue available from the Registrar, Winnipeg Bible College, Otterburne, Manitoba ROA 1G0.

College Admissions Committee
This committee is a sub-committee of the Academic Council. All admissions policies affecting Red River Community College will be reviewed by this Committee prior to implementation of policy changes. The Committee derives its mandate from the Academic Council, and reports to the Executive Committee of the College for final College approval of its policies. Membership consists of the Admissions Officer as Chairperson, representative Chairpersons from each Division, a Counselling representative, a representative from Planning, Development and Evaluation (ex-officio), and two representatives from Academic Council, one being a student, the other an instructor.

Financial Aid
The main sources of aid open to College applicants are listed below. If applicants are having difficulties in obtaining assistance and need advice, they may discuss the problem with a College counsellor.

Manitoba Student Aid Program
This program is a source of financial assistance for any Manitoban who wants to obtain an education and whose finances are not adequate. It is intended to supplement, but not to replace, your own resources and those of your immediate family.

A basic requirement for assistance is complete information about your financial situation.

Applicants should note that it takes a minimum of 6 weeks to process applications and therefore should apply immediately. If applicants wait until August or September, they can expect further delays in the processing of applications (e.g., 2 - 3 months or more).

Contact:
Student Aid Office
Room C-116
Red River Community College
Winnipeg, Manitoba R3H 0J9
Phone: 633-6621

Canada Employment and Immigration Commission Training Program (C.E.I.C.)
C.E.I.C. sponsorship covers course costs plus an allowance and is not available for courses of more than one year's duration. Applicants must have been out of school for at least a year. Apply as soon as possible to your local Canada Employment Centre. Final decision for sponsorship is authorized by C.E.I.C. Manitoba offices are located at:

<table>
<thead>
<tr>
<th>Winnipeg</th>
<th>Rural</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>344 Edmonton St.</td>
<td>Brandon</td>
<td>Portage La Prairie</td>
</tr>
<tr>
<td>1354 Main St.</td>
<td>Dauphin</td>
<td>Neepawa</td>
</tr>
<tr>
<td>1822 Portage Ave.</td>
<td>Flin Flon</td>
<td>Selkirk</td>
</tr>
<tr>
<td>170 Marion St.</td>
<td>Gimli</td>
<td>Steinbach</td>
</tr>
<tr>
<td>220 Heapel Ave.</td>
<td>Lynn Lake</td>
<td>The Pas</td>
</tr>
<tr>
<td>1048 Pembina Hwy.</td>
<td>Morden</td>
<td>Thompson</td>
</tr>
</tbody>
</table>

Social Allowances (Department of Community Services & Corrections)
Applicants must prove that they have applied for other forms of assistance first, before they will be considered.

Contact:
Community Services
693 Taylor Avenue
Winnipeg, Manitoba R3N 3T9
Phone: 284-8220

Department of Indian Affairs & Northern Development
Sponsorship covers costs of course plus a living allowance. Treaty Indians are eligible.

Contact:
Department of Indian Affairs and Northern Development
1100 - 275 Portage Avenue
Winnipeg, Manitoba R3B 3A3
Phone: 949-2482

Canada Pension Plan Aid
For children who have lost one or both parents, or whose parent(s) has qualified for disability pension.

Contact:
Canada Pension Plan
191 Pioneer Avenue
Winnipeg, Manitoba R3C 3N8
Phone: 945-3774
Academic Policies and Procedures

General

Security of Academic Records

Guidelines on the disclosure of student records information are intended to protect the individual's right to privacy and the confidentiality of the academic records throughout the College. A student's academic record does not include Health, Counselling and Disciplinary records and such records are kept separate from the academic records. If a student is suspended or expelled only the fact of his/her suspension or expulsion will appear on the academic record for as long as the suspension or expulsion is in force.

Class Hours

—Day classes for all College courses are held five days per week (Monday through Friday) throughout the academic year.

—Classes for full-time day courses are generally in session between 8:00 a.m. and 6:00 p.m. Monday through Friday. (These hours may be altered in accordance with training requirements and facilities and may continue into evening hours.

—Each student's timetable will indicate when and where each class will be held.

Course Content

The course content listed herein is intended to provide information for the guidance of applicants in the selection of appropriate courses. It is not intended to be so rigid and inflexible that it restricts the initiative of teachers and students. In general, the courses will be conducted in accordance with the curriculum outlines but may, through consultation between Red River Community College authorities and the advisory committees, be subject to revision to meet special educational needs as they arise.

The College reserves the right to make changes in the information contained in this publication. Courses are subject to cancellation where low enrolment so warrants.

Curricula details and subject descriptions are available on request from the Admissions Officer or Information Officer.

Definition of Full-time Student

A full-time student is defined as one enrolled for a minimum of 60% of the credit hours for that semester or trimester as outlined in the College calendar.

Full-time students may continue into the following term as full-time students provided they have met all prerequisites required for the subjects of that term.

Definition of Part-time Student

A part-time student is defined as one enrolled in less than 60% of the credit hours in a term.

Illness, Accidents and Injuries

The College reserves the right to call a physician in case of illness, the expenses to be borne by the student. The College will continue to exert every effort to avoid accidents, but incorporates the following statement as part of the understanding between the College and its students:

"The Province of Manitoba, its offices, agents, or employees assume no liability, expressed or implied for the result of sickness or accidents involving personal injury to any student, whether in connection with the Red River Community College's instruction program wherever conducted or incidental to other activities on the College's properties or elsewhere."

Students are subject to the rules and regulations of the College and may be terminated if their conduct, progress, attendance or attitude proves unsatisfactory. Students causing damage to facilities, property or equipment will be dealt with immediately by administrative personnel, College security or the police, as the case may be. Penalties will range from a minimum of financial restitution to dismissal from the College, or both.

Students are expected to dress in a manner appropriate to the classroom, laboratory or workshop in which they are working. In some shops, special protective clothing and footwear must be worn. Many employers consider acceptable dress as a factor related to performance.

Canada Employment & Immigration Comm. sponsored students (C.E.I.C.) and apprentices, and other students who, as part of their training, are working away from the College, in trade or business, and are injured, may have coverage under the Worker's Compensation Act.

Filing an application when applying for a course carries with it approval and consent with respect to this Red River Community College policy governing accidents or illness.

Student Responsibilities

Attendance/Absence from Class

Regular attendance is required by students in all courses. Students are responsible for notifying the Office of the Principal, Chairperson or Department Head of reasons for absence. A student, who remains away from College classes for five consecutive days without notifying the College, will be considered to have discontinued training and will be terminated from the course.

Dress

Safety Requirements

Students are subject to the rules and regulations of the College and may be terminated if their conduct, progress, attendance or attitude proves unsatisfactory. Students causing damage to facilities, property or equipment will be dealt with immediately by administrative personnel, College security or the police, as the case may be. Penalties will range from a minimum of financial restitution to dismissal from the College, or both.

Students are expected to dress in a manner appropriate to the classroom, laboratory or workshop in which they are working. In some shops, special protective clothing and footwear must be worn. Many employers consider acceptable dress as a factor related to performance.
It is the students' responsibility to notify the Registrar of any change of name, address, marital status, educational particulars, etc. Because mark statements, diplomas, certificates and income tax deduction certificates, etc. are mailed to students at their last known address, it is important that students notify the Registrar of any of these changes.

Students wishing to transfer to another course should contact their Chairperson or Department Head. An enrolled student may be permitted to transfer from one course to another provided:
(a) there is space available in the course to which transfer is requested;
(b) the student meets the new course prerequisites; and
(c) the transfer is approved by the Chairpersons or Department Heads of both courses.

Credit for work completed prior to enrolling in any course at R.R.C.C. may be considered by the departmental selection committees on a subject-by-subject basis. It is the responsibility of the student to:
(a) make written request to the Chairperson or Principal for credit prior to or within three weeks of the commencement date of the course; and
(b) provide suitable documentation of subject content and the grade received for the work to be evaluated.

Students must maintain a satisfactory scholastic standing in order to progress from term-to-term in a course. ("Satisfactory scholastic standing" is determined by individual departments.) See individual course requirements for progression requirements. Students whose progress is unsatisfactory will be placed on probation or terminated.

It is the responsibility of students to check the method of evaluation in each subject with course instructors. Not all courses have supplemental privileges.

Students whose tuition amounts remain unpaid after the date of registration are subject to an additional late payment fee. Students who fail to make prompt payment will be terminated.

Students terminated by the College will not be re-admitted nor marks released without approval by the Principal or Chairperson.

The Grading System applies to all subjects offered for credit in full-time day programs at the College.

THE QUALITY OF A STUDENT'S WORK IN EACH SUBJECT OF A PROGRAM SHALL BE DENOTED BY A LETTER GRADE AS FOLLOWS:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>Exceptional</td>
</tr>
<tr>
<td>B+</td>
<td>3.5</td>
<td>Outstanding</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td>Marginal</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Failure</td>
</tr>
<tr>
<td><em>P</em></td>
<td>N/A</td>
<td>Pass</td>
</tr>
</tbody>
</table>

Did Not Write | N/A
Credit Awarded | N/A
Incomplete | N/A

*For some subjects which carry no credit hours, a grade of Pass (P) is given.

The letter grades appearing in Part 2 apply to those subjects where achievement is measured in terms of attendance. Grade points are not awarded for these subjects.

Each subject has a number of credit hours attached to it which reflect the general weighting of that subject within a course.

Credit hours are used as the subject weighting when calculating the grade point average.

A grade point average is calculated by multiplying the grade points obtained in each subject by the subject credit hours. The total product thus obtained is divided by the total credit hours for the subjects taken.

All students are required to write all final examinations. Those who absent themselves without an acceptable reason will receive a grade classification of DNW (Did Not Write).

A student who is unable to write a final examination because of illness or other disability or affliction must file a formal report to the Department Head and/or Chairperson within seven days of the date of the examination and provide proper proof (Doctor's Certificate or Health Centre Certificate).
In most courses, examinations are conducted at the end of each term. Term marks based on student assignments, progress tests, etc., are incorporated with the results of these examinations to determine the final grade.

The following regulations apply to subjects which allow supplementals. Supplementals can be permitted only if it is feasible to evaluate a student in the established length of time required to write an exam for that subject.

1. Students who have a Grade Point Average of 1.5 or better will be permitted to write a supplemental in the subject or subjects failed when this subject is one which permits supplementals. If the failed subject is a prerequisite for a subject in the next term the supplemental will be written within the first week of commencement of the following term.

2. Full-time students with a Grade Point Average of less than 1.5 will not have supplemental privileges in the subjects failed. They may repeat subjects at a later time or take them at night school, if the subjects are provided.

3. Part-time students who have failures will be permitted supplemental privileges on the same basis as full-time students. (The criterion will be the Grade Point Average based only on the subjects taken.)

4. All supplementals must be written as soon as possible and within one year to avoid writing exams after changes are made to the course/subject content.

5. A student who does not attend a scheduled exam will receive a grade of DID NOT WRITE (D.N.W.), and will have supplemental privileges in that subject only if the absence is justified on medical grounds or on other circumstances acceptable to the Chairperson of the Department in which the student is registered. This regulation will apply regardless of the grade point average received in the exams which the student did write.

6. Time and place for writing supplementals are to be arranged in consultation with the Department Head/Chairperson.

Note: If a student misses a scheduled examination or supplemental because of participation in an event which has the specific approval of the College Director, special provision will be made to ensure that such students are not denied supplemental privileges. It is understood that the College Director's approval and alternate arrangements for writing the exam and/or supplemental privileges must be completed well ahead of the conflicting event.

Examination Appeals — Request for Re-read of Examination

Procedures

1) If a student and instructor informally wish to go over the student's examination, that is to be considered their own affair.

2) If for some reason, the student and/or instructor cannot agree to this on an informal basis, the student can discuss the problem with the appropriate Department Head.

3) If Steps 1 and 2 do not result in the student's satisfaction, the student may then discuss the matter with the appropriate Chairperson or Principal.

4) Following the foregoing, if the student then wishes to proceed further, the student will complete a "request for reread of examination" form as per the following instructions:
   a) A written request be made by completing Section A of the "Request for Re-Read of Examination" form. (Available from Students' Association, Principals, or Student Services Offices).
   b) Payment of $10.00 be made in Accounts Receivable, Bldg. C, Room C-212.
   c) The cash register validated Request be presented to the Supervisor of Student Services within two weeks of receiving the examination results.

Retention of Exam Papers

All final exam papers and major term tests not returned to the students must be kept by instructors a minimum of one month into the next term. If any challenges are raised during this month, all papers and major term tests for that course must be retained until the challenge is resolved.
The Academic Appeal Board was organized to deal with student problems which are unresolved by the standard grievance procedure.

The Board will deal with any matters related to a student's academic program which has unsuccessfully been dealt with after the student has followed Steps 1 through 4 as outlined under Procedure. Possible items include:

- Methods of Instruction
- Methods of Evaluation
- Evaluation Results

The Committee shall consist of two students selected by the Students' Association; one instructor selected by the faculty representatives on the Director's Advisory Council; one department head or chairperson elected by department heads and chairpeople.

The chairperson is selected by the director and is not a principal, chairperson or teaching staff member.

The chairperson will be appointed for a two year period. The other members shall be selected each time the board is called.

If a consensus of the Board is not reached within a week from the time at which the hearing was convened, a new Board is to be called, at which time the appeal will again be heard.

Step 1: Student must first discuss complaint with the instructor concerned with the problem.
Step 2: If Step 1 does not result in the student's satisfaction, he/she may then discuss the problem with the appropriate department head.
Step 3: If Steps 1 and 2 do not result in the student's satisfaction, he/she may then discuss the problem with the appropriate chairperson or principal.
Step 4: If the student is not yet satisfied at this point, she/he may submit a typed letter of appeal to the chairperson of the Board. She/he should also bring the matter to the attention of the Students' Association president.
Step 5: The chairperson of the Board will summon four members of the Board to a meeting within one week of receiving a written complaint. The Board shall hear from the students and the instructor involved. After the hearing, the chairperson shall instruct the Board to proceed with any appropriate investigation into the complaint. By one week following the hearing, the chairperson shall reconvene the Board to review the investigation, and to provide a decision to the concerned parties. The decision will be binding.

Note: Students have the right at any time before or dur-
Students who leave the College for whatever reason (termination, graduation, withdrawal, etc.) are responsible for returning all library books, phys. ed., and audio-visual equipment, and for the payment of all library fines. Transcripts of marks and/or diplomas and certificates will be withheld if these responsibilities are not carried out. Any awards or scholarships would be in jeopardy.

Student records are confidential; therefore, transcripts will only be issued upon written authority of the student. The transcript will be a complete and unabridged academic record of achievement at R.R.C.C. Students requiring duplicate transcripts of their educational records should complete a "Student Document Request Form" (available in Room C-212) and submit to the Registrar's Office. Transcripts will be mailed direct to the institution (agency specified on the Request Form). There is a $2.00 fee for issuance of duplicate transcripts.

Students who are scheduled to receive a regular or deferred bursary subsequent to the initial loan award, must be sure to submit, Copy No. 5 of the Canada Student Loan form, to the Student Aid Office (Bldg C-116) as soon as they have processed the loan at a bank or credit union.

The cost of attending R.R.C.C. for an academic year (ten months) will vary with your choice of program and personal needs. In addition to tuition fees and cost of books the following additional expenses must be considered:

- Room Board
- Travel (i.e. transit to and from College each day) (monthly pass)
- Clothing and personal supplies
- Recreation and entertainment
- Health Care (if applicable)

Students are expected to bear their own expenses, if any, on field trips facilitated by the College to establishments related to the students' studies.

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**Financial Policies & Procedures**

**Payment of Tuition and Students' Association Fees.**

<table>
<thead>
<tr>
<th>Amount/Rate</th>
<th>Trimester Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Fees.</strong> All full-time day courses are assessed at the monthly rate of $30.00, payable by term or trimester. <strong>Fees are due on or before course registration date</strong> for the number of months for which the student is to be enrolled.</td>
<td></td>
</tr>
<tr>
<td><strong>Students' Association Fees.</strong> A Students' Association fee based on the rate of $2.00 per month is payable with the tuition fees on or before course registration dates for the number of months for which the student is to be enrolled. (Students' Association fees apply only to students on campus.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(Part-time Courses)</th>
<th>Trimester Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuition Rates</strong> are scheduled as follows:</td>
<td></td>
</tr>
<tr>
<td>—<strong>Trimester Courses:</strong> Tuition fee = $100.00 per trimester; Students' Association fee = $8.00 for the first trimester, $6.00 for the subsequent two trimesters, per year. Total tuition and Students' Association fees = $320.00.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two-Term Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Two-Term Course:</strong> Tuition fee = $150.00 per term plus $10.00 Students' Association fee for each term ($20.00 total). Total tuition and Students' Association fees = $320.00.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>One-Term Rates</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One-Term Courses:</strong> Tuition fee = $300.00 plus $20.00 Students' Association. Total tuition and Students' Association fees = $320.00. All rates listed above are calculated for a 10-month academic year.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>—Course of less than 10 months duration will be $30.00 per month plus $2.00 per month Students' Association fee for each month of the course, all payable on entry.</td>
<td></td>
</tr>
</tbody>
</table>

**Timing & Collection of Tuition Fees**

The Financial Policy of the Community Colleges Division indicates the following:

1. Tuition fees are payable on or before registration date but not prior to the pre-registration period.
2. Pre-registration payments must be paid in accordance with the date indicated on the letter of acceptance.
3. Where a third party will be billed for tuition fees, a letter of commitment must be provided to the registrar on or before the registration date. Tuition fees are payable within thirty days from the date the third party is billed. Third party billing should be restricted to reputable businesses and agencies.
4. Where a student registers into a term after the scheduled date for registration, tuition and student activity fees will be assessed as if the student had registered on the scheduled registration date. Tuition amounts for such students are due on the day the student registers.

5. Students whose tuition amounts remain unpaid after the date the tuition is due will be given 14 calendar days grace. Students whose tuition fees are outstanding at the end of the period of grace will be issued a formal notice and assessed a late fee in addition to all other amounts owing to the College. An additional 14 calendar days will be allowed for the student to make payment from the date the formal notice was mailed. Failure to do so will result in automatic termination.

6. Formal notice shall be provided by certified letter mailed to the student address as recorded by the Registrar. Failure to receive formal notice shall not constitute grounds for inadequate notification.

Refund Policy

Applicants

Applicants withdrawing before course commencement will be eligible for a refund of tuition less the non-refundable $25.00 pre-registration fee.

Students

Students terminating after course commencement will be eligible for a refund of tuition paid less the expended portion plus one month’s penalty. (Example: A student who registers in September and also terminates in September will lose 2 x $30.00 = $60.00.) Thus the following refund payment schedule:

- Accepted applicants who do not register
  - Amount paid less $25.00
- Registered students leaving in first month
  - Amount paid less $50.00
- Registered students leaving in second month
  - Amount paid less $90.00

Applying for Refund/Withdrawal Procedures

Refund requests are to be made through the Accounting Office, 2nd Floor, Room 212, Bldg C, R.R.C.C.

Students wishing to withdraw from the College must inform their Department Head or an instructor who will complete a REG-16 form authorizing their eligibility for a refund of tuition fees. A copy of the completed REG-16 and tuition receipts should be submitted immediately to Accounts Receivable, Room C-212.

Note: (1) A student who withdraws unofficially without completing the above procedures will not be eligible for any refund of fees.

(2) Applications for refunds must be presented to Accounts Receivable within two months of termination date.

In the following circumstances tuition will be refunded in full:

1. Course Cancellation. In the event that a course is cancelled, a student is eligible for a full refund of tuition fees. The pre-registration fee will not be withheld.

2. Teacher Education Special Program. Refunds will be given in full to only those students who notify the teacher education section one week or more prior to the start of the course.

3. Correspondence Courses. Fees shall be refunded only if course material has not been issued.

4. Evening Courses. Refunds will be granted in full to students withdrawing prior to the commencement of the second class. Subsequent to this, refunds shall not be granted.

5. Special or High Cost Courses. Refunds will be considered on the same basis as outlined in Paragraph 4.

6. For Courses to which the monthly certificate and diploma rate has been applied:
   a) Applicants withdrawing before course commencement will be eligible for a refund of tuition less the non-refundable pre-registration fee.
   b) Students terminating after course commencement will be eligible for a refund of tuition paid less the expended portion plus one month’s penalty.

7. Part Time Students. Refunds of tuition fees will be considered on the same basis as outlined in Para. 6.

8. Conditionally Accepted Applicants. Pre-registration fees will be refunded to an applicant who has been conditionally accepted and pre-registered, but did not fulfill the specified conditions to the satisfaction of the Admissions Officer.

9. Students sponsored by or the responsibility of other Governments: Unless otherwise specified in an agreement, refunds shall be based on the per diem rate multiplied by the number of training days in the course remaining from the date of termination of the student, less 21 days or one month’s penalty.

10. Transfers: If a student elects to transfer to another course offered by the College (provided space is available) the unused portion of the tuition fees already paid may be credited toward the fees prescribed for that course.

Other Debts: Refunds of tuition fees may be reduced by other outstanding debts, such as bookstore charges, parking fees, library fines, etc.
Scholarships and Awards

Lieutenant-Governor's Medals For Proficiency. The Lieutenant-Governor's Medals will be awarded to students in the Community Colleges of Manitoba, who, in the opinion of the selection committee combine, to the greatest extent, in the graduating year: a) academic and technical ability, b) participation in college activities, and c) good character and personality.

The awards will be made to one student from each of the following groups at the college:

a) Diploma Course student from the science-based curricula;

b) Certificate Course student from the science-based curricula;

c) Diploma Course student from the arts-based curricula;

d) Certificate Course student from the arts-based curricula.

The Administrative Management Society Bursaries. Two at $100 each; one available to students in Secretarial Science and Business Teacher Education.

ASHRAE Bursary. The American Society of Heating, Refrigeration and Air Conditioning Engineers (Man. Chapter) awards $75 to a Term 4 Mechanical Tech. student based on achievement in Term 3 courses relating to the heating, ventilating, and air conditioning field.

Assiniboine Chapter of the Sweet Adelines Scholarship. $250 presented annually to a hearing impaired student enrolled in the preparatory course who plans to enroll in a full-time day course.

Association for Deaf and Hearing Impaired Children of Manitoba. Two awards of $100 to hearing impaired students for outstanding achievement in a college course.

Association of Manitoba Land Surveyors Scholarships. Two at $150 each to students entering the Third Term of Surveying Technology.

The National Leasing Division of Birchwood Motors. Two $100 awards. Birchwood Motors awards one to the top student in the January graduating class and awards one to the top student in the June graduating class in the Motor Vehicle Body Repair course.

Bird Construction Company Limited Scholarships. $200 and $100 for students entering Term 3 of Building Technology.

Birds Family Foundation Bursary. Awarded by the Foundation on the recommendation of the college scholarship committee and are not restricted to a specific course and are renewable.

Bristol Aerospace Ltd. Scholarships. Two at $100 each to students entering Term 3 of Electronic and Mechanical Technology.

The Architectural and Building Technologists Association of Manitoba Inc. Scholarship. Two awards of $75 to students in the top of the class academically at the end of the school year in Architectural Drafting. The students chosen for this scholarship must be student members of the A.B.T.A.M.

CAE-Morse Ltd. Scholarship. A scholarship of $75 to be granted to a student receiving the highest combined standing in Ind. Materials T06-M107 and T06-M207 Production Welding of Mechanical Engineering Technology.

CBAC Scholarship. $100 plus a medallion to a student in Design & Drafting Technology with the highest overall standing at the end of the fourth term.

Canadian Portland Cement Association Concrete Technology Award. A commemorative plaque suitably inscribed and $100 will be presented annually to a student enrolled in Building, Civil, Design & Drafting or Structural Technology who has demonstrated the highest degree of excellence in concrete technology.

C.S.C.R.T. Book Award. To a student in First Year Biochemical or Chemical Technology for outstanding progress.

The Canada Packers Limited. $100 to be awarded annually to the student in the Commercial Meats course having the highest proficiency in meatcutting skills, managerial qualities, character and potential in his or her chosen field.

Canada Safeway Ltd. Bursary. $100 annually to an outstanding student in Meatcutting.

Canadian Information Processing Society Awards. Two $100 awards are available to students in Term 4 of the Computer Analyst/Programmer Course.

Canadian Jewellers Association Award. $100 to a superior student in the Watch Repair course.

The Canadian Restaurant Association Foundation. One bursary of $250 available to a student enrolled in the second year of Hotel and Restaurant Administration.

Certified General Accountants Association of Manitoba Award. One award of $150 given to the Business Administration student having the highest marks in Accounting subjects taken in Terms 1 through 4. The award will be made in February.

Chemical Institute of Canada (Manitoba Chapter) Book Award. To a student in First Year Chemical Technology for outstanding progress.

Chemical Institute of Canada Silver Medal Award. To a student in Chemical Technology with the highest standing in Term 4.

Chevron Standard Ltd. Student Scholarships. Two at $300 each to students entering the Third Term of Electrical Technology and either Civil or Structural Technology. The selection will be based on scholarship, character, personality and a potential ability for leadership.

Codville Scholarship Fund. $100 awarded annually to a student in the Meatcutting course who is making favorable progress and who requires financial assistance.

Credit Grantors Association of Winnipeg. Two bursaries of $100 each, one available in each of the Third and Fourth Term, to students in Business Administration.

Fisher Scientific Company Book Award. To a student in Term 3 of Chemical Technology who has shown outstanding performance in Organic Chemistry during the first year.
Garland Commercial Ranges Limited Award. An annual award of $100 will be made to an outstanding student enrolled in the Cooking or Commercial Baking courses.

Gladys Bell Scholarship. The Gladys Bell Scholarship is awarded annually by her former associates and students to some deserving student in the Bookkeeping course.

Greater Winnipeg Gas Company Bursary. $750 awarded annually to a son or daughter of a G.W.G.C. employee attending Red River Community College, the University of Winnipeg, or the University of Manitoba.

Griffin Steel Foundries Scholarship. $700 to the following recipients in Term 3: $300 to a student in Instrumentation Technology, $200 to a student in Instrumentation Technology, $200 to a student in Electrical Technology.

The Grummet Memorial Fund Bursary. $125 to a Manitoba student entering a Diploma Nursing Course in the province. Applications available from the Manitoba Association of Registered Nurses.

IKOY Partnership Architects. One annual scholarship in the amount of $150 will be awarded to a Design & Drafting Technology student having the highest standing in his/her graduate thesis.

Imperial Oil Higher Education Awards. Imperial Oil Limited offers annually free tuition and other compulsory fees to all children or wards of employees and annuitants who proceed to higher education courses. Further information and application forms may be obtained from The Secretary, Committee on Higher Education, Imperial Oil Limited, 111 St. Clair Avenue West, Toronto 7, Ontario.

The Inco Metals Engineering Technology Bursaries. Six at $100 each to deserving students who are pursuing a full-time program leading to a diploma in engineering technology. They should be Canadian citizens, or possess landed immigrants status, of good scholastic record, with a demonstrated interest in extracurricular affairs.

Kodak Canada Bursary. $150 to be awarded annually to the student in the Photographic Technician Course having the highest proficiency in photo techniques, leadership qualities, character and a potential for success in his or her chosen field.

Manitoba Association for the Education of Young Children Awards. Two at $50 each for students in the Child Care Services course.

Manitoba Association of Broadcasters Awards in Radio and Television. Two awards of $200 each will be presented to graduating Creative Communications students; one award for outstanding achievement in radio production and the other for outstanding achievement in television production.

The Manitoba Association of Registered Nurses. $100 to a student entering the 2nd year of the Diploma Nursing Course. Applications available from the M.A.R.N., 647 Broadway Avenue, Winnipeg 1, Manitoba.

Manitoba Business Education Teachers' Association Awards. $25 award to a student in each of the accounting, marketing and secretarial majors of the Business Teacher Education course.

Manitoba Dental Association Award. Presented to a student in the Dental Assisting course.

The Manitoba Electrical Association Scholarship. $100 for a student in the Third Term of Electrical Technology.

Manitoba Hotel Association Bursary Award. Two awards of $250 each presented to Hotel and Restaurant Administration students on the basis of academic achievement, on-the-job performance, and financial need.

Manitoba Hydro Scholarship. $200 for a student entering Third Term of Electrical Technology.

Manitoba Jewellers Association Award. $150 for a superior student in the Watch Repair course.

Manitoba Science Fair Entrance Scholarships. Tuition fees for one year will be paid for two students entering technology courses. Application should be made to College Admissions Officer.

The Manitoba Society of Certified Engineering Technicians and Technologists Scholarships. Five at $100 each to the top student member entering Third Term in Civil, Mechanical, Electrical/Electronics Technologies.

The Manitoba Sugar Company Limited Bursary. $100 to a student entering Third Term of Mechanical Engineering Technology.

Manitoba Telephone System Scholarship. $100 to a student entering Third Term of Electronic Technology.

Mohawk Oil Company Limited Award. $250 presented annually to Third Term Business Administration students who are in the marketing pattern.

Mutchmor Award. To a graduating student in the Industrial Arts Teacher Education Program for outstanding achievement in Industrial Arts Education.

Paul, Phelan and Perry Advertising Awards. $1,100 in awards for outstanding creative work in advertising by students in the Advertising Art and Creative Communications courses.

Press/Radio Scholarship Fund. Funds are available to enable needy students to further their education.

Pritchard Engineering Co. Ltd. Bursary. $300 to a student entering Third Term of a Mechanical Technology Program.

Ralph Jamieson Award. Presented annually to an outstanding student in the Nuclear Medicine course.
Robin Hood Multifoods Ltd. $50 twice annually to students in Commercial Baking.

The Roning Group. $100 to a Technology student displaying the greatest proficiency in oral and written communication, and in report writing during Terms 1 and 2.

Royal Canadian Engineers Memorial Scholarships. Scholarships of up to $500 each are offered annually to students, both male and female, who are attending any educational course of study or practical training course beyond secondary school level. Scholarships are awarded on the basis of merit and need to the most suitable candidates from among those students who apply for the scholarship. A candidate to be eligible for the Royal Canadian Engineers Memorial Scholarship must be the child or grandchild of a person who served in any rank in any of the following components of the Canadian Armed Forces:

a) A Royal Canadian Engineers component of the Canadian Army during World War I, World War II, or under the United Nations in Korea; or
b) The Royal Canadian Engineers in the Canadian Army Regular or Permanent Force or Militia or Non-Permanent Active Militia for not less than three continuous years; or
c) The Military Engineers Branch of the unified Canadian Armed Forces for not less than three continuous years after the first day of February, 1966.

Sears Limited (Winnipeg Branch) Trophy. A miniature of the original trophy will be awarded annually to the student with the highest standing in the final year of the Graphic Arts course.

Shell Canada Ltd. Scholarship. Two at $200 each to students entering Term 3 of Chemical and Instrumentation Technology.

Stan Helleur Memorial Awards. $100 plus a plaque to a first year Creative Communications student and a plaque to a second year Creative Communications student, both for outstanding achievement.

Society of Management Accountants of Manitoba Awards. Three awards of $200 each to Term 4 Business Admin. students based on scholarship and need. The awards are usually made in February.

Stafford Foods Limited Award. $50 available annually to a student in the Commercial Cooking course.

Sunspun Food Service Award. $100 available annually to a student in the Commercial Cooking course.

Sybil McKay Inkster Bursary. Awarded annually to a female Metis student to enable her to further her education.

The T. Eaton Co. Canada Limited Bursaries. Two at $150 each; one available in each of the Third Term and the Fourth Term to students in Business Administration.

I.D. Engineering Scholarships. Two at $200 each to students entering the Third Term of Civil and Structural Technology.

UMA Holdings Limited Scholarships. Two at $150 each to students entering the Third Term of Civil and Structural Technology.

Winipeg Club of Printing Craftsmen Award. $50 for proficiency in Graphic Arts.

Winipeg Chapter of National Secretaries Assoc. (International). $100 Scholarship available to a student enrolled in the First term of Secretarial Science. Based on academic achievement in the Stenography program.

Winipeg Community Centre of the Deaf Award. Two awards of $100 to hearing impaired students for outstanding achievement in a college course.

Winipeg Dental Nurses & Assistants Association Award. Presented to a student in the Dental Assisting course.

Winipeg Newspaper Guild Award. To the first year Creative Communications student achieving the highest grades in the Journalism subject.

The Winnipeg Opti-Mrs. Club. Two bursaries at $100 each available to students in Office Practices and Skills Courses under one year in duration.

The Women's Advertising and Sales Club of Winnipeg Bursaries. Two at $100 each; one available to Second Term students in each of Advertising Art and Commercial & Industrial Sales.

XANA Business and Professinals Women's Association Award. $100 awarded annually to a female student in the second year of a college course.

Xerox of Canada Ltd. One $250 fellowship to a student in Electronic Technology, Industrial and Technology Division, one $250 fellowship to a student in Business Administration.

Zeller's Award. $100 to a Term Three Business Administration student who is planning to enter the marketing option in Term Four.

Bearing Supply & Service (Canada) Ltd. Bursary. An award of $350 to a student entering second year of Mechanical Engineering Technology who has displayed a high interest and aptitude in the field of Industrial Sales.

Elizabeth M. Callin Memorial Fund was established by Myrtle Leotta Callin in honour of her mother and is administered by the Russell & District Foundation Incorporated. To be eligible applicants must have been a bonafide resident of the Town of Russell, or the Village of Binscarth. The amount of the scholarship varies from year to year.

Canadian Manufacturer's Association Award. An award of $50 given to an Industrial Arts Teacher Education student who has demonstrated proficiency in knowledge, skills, and leadership in the introductory and advanced subjects dealing with "Manufacturing".

Max Goldin Memorial Scholarship. A scholarship of $150 to go to a deserving Creative Writing student after the end of the first year of the Creative Communications Course.

Glen Huston Memorial Award. A scholarship of $100 and a plaque donated by the Manitoba Industrial Arts Association, awarded to an Industrial Arts Teacher Education student who has completed the first and second year subjects and has shown high academic achievement, good leadership ability, and has made a professional commitment.
The Institute of Power Engineers (Greater Winnipeg Branch). Two $50 awards given each June to students (who are student members of the I.P.E.) in the 3rd Class Power Engineering course, for demonstrated academic and technical ability.

C.E. Littler Memorial Award. $50 awarded annually in December by the Institute of Power Engineers (Manitoba area) to a student (who is a student member of the I.P.E.) in the 4th Class Power Engineering course, for demonstrated academic and technical ability.

Manitoba Library Association Library Technician Award. The award of $100 and a certificate is to be given annually to the graduating student demonstrating academic excellence and career promise in the first year of the Library Technician course.

3M Canada Inc. Two awards of $500. One to be awarded to a second year student in the Industrial and Technology Division and the other to a second year Business Administration student. Both awards will be based on academic as well as financial need.

AEL Microtel Limited Award. One $200 award presented to an outstanding student entering the third term of the Electronic Technology course.

The Soroptomist Training Awards. Three awards of $1250 each are offered by the Western Canadian Region to women who require financial assistance to upgrade their educational, technical, or academic training in order to re-enter the labour market.

Students' Association. Each year the RRCC Students' Association makes available emergency funds to assist students in temporary financial difficulties. Applications are available through the Student Aid Office C-116.

The Westinghouse Canada Student Award Plan. An award of $200 to a dependent child of a permanent employee of the company, a pensioner, or a deceased employee who died while employed. The candidate should be enrolled in the Technology Division or the Applied Arts Division and have completed the first year of a regular full time course.
Counselling

1. For students enrolled at R.R.C.C.

The Counselling Services office at the College offers a number of services which can help students gain the maximum benefit from their college experience. These services are provided to the main campus and Extension Centres, and include:

a. Personal Counselling, which gives students an opportunity to discuss, with a professional counsellor, a broad range of personal concerns. These concerns may include such things as ways of dealing with an urgent crisis, a chance to discuss health or psychological problems, a desire to become more aware of one's own lifestyle, a need to talk about academic difficulties, or a feeling that help is required in dealing with interpersonal situations or bureaucratic entanglement.

b. Vocational Educational Counselling whereby students are assisted in identifying interests and abilities pertinent to training and a career. Additionally, the Counselling Services office maintains an extensive file of occupational and educational information, including calendars from most Canadian colleges and universities. Interest and aptitude tests are available upon request. Individuals or groups of students can also receive assistance in job-seeking skills (resume writing, applications, interview skills, etc.).

c. Financial Counselling, which can help students plan a general budget for the academic year or assist them in applying for Student Aid, Student Social Allowances, etc.

d. Referral. When a student has a problem or a concern which falls within the jurisdiction of a College office or a community agency, the Counsellors will try to help the student get to see the right person at the right place, with as few hassles as possible. Other assistance will be provided as needed.

2. For prospective students

Educational guidance and career counselling services are provided to members of the community who are interested in enrolling for courses at Red River Community College. Persons are assisted in determining interests, abilities, and goals, and in formulating plans for skill development and a career. Related concerns, such as financial assistance, academic upgrading, day care, etc. can also be dealt with.

All contacts with the Counselling Service are voluntary and confidential. While appointments are preferred, drop-ins can sometimes be seen immediately or after a short wait. Appointments can be made by contacting the secretaries in Building C, Plaza Level, Room 115, or by telephoning 632-2355 or 632-2288. Appointments are usually made between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday. The office is open and staffed at noon.

Tutorial Centre

The Tutorial Centre can provide assistance to College students who are experiencing significant difficulty with a particular subject. In addition, the Centre's instructors can assist students with study skills, reading skills, metrics and English as a second language. The Tutorial Centre is open during normal school hours, including the noon hour, Monday through Friday. While it is preferable that appointments be made, drop-ins can often be accommodated. The Centre is located in Room C615 and the telephone number is 632-2151.

Women's Coordinator assists women in entering College programs and provides support to enable them to function smoothly. The Coordinator is located in Room C615, telephone 632-2151.

Bookstore

Required texts and equipment for most courses are available for purchase from the College Bookstore. The Bookstore is located in the Mall Level of building "D", across from the Buffalo Place Cafeteria. Booklists for courses are available in the Bookstore.

After July 1, students are encouraged to buy books in advance to avoid line ups on registration day. Regular store hours are Monday to Friday 7:30 a.m. - 9:00 a.m. and 9:15 a.m. - 4:15 p.m.

The bookstore does not handle used books.

Learning Resources Centre (LRC)

The LRC is located between buildings D and F, on the Mall Level just across from the Tower Lounge. It is open Monday through Thursday, 8:00 a.m. to 9:00 p.m. Friday, 8:30 a.m. to 4:30 p.m. and Saturday 8:45 a.m. to 4:00 p.m.

The LRC has an extensive collection of books, periodicals, reference materials, pamphlet and career resource files, films, slides, records, tapes and a copying service.

There is an independent study area in the LRC, which is equipped with a complete selection of audio-visual equipment. Students may borrow audio-visual equipment for assignments if they obtain the necessary release form from the Instructor involved.

Two reference librarians are on duty at all times to assist you in locating materials and information. Don't be afraid to ask for help if you can't find something.

An inter-library loan service, which enables the LRC to borrow materials from another library, is available to students. The LRC will also order books for the LRC collection at a student's request.

Tours of the LRC are generally given to classes as arranged by Instructors. A brief orientation to the LRC will be given any student on request at the reference desk.

Some phone numbers which might come in handy: Circulation — 632-2322 (322); Information and reference — 632-2233 (233); Audio Visual — 632-2231 (231); Periodicals — 632-2301 (301).

The Learning Resources Centre is located in the centre of the complex. Among its facilities are: individual study carrels, leisure reading areas, group study and seminar rooms, periodic study areas, micro-film and photocopier room, an audio-visual storage room, a reference area, and a bibliography and index room.

The Learning Resources Centre is a vital resource for the support of both teaching and library research. Its comprehensive collection includes books, periodicals, newspapers, government documents, film and filmstrips, transparencies, and other audio-visual material and equipment in all major fields. Under its open-stack system, students and faculty have full access to almost all materials.

Students' marks, certificates or diplomas may be withheld until all library materials are returned, at the end of each term or trimester.
Health Services

A Registered Nurse is on duty 7:45 a.m. to 4:15 p.m., Monday through Friday. The Health Centre is located on the Mall Level between buildings "F" and "B".

The Health Services are available to all students in the College. Injuries occurring in the complex receive treatment in the Health Centre, and where medical aid is required outside the College, this is arranged. Short term care is available for ill students. Appointments are arranged with doctors, eye specialists, and dentists if these are deemed necessary.

Students who are subject to various chronic conditions such as diabetes, epilepsy, asthma, etc., are asked to submit details to the Health Centre. This information is confidential, and does not become part of the student's permanent file. It is given voluntarily by the student. It is to his/her advantage that this information is available in the event that urgent care is required.

Physical Education and Athletic Programs

The college physical education and athletic programs will attempt to reach the following objectives:

a) to awaken an interest in a variety of activities usually associated with social and family life in our society;

b) to increase knowledge of those activities commonly found in the high schools;

c) to provide a framework of intramural competition within which each student and staff member might feel at ease competing with others of equal ability and interests; and

d) to provide, in cooperation with the Students' Association, leadership, facilities, and planning for competition against various teams from outside the college for the further education and satisfaction of the top athletes.

The college plays an active part in competition among the community colleges within Manitoba, and also among the community colleges of the western provinces. Competition in badminton, volleyball, curling, basketball, and hockey is available on an inter-provincial basis. Through the cooperation of the Student's Association, excellent coaches have been hired to coach these teams and to ensure the best possible learning situations for the players.

Credit Program in Physical Education

A maximum of two hours credit per term may be granted to students who enroll in special physical education credit classes. Courses such as Business Administration, Secretarial Science, etc., have certain optional course requirements. Physical education may be used to satisfy part or all of these requirements. One hour of credit will be granted for completing a class that meets once per week for the duration of the term. Although the optional requirements may only appear in the fourth term outline, credit hours taken in other terms may be banked and used to satisfy fourth term requirements.

Canada Employment Centre on Campus

(Room C-211 — Tower Building)

The Canada Employment Centre on Campus assists graduate and undergraduate students by providing:

- Occupational and employment counselling;
- Current labour market information and forecasts by occupation and area;
- Job information and registration for permanent, summer and part-time work;
- An "on-campus" recruitment program invites employers to interview graduating students — some employers interview undergraduates for summer employment;
- An employment library with self-help manuals and company literature;
- Assistance in resume writing, employment applications and employment interview preparations; and
- Seminars on Creative Job Search Techniques.

ALL STUDENTS, regardless of any sponsorship and including students who have enrolled on their own, are encouraged to take advantage of the services offered by contacting the office early in the academic year.
Red River Community College reserves the right to make changes in the information contained in this publication without prior notice. Not every course listed in this Calendar need necessarily be offered in any given academic year.

It is assumed that students who register at Red River Community College have made themselves familiar with the specific requirements associated with the diplomas, or certificates they are seeking.

All students agree by the act of registration, to be bound by the regulations of Red River Community College and of the course in which they are registered. Students are urged to familiarize themselves each year with the General Information section of this Calendar and the section covering the course in which they are enrolled.

The material contained in this Calendar has been submitted by the administrative departments and academic units concerned. All general information and course references have been checked for accuracy as far as possible. However, if errors or inconsistencies do occur, please bring these to the attention of the Admissions Office.
Continuing Education and Support Services Division

Adult Basic Education (ABE)
Employment Orientation for Women
Career Opportunities in Preparation for Employment (COPE)
Correspondence Courses
Resource Centre for Handicapped Students
Evening Program
Adult Basic Education

Purpose: To provide training in English, Mathematics, Physical Science and other subjects considered necessary to provide adequate academic upgrading or language improvement for those wishing to enter a trade or profession training program at a Manitoba community college, but who lack the necessary academic standing.

Entry Dates:
- 7-10 Upgrading Program
  - Continuous entry
  - Adult 11-A & Adult 11-B
    - September and February
  - Adult 11-C - April
  - Adult 12 - February
  - English as a Second Language
    - Continuous entry
  - Job Readiness Training
    - To be determined

Course Length: Approximately five months

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 692-2311

Admissions

Applicants are required to write a placement test to ensure that they will start their upgrading program at a level suitable to their skills.

Entrance Requirements

Applicants must be 17 years of age or older or by special permission.

Programs

The 7-10 Program will give you an opportunity to acquire academic and skills required to enter a course of your choice at a Manitoba community college where an adult 10 standing may be a course requirement.

Emphasis will be on mathematics and communications but science will be taught when required for occupational goals.

You will study:

i) Mathematics — problem solving using whole numbers, fractions, decimals, and percent; introductory algebra and geometry;

ii) Communications — reading rate and comprehension, spelling and vocabulary, grammar, sentence and paragraph construction, and writing;

iii) Physical Science — basic scientific concepts including temperature, heat, pressure, density, electricity, systems of measurement, and problem solving.

Basically, the teaching method is individualized. This method will permit you to work at your own speed through blocks of subject matter allowing you to take only those subjects necessary to pursue your occupational training goal. Instructors will be available to provide advice and assistance to students.

The 7-10 program will be approximately 20 weeks in length.

Adult 11 is divided into Adult 11-A (Science Based); Adult 11-B (Arts Based), and Adult 11-C (Health Sciences based). These courses have been designed to prepare you for different educational and occupational goals within a Manitoba community college.

You should check the College entrance requirements of the course you wish to pursue to ensure that you are taking the correct upgrading program.

Adult 11A (Science-Based) You will study:

i) Mathematics — algebra, trigonometry, geometry, logarithms, variation, slide rules;

ii) Communications — development of writing, spelling, grammar, writing of paragraphs, letters, and research papers;

iii) Reading development — speed and comprehension, vocabulary development; and

iv) Physical Science — matter and energy, force, measurement, motion, atomic structure, energy and machines, etc.

The teaching method is individualized. You will work at your own speed through blocks of subject matter allowing you to take only subjects necessary to pursue your occupational goals. Instructors will be available to provide advice and assistance to students.

The course is approximately 20 weeks in length.

Adult 11B (Arts-Based) You will study:

i) Business Mathematics — personal finance, loans and investments, taxation, business organization;

ii) Communications — review of grammar, writing, and reading; writing letters, summaries, and research papers; and

iii) Business and Consumer Fundamentals — levels of government, distribution of power, types of business and labour organizations, national income, supply and demand, monetary and banking systems, etc.

The teaching method is group instruction. Group instruction will allow you to follow the traditional methods of instruction with a preset pattern of learning and a planned completion date.

The course is approximately 20 weeks in length.

Adult 11-C will prepare you to enter the Nursing One course at Red River Community College.

Applicants must have a complete Grade 10 (or its equivalent); mature standing will be considered.

You will study:

i) Communications — grammar, usage, sentence structure, mechanics, paragraph writing, reading and spelling;

ii) Mathematics — whole numbers, fractions, decimals, ratio and proportion, percent and measurement;

iii) Science — Chemistry — introduction to chemistry, chemical substances, atomic organization, chemical reaction, acids and bases; physics — matter and energy, energy, heat, heat energy, mechanical energy, microbiology — introduction to microbiology; anatomy and physiology — introduction to anatomy and physiology.
Students will be required to complete a reading program and successfully achieve a minimum of Grade 10 level on the prescribed Nursing One reading test before acceptance to the Nursing One course will be granted.

Important: Applicants for Adult 11-C must also apply for Nursing One as early as possible as the Nursing course often is full months in advance of the entry date. You should apply for Nursing One before applying for Adult 11-C. Applicants are advised to check with the Admissions Office to see if the Nursing course is already full for September before enrolling in 11-C.

For further information on the 11-C program contact the Adult Basic Education Office.

Adult 12 This course is science-based and is a follow-up to the 11A, science-based program. It will prepare you to go into the two-year technology courses at R.R.C.C.

You will study:
1) Communications — grammar, work usage, sentence structure, mechanics, paragraph writing, vocabulary, reading and spelling;
2) Mathematics — algebra, geometry, trigonometry, logarithms, variation, and slide rule;
3) Physical Science — matter and energy, measurement, force, motion, energy and machines, atomic structure, kinetic theory, heat, electrostatics, etc.

The teaching method, like Adult 11A, is individualized.

What Will I Study?

Occupational English is designed to give landed immigrants or new Canadians a working knowledge of the English language. This course will give you adequate knowledge and skills in speaking, reading, and writing to enable you to obtain further educational training and/or employment. Each English level is approximately eight weeks in length.

The Basic Course will teach you the alphabet, basic vocabulary related to everyday living situations, basic grammar and mechanics, and elementary reading and writing. The Intermediate Course has two levels of training. You will learn vocabulary development, grammar and mechanics of writing, sentence construction of the words you have mastered in conversation, and newspaper and magazine reading. The Advanced Course will give you the fluency and ability to express yourself correctly in English, to develop knowledge in written composition and specific forms of writing for such things as applications, reports, and business letters. Training will be a combination of classroom instruction and work in language laboratories. The E.S.L. centre is located at 29 Des Meurons, Winnipeg.

Job Readiness Training is designed for individuals interested in gaining employment jobs which do not require extensive training. Jobs such as Sales Clerk, Building Maintenance and Janitorial Services are studied specific to the job.

You will study: (1) Work Adaptive Skills which will provide you with the skills necessary for entrance to a specific job; and (2) Functional Skills, which will provide you with the skills necessary for entrance to a specific job; and (3) Work Experience, which will provide you an opportunity to apply acquired skills and gain new experiences in a work setting.

The teaching method for the Adaptive and Functional skills will be group instruction. The Work Experience section will be individualized. Teaching techniques will involve lectures, demonstrations and work experience. Some students may obtain employment during the course. These courses will run for approximately 8 to 12 weeks.

Contact your local Canada Employment Centre for further information on these courses.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month.

Supplies for the Adult 11 and 12 courses will be approximately $65.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-5821.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

For further information and application forms contact the Adult Basic Education office, 1770 King Edward Street, Winnipeg R2R 0M5 or by telephoning 633-4570.

By The Way...

Classes are held, Monday to Friday, from 8:00 a.m. to 5:00 p.m.

ABE is offered at R.R.C.C., at extension centres at 29 Des Meurons, Nell Campbell School, 845 Golspie and at the Y.W.C.A., 447 Webb Place, and at various rural areas. It is also offered by Assiniboine Community College at Brandon, and Keewatin Community College at The Pas, Manitoba.

To find out more about this field of training, contact the ABE department, telephone 633-4570, or the Counselling Office, Room C-115, telephone 632-2335.

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Red River Community College
is operated by the

MANITOBA
DEPARTMENT OF EDUCATION
with financial assistance provided by the
Government of Canada
Employment Orientation for Women

Purpose: To provide women with the information, self-confidence and skills required for entering or re-entering the work force. This course will assist clients who need to enter the labour market or who are under-employed to practice the skills required to get a job and to assess their situations in making a realistic and appropriate career decision.

Course Length: 9 weeks — Level I
(Career Planning)
8 weeks — Level II
(Job Search)

Entry Dates: * September
November
February
April

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
There is no minimum educational prerequisite, but you should be able to read and write at a Grade 8 or 9 level. This course is offered primarily for women who must seek employment as primary wage earners in their families. A general occupational or employment goal is required for Level I entrants. No prior skill training is required, but if you have had work experience and/or skill training, you may still apply. There are no restrictions because of age, marital status, education or economic status.

Entrance Requirements
Interested applicants must contact their local Canada Employment Centre, Programs Division, telephone 949-2500 or contact Adult Basic Education Extension Centre, 210-447 Webb Place (YWCA), Winnipeg (telephone 942-8981).

All applicants will be interviewed and given a course orientation. The interviewing committee will confirm your enrollment in either Level 1 or Level 2 of the program.

* Contact the Adult Basic Education Office (632-2346) to verify entry dates.

Program

What Will I Study?
You will discuss and develop self-identity and confidence building skills by assessing personal interests, needs and preferences, by testing and evaluating goals, problem-solving and decision-making, and personal skill development in communication and assertiveness.

Career Exploration sections of the program will involve your gathering information about occupations, realistically appraising skills and abilities, examining the labour market to understand what is required, and making and testing our your career choices.

Other topics you will study are Employer/Employee Expectations, Women in Employment, Lifestyling and Change, Understanding Yourself and Your Job and Decision Making.

Methodology: within a small group you will take part in a number of activities which will include discussions, talks by guest speakers, film, field trips and life skills exercises.

What's in It For Me?
Upon completion of Level I, Career Planning, you will be prepared to make a decision for successful entry into employment or training, based on an examination of the labour market.

On completion of Level II, Job Search, you will be prepared for job searching, utilizing job search techniques and personal social skills.

By The Way . . .
Women's Employment Counselling Services are available as resource and support for this program and personal counselling through the course for those who require it. The Counselling Services at R.R.C.C. are also available and provide professional career and personal counselling.

There is a follow-up for all graduates after course completion.
Career Opportunities in Preparation for Employment (C.O.P.E.)

Purpose: To give women who are presently on Mother's Allowance the opportunity to prepare themselves for the dual role of homemaker/employee and to assist them in selecting a career of their choice.

Entry Dates: October
January
April

Course Length: 12 weeks

*Contact the A.B.E. office to verify entry dates before applying.

Admissions

Am I Suited For This Course?
If you are a woman on Mother's Allowance and want to become economically independent, you are likely a suitable applicant for this course.

What Will I Study?
The Personal Skills section of the course is designed to help you gain the confidence necessary to enter training or the labor force. You will study assertiveness training, confidence building, decision-making, values clarification, communication skills, stress management, problem solving and goal setting.

The Working Mothers section of the course deals with those topics which are of particular concern to you as a single parent, student and future employee. Such topics as time and money management, health, nutrition, and handling changes in inter-personal relationships, etc. are covered in this component.

The World of Work section of the course includes self-assessment, occupational and training information, job search skills and three weeks of actual work experience.

General Information

How Do I Apply?
For application procedures and information contact your Employment Services Counsellor or the Adult Basic Education Office, R.R.C.C.

By The Way...
Arrangements are made with Income Security to cover the costs of child care and transportation.

C.O.P.E. classes run Monday to Friday from 9:15 a.m. until 3:00 p.m.
Correspondence Courses

Purpose: To provide an alternate learning method for those individuals who are not able, or do not wish, to attend a learning institution on a full-time basis.

Entry Date: Continuous entry
Course Length: Up to twelve months

Admissions

An application form may be obtained by writing the Admissions Office, Room C-212, 2055 Notre Dame Ave., Winnipeg.

All correspondence applicants must apply for the specific correspondence subject, i.e. Correspondence: T14-C116 Communications and Report Writing, Correspondence: S02-M108 Mathematics, Correspondence: S02-C100 Communications, etc. A completed mark statement and/or transcript should accompany the application form. (This is for verification that prerequisites have been met.)

If you do not have the prerequisites, you may apply as a mature student.

Mature Student Admission — A mature student must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications information on related experience which might assist the Admissions Officer in determining eligibility.

Program

Each correspondence subject provides a complete independent study unit. Instructional materials for the course, including textbooks, are mailed to the student upon acceptance and payment of fee.

Each student is assigned a "tutor" who will respond to the work that is required throughout the course or subject and who will also mark the student’s final examination if an examination is required. The tutor also provides access to a convenient two-way communication and should be used to the correspondence student’s advantage. Questions or concerns about the course or difficulties with the course may be discussed with the tutor. This not only assists the student, it provides the tutor with a better insight into the student's personal approach to the course and allows the tutor to tailor the course more appropriately to the student's individual needs.

What Will I Study?

There are six correspondence subjects offered:
1) T14-C116 Communications and Report Writing
   Prerequisites: English 300 or 301 (or its equivalent); mature student standing will also be considered.
   Fee: $85.00

This course is designed to help individuals in technical occupations to communicate effectively in business and industry. Topics included are organizing one’s approach to writing; writing technical correspondence; technical writing style; informal reports; technical descriptions and instructions; formal reports; illustrating technical reports; letters of application and resumes; technical briefings and speeches; attending meetings and writing minutes.

Successful completion of this subject entitles the student to credit in subject T14-C116, which is a requirement for all two-year Technology diploma courses.

2) S02-M108 Mathematics
   Prerequisites: Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
   Fee: $110.00

Development of problem-solving skills using whole numbers, fractions, decimals and percent; ratio and proportion; positive and negative numbers; square root; introductory algebra and geometry.

3) S02-C100 Communications
   Prerequisites: Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
   Fee: $74.00

Reading speed and comprehension development; spelling and vocabulary development; grammar; usage and mechanics; sentence and paragraph construction; expository paragraph writing.

4) S02-S100 Physical Science
   Prerequisites: Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
   Fee: $88.00

Basic scientific concepts; measurement of forces; temperature; heat; pressure; density; work; electricity; systems of measurements; anatomy and physiology; problem-solving.
5) B11-A161 Introductory Accounting — Term 1
Prerequisites: Preference will be given to applicants with Mathematics 300 or 301 (or its equivalent); mature student standing will also be considered.
Fee: $110.00
Upon successful completion of Part 1 in Introductory Accounting, students should have a thorough working knowledge of double-entry bookkeeping, the end-of-period adjusting and closing processes, and the preparation of the income statement and balance sheet from a worksheet as they relate to a sole proprietorship. In addition, students should become well-versed in accounting for a merchandising firm, cash, and accounts receivable. Students will also receive an introduction to the topic of accounting systems.
Students who receive a passing grade in the final examination for this subject will be entitled to credit in one of a variety of accounting courses.

6) H11-S101 Social Science — Term 1
(Developmental Psychology)
Prerequisites: High school graduation preferred; mature student standing will also be considered.
Fee: $95.00
This introductory level course is a multi-disciplinary approach to key aspects of human behaviour in contemporary society. It is intended for vocationally-oriented students who should gain greater insight into such topics as motivation, emotion, perception, personality, problem-solving, family patterns, societal expectations, and inter-personal relationships.
Successful completion of this subject will entitle students to credit in one of a variety of specified subjects.

General Information
The fees for correspondence courses cover notes, assignments, textbooks and postage. The fees are payable upon registration in cash, by money order, or by certified cheque and may vary from course to course to allow for courses of a more complex nature, additional or more expensive textbooks, etc. In addition, courses are generally subject to fee increases each year to help offset increased administration costs and may be changed without notice.
No refunds will be granted to students who have not provided written notice to their tutor within the 6 weeks of mailing course material to the student. Where notice is provided within the 6 week period, the refundable amount shall be the tuition paid, less:
a) the Administrative Fee of $25.00, plus
b) the cost of textbooks and materials, plus
c) the cost of marking assignments that have been received by the tutor.
Textbooks and materials are not refundable.

Upon registration, the student will receive a package containing the course notes, assignments, and textbooks as applicable.
The student will have a period of twelve months to complete all correspondence subjects not on a specified time frame if an extension is required, the appropriate department should be contacted and arrangements made.
When a student is ready to write a final examination, where required, the examination may be written in the student's locality or at the College on a specified date. When the examination is written in the student's locality:
(1) the student must secure the help of a responsible person (e.g. teacher, lawyer, clergyman, etc.) who will agree to act as the student's examination supervisor. This person must be approved by the Department Head of the subject area in which the examination is being written.
(2) the student must complete an "Application for Examination" form and mail it to the appropriate department. The examination will then be sent to the student's chosen supervisor at the time specified.
Red River Community College correspondence courses may be taken individually and generally may be recognized for subject credit in a specified program offered by the College on a full-time basis.

Correspondence Refresher Course for Registered Nurses
The Correspondence Refresher Course for Registered Nurses provides former registered nurses with review and update of knowledge and skills in nursing fundamentals, needs of adults in health and illness, and current trends and issues in nursing. This course focuses on the knowledge and skills required to meet the needs of adults with medical-surgical conditions in long term and acute care settings.
Sixteen weeks is the maximum time normally allowed to complete the theoretical as well as the clinical portion of the course. The clinical portion which is a minimum of fifteen days and two evenings is arranged on an individual basis in an accredited hospital.
The Correspondence R.N. Refresher Course is suitable for formerly registered nurses who require updating to renew their registration* and for currently registered nurses who want to take an updating course.
At the present time, this course is only available to applicants who are unable to attend the full time R.N. Refresher Course offered by either Red River Community College or Assiniboine Community College due to distance and/or isolated location.
Verification of registered nurse status is required with the admission application. Acceptable proof is a letter from the M.A.R.N. (Manitoba Association of Registered Nurses) or other Canadian licensing jurisdiction confirming eligibility for registration or status regarding registration, or last M.A.R.N. (or other Canadian licensing jurisdiction) registration card or photostatic copy.
Applicants must also complete a Supplementary Application Form pertaining to nursing background. This form is available from the Admissions Office, R.R.C.C., Room C212, 2055 Notre Dame Avenue, Winnipeg.

*For those persons taking the course to renew their registration, a copy of their final theory and clinical evaluation is sent to the Manitoba Association of Registered Nurses (M.A.R.N.) at the completion of the course.
Fee: $300.00
Amended: July 80
First Issue: Sept. 79
8M (C)

Red River Community College is operated by the
MANITOBA
DEPARTMENT OF EDUCATION
with financial assistance provided by the
Government of Canada
Support Services for the Hearing Impaired

The Hearing Impaired Program offers a Preparatory Program for deaf and hard-of-hearing students registered in both day and evening courses.

The program consists of 16 weeks of evaluation, career selection and academic preparation. Following this orientation, students who have selected the more challenging technical courses may continue academic upgrading in the Adult Basic Education courses.

Other services include interpreting, tutoring, notetaking, vocational counselling, personal and social counselling, vocational placement, speech and hearing services, manual communication training for students, manual communication training for instructors and limited supervised housing. Subjects available for these students are listed below.

Communications E11-C102

The subject is designed to assist the student and improve his communication skills. The course includes grammar, reading, and vocabulary development. Speech and auditory training are available to students upon request. The course is individualized to the student's needs.

Mathematics E11-M101

The subject is designed to develop mathematical skills related to the student's training course.

Science E11-P105

The subject is designed to introduce students to the basic concepts of science related to the student's training course.

Career Exploration and Life Skills E11-P103

The subject is designed to assess the student's aptitudes and vocational interests. By attending classes and receiving counselling services, the student goes through a process of evaluation, exposure and information gathering, job sampling and career assessment, and decision making and preparation into a training course.

Personal and Community Skills E11-P104

The subject is designed to give the student the opportunity to develop knowledge and skills necessary in daily community life. The course offers skills in personal budgeting and record keeping, personal financing, nutrition, insurance, law, etc.

Students are placed in individualized programs after a series of academic and vocational tests.

Student progress is evaluated in an on-going assessment of daily work, instructor observations and tests.

Support Service for the Physically Handicapped

The College offers support services to all physically handicapped students. Training courses may be altered to meet the individual needs of students.

Other services provided by the Resource Centre for the physically handicapped include personal, career and academic counselling, special assistance and tutoring, notetaking, typing services, special equipment, liaison with off-campus services, assistance with job search and life skills, and orientation.

For further information on the Resource Centre for Handicapped Students contact:
Coordinator
Resource Centre for Handicapped Students
Red River Community College, D-102A
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone: (204) 632-2362
(204) 633-6329 TTY
Evening Program

Over 200 courses and over 500 subjects are offered in the evening program. These courses are available in the following areas:

- Business and Administrative Studies
- Computer Sciences
- Applied Arts
- Industrial and Technology
- Health and Personal Care Services
- Management Development
- Special Courses/Subjects

See evening program calendar for a list of subjects.

Courses in the above areas are designed for the following purposes:
1. Credit courses on a limited basis for the Day Program.
2. Upgrading to the Journeyman level and beyond.
3. Upgrading to meet the prerequisite of credit courses.
4. General interest courses.
5. Courses which will help the community keep abreast of technological changes.
6. Senior Citizens courses.

Courses are available three times during the academic year: Fall, Winter and Spring Trimesters.

Fall Trimester — 1980

—During regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including September 10, 1980. A special evening registration will be held Monday, September 8, 1980 from 7:00 p.m. to 8:30 p.m. Fall Trimester classes start September 16, 16 and 20, 1980.

Winter Trimester — 1980

—During regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including January 7, 1981. A special evening registration will be held Monday January 5, 1981 from 7:00 p.m. to 8:30 p.m. Winter Trimester classes will start January 12, 13 and 17, 1981.

Spring Trimester — 1981

—During regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including April 8, 1981. A special evening registration will be held Monday, April 6, 1981. Spring Trimester classes will start April 14, 15 and 18, 1981.

Fall Trimester — 1981

—During regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including September 10, 1981. A special registration will be held Tuesday, September 8, 1981 from 7:00 p.m. to 8:30 p.m. Fall Trimester classes will start September 14, 15 and 19, 1981.

Winter Trimester — 1982

—During regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including January 6, 1982. A special evening registration will be held Monday, January 4, 1982 from 7:00 p.m. to 8:30 p.m. Winter Trimester classes will start January 11, 12 and 16, 1982.

For detailed information concerning courses, diplomas or certificates request an Evening Program Calendar by phoning 632-2332 or writing Evening Program, Red River Community College, 2055 Notre Dame Avenue, Winnipeg R3H 0J9.
Applied Arts and Business Division

Advertising Art
Barbering
Business Accountancy
Business Administration
Chef Training
Clerical Bookkeeping
Clerk Typist
Commerce/Industry Sales and Marketing
Commercial Baking
Commercial Cooking
Computer Analyst/Programmer
Creative Communications
Graphic Arts
Hairdressing
Health Record Technician
Hotel and Restaurant Administration
Library Technician
Meatcutting
Photographic Technician
Stenography
Secretarial Science
Teacher Education — Business
— Industrial
— Vocational Industrial
Watch Repair
Advertising Art

Purpose: To develop innovative and creative ideas in design and illustration for the print media, with reference to strict advertising and promotional guidelines.

Entry Date: September

Course Length: Two academic years (ten months each)

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You should be a versatile artist with good manual dexterity, be able to produce drawings and sketches to requirements, have keen eyesight and a good imagination. Persistence is a virtue for advertising artists. You should also be able to work as part of a team and handle the pressures of the competitive world of advertising/marketing and creative design.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent);
   or
   — the equivalent of the above standing gained through an adult education program;
   and
B — A specified portfolio of art work; (Portfolio requirements are sent to the applicant after submission of application and academic requirements.) Portfolio specifications are changed annually.
   and
C — An interview by the Advertising Art Selection Committee.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. All mature students must complete entrance requirements (B) and (C) above.

This is a Special Selection Course. The Selection Committee interviews those applicants whose portfolios are considered acceptable to the Committee. (Applicants must have successfully completed entrance requirements A and B.) The Committee selects applicants who have the ability to express themselves in graphic form, (people who can draw) and who are interested in earning their living through advertising.

Program

The Advertising Art course has an Advisory Committee which includes representatives from the industry. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required.

What Will I Study?

Emphasis during your first year of training will be on learning to see art in a new way; to slant your artistic talents towards promotion and advertising. You will learn the techniques of drawing with pencil, charcoal, conte, pen and ink, designer colours and felt colours, as well as the utilization and organization of space for lay-out purposes. Most of your class time will be spent practicing various advertising and promotion techniques using these new skills. Your second year will be spent learning advanced techniques of promotion and adapting them to progressively more complicated projects.

All your training will take place at the College in a studio or art lab. Practical assignments and design and illustration will require a considerable amount of time outside of class hours. You will study History of Art and Design, Marketing, Psychology and Advertising Procedure.
Course Outline

Term 1
B01-A101 Basics of Form
B01-A102 Principles of Drawing
B01-A104 Interpersonal Communications Ad Art
B01-A105 Art & Design History
B02-P118 Introduction to Fundamentals of Photography
B18-C109 Introduction to Advertising
T03-R163 Mechanical Drawing for Advertising Art

Term 2
B01-A201 Analysis of Form
B01-A202 Life Drawing
B01-A206 Advertising Design
B01-A207 Graphic Design
B01-A208 Reproduction Methods & Materials
B02-P217 Fundamentals of Photography
B10-C209 Intro to Advertising

Term 3
B01-A306 Advertising Design (Optional)
B01-A307 Graphic Design
B01-A308 Reproduction Methods & Materials
B01-A310 Sketching for Illustration
B02-P220 Advertising Photography I
B10-C309 Intro to Advertising
T03-R263 Mechanical Drawing for Advertising Art

Year 2

Term 4
B01-A406 Advertising Design (Optional)
B01-A407 Graphic Design
B01-A409 Advertising Illustration (Optional)
B01-A411 Rendering Techniques
B01-A413 Advertising Production
B02-P120 Advertising Photography
B13-S532 Human Relations

Term 5
B01-A506 Advertising Design (Optional)
B01-A507 Graphic Design
B01-A509 Advertising Illustration (Optional)
B01-A510 Rendering Techniques
B01-A513 Television Production (Optional)
B01-A515 Audio Visual Production (Optional)
B14-M231 Basic Marketing

Term 6
B01-A606 Advanced Advertising Design (Optional)
B01-A609 Advanced Advertising Illustration (Optional)
B01-A611 Advanced Rendering Techniques
B01-A613 Television Production (Optional)
B01-A614 Portfolio
B01-A615 Audio Visual Production (Optional)

What's In It For Me?
Upon successful completion of the Advertising Art course you will receive a Diploma from Red River Community College.

Graduates of this course have found employment as production artists, designers, illustrators, and art directors in retail stores, advertising agencies, design and production studios and newspapers. Others are working in television and film studios, and some are employed as free-lance artists.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies are approximately $600 for the first term and $200 for each of the subsequent five terms.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. A completed application is one for which all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .
To find out more about this occupation, you could contact people in the advertising field.

For information on Advertising Art and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A one year Commercial Art course is offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Barbering

Purpose: To develop the skills, techniques and knowledge to meet the requirements of the provincial Department of Labour and Manpower and successfully obtain a Manitoba Barbering Licence. Skills and techniques include haircutting and styling, razor cutting, shampooing, shaving, facial massaging, cold waving, colouring and the fitting of hairpieces.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
You should have well-coordinated hand and finger dexterity. Any feet, leg or back ailments would be a hindrance, since barbering requires that you stand for long periods of time. Good eyesight is an asset. You should have a pleasant personality and enjoy dealing with people. Work is indoors in clean, generally temperature controlled settings. Applicants must be prepared to work safely with toxic chemicals on occasion.

Entrance Requirements

A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101, or 103 and Mathematics 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program;

and

B — good general health substantiated by recent medical, dental and chest x-ray certificates.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary. All mature students must complete entrance requirement B above.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course includes 400 hours of theoretical and 1,000 hours of practical training which will prepare you for the government exams necessary to obtain a barbering licence.

This course covers all aspects of hairstyling practiced in shops today. Men's styling is emphasized, but some techniques are suitable for both men's and women's styling.

The Barbering course has an Advisory Committee which includes shop owners and operators, former graduates, representatives from the Manitoba Master Barber-Stylist Association, the government and the College. Through this committee the College keeps in contact with the latest trends in industry.

What Will I Study?
You will be given lectures supported by audio-visual presentations, in haircutting, personal hygiene and sanitation. Several demonstrations on live models will be made by the instructor with student practice periods following the demonstrations. Fundamental cutting and shaving techniques are practiced on wooden model heads. This includes clipper over comb and shears over comb techniques. From here, you will practice on mannequins with hair and you will learn to work with the public in the College's barber styling shop. You will do conventional and long style haircuts, styling, shaving, facials, permanent waving, colouring and hairpiece fitting.

As a part of the course, you will attend hairstyling workshops and seminars and observe guest artists at work in the barber styling shop.
Course Outline

B07-B101 Hygiene and Sanitation
B07-B102 Barber Implements and Shaving
B07-B103 Conventional Hair Cutting
B07-B104 Men's Hairstyling — MOD Trends
B07-B105 Skin & Hair — Disorders & Treatments
B07-B106 Cold Waving
B07-B107 Shop Management & Sales — Barber's Act
B07-B108 Men's Haircoloring
B07-B109 Hairpieces
B07-B110 Final Grade in Theory
B07-B111 Final Grade in Practical Tests

What's In It For Me?

Upon successful completion of the Barbering course, you will receive a Certificate from Red River Community College.

Graduates are qualified to work as hairstylists, hair colouring technicians, permanent wave technicians, scalp and hair specialists and facial experts.

As a graduate of the Barbering course, you will be required to write provincial government theory and practical examinations to receive a professional improver's Licence. One year of experience in a barber or style shop will automatically qualify you for a Journeyman's Licence. An additional two years are required before you can obtain a Master's Licence. Once a Master's Licence in theory and practical has been obtained, you will be eligible to own and operate your own shop.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $250.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-5521.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the barbering field.

For information on Barbering and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Hairdressing course is offered at Assiniboine Community College, Brandon, and at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 80
First Issue: Sept. 79
8M (C)
Fees & Costs subject to change without notice.

Red River Community College is operated by the
MANIToba
DEPARTMENT OF EDUCATION
with financial assistance provided by the Government of Canada
Admissions

Am I Suited For This Course?
You should have a good command of the English language and well-developed communication skills. You should find problem-solving enjoyable, have initiative, be able to persevere in detailed work and be at ease with numbers.

Entrance Requirements
— 14 high school credits (Manitoba Grade 11 or equivalent) including English 200 or 201 and Mathematics 200, 201 or 202;

or

— the equivalent of the above standing gained through an adult basic education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program
This course is set up under the direction of a Course Advisory Committee which includes representatives from business, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in the accounting field.

What Will I Study?
Emphasis is given to the core subjects of accounting, mathematics, and business communications since such basics are of major importance in related areas of employment.

Approximately 50 percent of your course time will be spent on accounting subjects. Emphasis will also be placed on data processing, business communications, mathematics, business skills, business law and management training. A considerable amount of time will be spent solving problems to test your understanding of theories and concepts.

The course will provide you with a thorough working knowledge of double entry bookkeeping and accounting. You will learn how to maintain a complete set of records for most kinds of businesses.
Course Outline

Term 1
B11-A101 Business Mathematics B U A C
B11-A161 Financial Accounting A
B12-L159 Business Law I
B15-S102 Introduction to Data Processing
B17-E841 Business Communications

Term 2
B11-A204 Cost Accounting A
B11-A261 Financial Accounting B
B12-L269 Business Law II
B17-E852 Business Communications

Term 3
B11-A304 Cost Accounting B
B11-A361 Financial Accounting C
B12-O333 Principles of Organization & Management
B17-E843 Business Communications

What's In It For Me?

Upon successful completion of this course, you will receive a Certificate from Red River Community College.

Types of jobs available will vary depending upon your personal preferences, ability and previous job experience.

Some graduates have found employment as accountants in wholesale, retail or manufacturing firms, financial departments of banks and trust companies, private clubs, schools or professional sports associations. Public accounting offices accept graduates and there is a demand for well trained accountants.

Graduates may be eligible to receive some advanced standing in programs offered by The Society of Management Accountants or The Certified General Accountants' Association (Manitoba).

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $150.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the accounting field.

For information on Business Accountancy and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Bookkeeping is offered at Assiniboine Community College, Brandon; Clerical Bookkeeping, Office Machines (CBOM) Accounting is offered at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Business Administration

Purpose: To train students in a variety of subjects such as accounting, economics, statistics, marketing, law and data processing, and to provide graduates with the knowledge and skills needed to enter management training programs in industry and commerce.

Entry Date: September

Course Length: Two academic years
(ten months each)

Admissions

Am I Suited For This Course?

You should have an interest in mathematics, statistics and accounting; enjoy working with people; and be able to solve both conceptual and personnel-related problems. Business Administration requires an above-average ability to learn, reason and make decisions. Verbal and written communication skills are also important. Applicants should enjoy working indoors in an office environment. Since this course is academically demanding, you should be willing to spend an average of two hours a night — in addition to your eight hours of daily class time — on assignments.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301 and Mathematics 300 or 301;

or

— the equivalent of the above standing gained through an adult education program;

or

— complete standing in the Adult 12 or Adult 11-B enriched programs at R.R.C.C. with the required subjects.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course is set up under the direction of a Course Advisory Committee which includes representatives from business, industry, government and the College. Through the Advisory Committee the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?

Your first term will introduce you to the basics of business and will help you choose your optional subjects for the second year of training. You will be able to choose the administrative, accounting or marketing option. (The accounting option has proved to be the most academically demanding.)

During your first three terms of training, you will be required to study all subjects listed in the Course Outline.

Group projects will be emphasized during your second year. During your final two terms, you will take a subject called Business Seminar for which you will be required, together with other students in your group, to create a business.

You will propose a business enterprise, investigate it, accumulate statistics and other information and then actually make the company work. The project is as real as it can be without actually starting the company. After you have collected all your information and have tried to make your company work, you will be required to present your project at a public seminar at the College. This project will not only introduce you to the actual operation of a company, but it will give you the opportunity to make numerous contacts with people in industry.

Course Outline

Year 1

Term 1

B11-A191 Introductory Accounting A
B12-E171 Economic Principles I
B13-M612 Introduction to Business
B13-R710 Business Mathematics I
B13-R711 Business Mathematics II
B13-R712 Business Mathematics III
B14-M101 Basic Marketing
B16-E102 Study Skills
B16-E121 Oral Communications
Term 2
B11-A291 Introductory Accounting B
B12-A272 Economic Principles II
B13-R703 Financial Mathematics
B13-S501 Introduction to the Social Sciences
B14-M202 Basic Marketing
B16-E221 Basic Business Communications

Term 3
B11-A391 Introductory Accounting C
B12-E373 Economics III
B12-L360 Business Law
B13-R706 Statistics I
B13-S513 Human Behavior in Organization
B15-S301 Introduction to Data Processing

Year 2
Term 4
Required Subjects
B13-R707 Statistics II
B16-E312 Report Writing
Optional Subjects
Students must elect any 4 of the following:
B11-A491 Intermediate Accounting A
B12-E471 Economic Issues in Canada
B12-E472 International Economics & Business
B12-L466 Business Law II
B13-R708 Business Finance
B13-S517 Introduction to Political Science (BA/SS)
B14-C401 Consumer Behavior
B14-S401 Personal Selling

Term 5
Required Subjects
B13-M615 Business Seminar I
Optional Subjects
Students must elect 5 of the following:
B11-A505 Cost Accounting A
B11-A591 Intermediate Accounting B
B12-E580 Labour Economics & Industrial Relations
B12-I491 Risk and Insurance
B13-M613 Personnel Studies
B13-R701 Production Management
B13-R705 Quantitative Methods
B13-R709 Securities Investment
B14-A502 Retail Accounting & Financial Management
B14-R602 Marketing Research
B15-S501 Computer applications in Business

Term 6
Required Subjects
B13-M616 Business Seminar II
B13-M618 Credit Management
B13-S515 Contemporary Issues in Canadian Society (BA/SS)
B14-A501 Advertising
B14-M601 Merchandising
B15-S601 COBOL Programming

What's In It For Me?
Upon successful completion of the two-year course, you will receive a Diploma from Red River Community College.

Credit Transfer. A graduate of R.R.C.C. with a diploma in Business Administration may complete the requirements for a Bachelor of Arts in Administrative Studies at the University of Winnipeg in approximately two additional years (11½ additional credits). A graduate of the University of Winnipeg with an Administrative Studies major may complete the requirements for a diploma in Business Administration in just over the equivalent of one additional year at R.R.C.C. Credits may be transferred to the University of Manitoba on an individual basis after review of the student's academic record by the university.

You may also transfer credits to either the Certified General Accountant or the Registered Industrial Accountant programs.

There are at least four broad categories of management available in the labour market for Business Administration graduates. Personnel management is concerned with the selection, coordination and direction of employees; technical production management is responsible for the efficient production of goods and services; financial management involves raising, utilizing, and controlling the monetary capital of firms; and commercial management is involved with obtaining the materials for processing and subsequently selling the goods or services produced.

If you are interested in real estate, the course will give you enough background knowledge to enable you to write the Winnipeg Real Estate Board examinations.

Many graduates have been accepted into management training programs with department stores, banks, insurance companies and financial institutions. Graduates of the accounting option have found work in federal and provincial finance and taxation departments.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $200 a year.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

For information on Business Administration and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Business Administration and Public Administration are offered at Assiniboine Community College, Brandon, Manitoba.

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8M (C)
Fees & Content subject to change without notice.

Red River Community College is operated by the
MANITOBA
DEPARTMENT OF EDUCATION
with financial assistance provided by the
Government of Canada
Chef Training

Purpose: To provide training beyond the basic level of food preparation and to provide advanced cooking skills. The graduate will have knowledge of nutrition and pastry work on an advanced level, buffet work, gourmet cooking, meatcutting, menu planning, and cost accounting.

Entry Date: September

Course Length: Eight months

Admissions

Am I Suited For This Course?
You must have completed a basic cooking course or have had two years of general cooking experience in industry. You will also be required to pass a written achievement test before being admitted to this course. Sanitation regulations require individuals who will be working with food to provide proof of good health. Therefore, a medical and dental certificate as well as a chest x-ray will be required before your training commences. You should also have good manipulative skills and enjoy working with your hands. As a chef, you will be required to work evenings and holidays.

Entrance Requirements

A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101, or 103 and Mathematics 100, 101, 102 or 103, and Science 100, 101; or

— the equivalent of the above standing gained through an adult education program;

and

B — completion of a basic cooking course or a minimum of two years' of general cooking experience in the industry;

and

C — successful completion of the prescribed written achievement test;

and

D — submission of acceptable medical and dental certificates attesting to good health.

Although a Selection Committee interview is not a standard requirement, most applicants will be asked to attend an orientation/interview.

If you do not have the academic requirements, you may qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information or related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and science) will likely be necessary.

All mature student applicants must complete entrance requirements B, C, and D.

Program

The course is set up under the direction of a Trade Advisory Committee which includes representatives from industry, labour, government, and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?
Most of your training will take place at the College in the College’s baking or cooking kitchens and meatcutting shop where you will gain valuable practical experience. The academic skills acquired will be related directly to the industry. Your theory will be geared to cover the essentials and provide sufficient information to allow you to upgrade and advance to other areas of the food services field. In this course, you will have a certain amount of freedom in suggesting topics for your work. On-the-job training of up to four weeks is provided.

Chef Training, or Advanced Cooking, as it is commonly called, will give you training beyond the basic skills of cooking. It has also been designed to train you to hold a position which deals with the supervision of other staff members. You will learn nutrition and pastry work, buffet work, gourmet cooking, meatcutting, menu planning, and cost accounting.
Course Outline

Term 1
B11-A218 Accounting Chef
B13-S502 Introduction to the Social Sciences (HRA)
B30-A301 Kitchen Management
B30-A302 Garde Manger
B30-A303 Patisserie
B30-A304 Practicum
B30-A305 Nutrition

What's In It For Me?
Upon successful completion of the Chef Training Course you will receive a Certificate from R.R.C.C.

Restaurants, hotels, institutions, specialty houses, chain stores, catering companies, resorts, clubs, lodges are able to provide year-round employment to the qualified and motivated graduate.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $100.

Applicants may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .
To find out more about this occupation, you could contact people in the food services industry.

For information on Chef Training, and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Other courses of interest to you might be Commercial Cooking, Commercial Baking or Meatcutting. These courses are all offered at R.R.C.C.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

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Red River Community College
is operated by the

MANITOBAN
DEPARTMENT OF EDUCATION
with financial assistance provided by the Government of Canada
Clerical Bookkeeping

Purpose: To develop business skills and a knowledge of office procedures with emphasis on bookkeeping, the operation of business machines, and typing.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
A pleasant temperament and a willingness to meet the public are important assets for this course. You should be able to follow directions and work with limited supervision.

Finger dexterity is necessary since typing, keypunching, and the use of a calculator are required. Because Clerical Bookkeeping emphasizes accounting, the ability to solve problems, use mathematical skills, and give attention to detail, is essential.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including English 200, 201 or 203 and Mathematics 200, 201 or 203;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Clerical Bookkeeping has two methods of instruction — individualized or group. Individualized instruction is especially suited for the person who has had previous business training and wishes to complete the course in a shorter time. Group instruction will follow the traditional methods of instruction with a preset pattern of learning and a planned completion date.

The Business Education Section has an Advisory Committee with representatives from business and professional organizations, such as the National Secretary's Association and the Association for Administrative Assistants. Through this committee and instructor contact with business, the College keeps up to date with the current standards required in the business community.

What Will I Study?
The emphasis during training is on bookkeeping. Other subjects you will study are Typing, Business Machines, Business Communications, Office Procedures, and Business Mathematics.

The course includes the development of speed and accuracy in the operation of calculators, accounting machines, and data entry equipment.

All your training will take place at the College. R.R.C.C. has a model or simulated office where you will be exposed to a regular office environment. It will be similar to the experience you would gain if placed in industry for on-the-job training.
Course Outline

Term 1
B18-T501 Basic Typing
B17-M551 Maths/Machines
B17-E551 Communications
B18-F331 Filing
B17-A301 Accounting 1

Term 2
B17-M352 Maths/Machines
B17-E552 Communications
B18-O531 Office Procedures
B17-A302 Accounting 2
B16-S203 Intro to Data Processing
B18-T352 Intermediate Typing (Half Course)

Term 3
B17-E353 Communications
B17-A303 Accounting 3
B17-B351 Accounting Machines
B18-T353 Intermediate Typing (Half Course)
Choose one of the following optional subjects
B18-D533 Machine Transcription
B17-K551 Keypunch
B17-C551 Consumer Education

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Employment opportunities are available in the accounting departments of large business firms where work is of a specialized nature. You could be employed in accounts receivable, accounts payable, payroll, invoice or data processing, bookkeeping, or accounting equipment departments.

You may also find work in a small business firm where you would perform a variety of functions including preparing and typing monthly statements to customers, operating adding or calculating machines, handling cash, preparing the company's payroll, and paying accounts.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks and supplies could cost approximately $160.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the bookkeeping field.

For information on Clerical Bookkeeping and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Assiniboine Community College in Brandon offers a Bookkeeping course and Keewatin Community College in The Pas offers a Clerical Bookkeeping — Office Machings, Accounting course.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Clerk Typist

Purpose: To develop proficient typing and basic clerical skills which will enable the graduate to function in an office situation.

Entry Date: September
Course Length: Six months

Admissions

Am I Suited For This Course?
A pleasant temperament and a willingness to meet the public are important assets for this course. Finger dexterity is necessary since typing is a major subject in this course. Neatness, organization, good grammar and accurate spelling are essential. You should be prepared to follow directions and be able to work with limited supervision.

Entrance Requirements

- 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101 or 103 and Mathematics 100, 101, 102 or 103;
or
- the equivalent of the above standing gained through an adult education program.

If you do not have the entrance requirements, you may qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Students can choose one of two methods of instruction — individualized or group. Group instruction follows the traditional method whereby students follow a preset pattern and completion date. In the individualized classroom, students proceed according to their own rate of learning and can complete the course in a shorter time.

The Business Education section has a Course Advisory Committee which includes representatives from business and professional organizations such as the National Secretary's Association and the Association for Administrative Assistants and the College. Through this committee and instructor contact with business, the College keeps up to date with the current standards required in the business community.

What Will I Study?

Emphasis during training will be on typing. Other subjects studied will be Business English, Office Procedures, and Business Mathematics (with the use of calculators).

About 75 percent of your time will be spent on practical work and the remainder on theory.

All your training will take place at the College. R.R.C.C. has a model or simulated office where you will be exposed to a regular office environment. It will be similar to the experience you would gain if placed in industry for on-the-job training.
Course Outline

Term 1
B16-T401 Basic Typing
B17-E551 Communications
B17-M451 Maths/Machines
B18-F331 Filing

Term 2
B16-T402 Intermediate Typing
B17-E452 Communications
B17-M452 Maths/Machines
B18-O531 Office Procedures

The following may be available as additional subjects in either term:
B17-K351 Keypunch
B18-D539 Machine Transcription

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Previous graduates of the Clerk Typist course have found employment in a variety of jobs, from receptionists or filing clerks to straight copy typists.

You may also find employment in a small office where you would be expected to perform a number of general office duties.

If you wish to further your training, you may be able to transfer some credit to the Stenography or Clerical Bookkeeping courses.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $10.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2655 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the typing field.

For information on Clerk Typist and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Bookkeeping, Stenography, and Typing courses are offered at Assiniboine Community College, Brandon. Clerk Typist is offered at Keewatin Community College, The Pas.

Other courses of interest to you might be Clerical Bookkeeping, Business Accountancy, or Stenography. These courses are all offered at R.R.C.C.
Admissions

Am I Suited For This Course?

It is important that you enjoy working with people since selling is a people-oriented career. You should be a self-motivator and be interested in helping people solve problems. You should have the ability to communicate effectively, both verbally and in writing.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent);

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course is set up under the direction of a Course Advisory Committee which includes representatives from commerce and industry, government and the College. Through the Advisory Committee the College keeps in contact with the rapidly changing trends in the industry.

What Will I Study?

The ten-month course is divided into three terms (trimesters) and stresses various aspects of the marketing process. The first term emphasizes the organization of business as a fundamental groundwork. Priority during the second term is on skill building, so that by the end of Term 2, you will have basic selling skills. At the completion of Term 3 you will have reached the "creative" selling stage. Creative selling requires the salesperson to solicit new business for a company. Training emphasizes the solving of a client's problems through the sale of products and/or services using a customer-oriented approach.

Practical subjects such as business mathematics and accounting will broaden your scope of learning, and communications and human behavior will help you in understanding how to relate to people. Merchandising, advertising and promotion are stressed since these subjects must be understood by every salesperson and are essential in any marketing program. Business training sessions and simulation exercises on decision making in business are used to help students apply theory to the work environment.

There are different levels of skills required in the sales field — from taking orders in a store to acting as a regional representative for a company. For this reason, each term is essentially a comprehensive course in itself and is organized so that a student may complete one term and return sometime in the future to complete other terms of the course.

Included in the course are basic and advanced in-service training. One afternoon a week is devoted to special films, guest speakers from industry and tours of manufacturing plants and business firms. You will spend one week in the second term and another week in the third term with companies, familiarizing yourself with business procedures. In the third term, special projects will require contact with companies for information about a product or service which you will use frequently in a simulated sales situation.
The resource material used in the course includes professionally designed training programs which companies buy and use to update the skills of their own sales force.

Although emphasis is on practical training, this is an academically demanding course which requires assignments such as case studies, reports and presentations. Preparation of these and other assignments will require time after class hours.

Course Outline

Term 1
B13-S508 Human Behavior for Salesmen (C&I)
B14-A115 Accounting
B14-B116 Business Mathematics
B14-C114 Basic Marketing and Customer Behavior
B14-I117 Introduction to Business
B14-T118 "In Business" Training
B16-E123 Sales Communications

Term 2
B12-E292 Economics
B13-S509 Psychology of Selling (C&I)
B14-M213 Advanced Marketing
B14-S211 Basic Salesmanship
B14-T218 Advanced "In Business" Training
B16-E202 Advanced Sales Communications

Term 3
B14-M313 Marketing Management
B14-P319 Advertising and Promotion
B14-R312 Merchandising
B14-S311 Advanced Salesmanship
B14-T318 "In Business" Sales Training
B14-D300 Marketing Decision Simulation

What's In It For Me?
Each term of the course is a comprehensive program in itself, but represents a different level of achievement. A weighted grade point average of 2.0 is required in Term I and II for progression to subsequent terms. Students who pass all subjects in Term I but are not continuing in Term II are eligible for a Basic Business Certificate. Similarly, a pass in all Term II subjects earns a Basic Sales Certificate for students not entering Term III. Graduation from the complete course will give you a Commercial and Industrial Sales Certificate.

Previous graduates have worked for engineering companies, pharmaceutical houses, manufacturers of industrial equipment and suppliers of raw materials. Other graduates are selling and appraising real estate, selling office equipment, working in large retail stores at the merchandising level and working in newspaper circulation departments.

For advanced training, you could take evening classes to further develop your background as a managerial candidate. There are programs at R.R.C.C. or at a university which will advance your training in accounting, business administration or creative communications.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks and supplies will cost approximately $210.

Students may apply for financial aid as available from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-8621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .
To find out more about this occupation, you could contact people in the sales and marketing field.

For information on Commerce/Industry Sales & Marketing and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Commercial Baking

Purpose: To develop basic skills in the use of tools and machinery, knowledge and understanding of sanitation requirements, storage of ingredients and temperature control used in commercial baking.

Entry Dates: September and February
Course Length: Five months

REDA COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You should enjoy working with your hands and have good manipulative skills. Since you will have to stand on your feet most of the day and provide proof of good health as required by sanitation regulations, you must be in good physical health. Commercial Baking can be very demanding as it involves working long hours, working evenings and holidays and dealing with a variety of people.

Entrance Requirements
A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101 or 103, Mathematics 100, 101, 102 or 103, and Science 100, or 101;

or

— the equivalent of the above standing gained through an adult education program;

and

B — submission of chest x-ray and medical and dental certificates indicating proof of good health.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course has a Course Advisory Committee which includes representatives from the food services industry and instructors from the College. Through this committee the College keeps up to date with the current standards required by the industry and prospective employers.

What Will I Study?
Approximately 75 percent of your learning experience will be spent gaining practical experience. The academic skills acquired will be related to the commercial baking industry.

Most of your training will take place at the College in the College's baking shop where you will gain practical experience. However, you will also spend up to four weeks on-the-job training where you will gain actual job experience. You will not be paid for this job placement in industry but students have found this valuable in making employment contacts.

You will receive knowledge and develop skills related to breads, rolls and sweet dough, plain and sweet pastry, Danish and puff pastry, sanitation, safety equipment usage and inspection, cookies and short breads, and cake making. Communication, science and the basics of baking will also be studied.
Course Outline

Term 1
B31-B111 Commercial Baking On-The-Job Training
B31-B112 Breads, Rolls & Sweet Dough - Practicum
B31-B113 Breads, Rolls & Sweet Dough - Theory
B31-B114 Plain and Sweet Pastry Practicum
B31-B115 Plain and Sweet Pastry Theory
B31-B116 Danish and Puff Pastry Practicum
B31-B117 Danish and Puff Pastry Theory
B31-B118 Intro to Sanitation, Safety, Equipment Usage
B31-B119 Cookies and Short Breads Practicum
B31-B120 Cookies and Short Breads Theory
B31-B121 Cake Making Practicum

What's In It For Me?
Upon completion of this course, you will receive a Certificate from Red River Community College.
You will begin your employment as a baker's helper and may advance to a position as a competent tradesperson within approximately one year. Opportunities for employment exist at corner store bakeries and in-store bakeries of small stores or larger food store chains.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $100.
The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.
Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.
Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the baking field.
For information on Commercial Baking or other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.
R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Commercial Cooking

Purpose: To provide training in the basic skills necessary to function at an entrance level in the field of cooking through a blend of classroom instruction and off-campus work experience.

Entry Dates: September, October, January, February

Course Length: Twelve months

Admissions

Am I Suited For This Course?

You should enjoy working with your hands and have good manipulative skills. Because you will have to stand on your feet most of the day and provide proof of good health as required by sanitation regulations, you must be in good physical health. Commercial Cooking can be very demanding as it involves working long hours, working evenings and holidays and dealing with a variety of people.

Entrance Requirements

A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101, 102 or 103, Mathematics 100, 101, 102 or 103, and Science 100 or 101;

or

— the equivalent of the above gained through an adult education program;

and

B — submission of chest x-ray and medical and dental certificates indicating proof of good health;

and

C — an interview by a special selection committee.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and science) will likely be necessary. All mature student applicants must complete entrance requirements B and C above.

This is a Special Selection Course. The committee looks for applicants who want to work in the hospitality industry, know what is involved in terms of hours and days worked, have some working or vocational experience in the field, and meet the minimum grooming requirements set down in government health by-laws.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The Commercial Cooking course is designed in cooperation with the hospitality industry and strives for an effective blend of classroom instruction and off-campus work experience. Cooperative education goes beyond the traditional on-the-job training programs in that the student spends alternate periods in the work force and is paid a salary by the participating company. You will spend four two-month terms in the College and two alternate two-month terms working in industry.

This course has an Advisory Committee composed of representatives from the food services industry and the College. Through this Committee the College keeps up to date with the current standards required by the industry and prospective employers.

What Will I Study?

As a Commercial Cooking student, you will spend two-thirds of your learning experience at the College, where you will attend classes as a full-time student. You will spend the balance of the course hours as a full-time employee in Manitoba restaurants, gaining work experience and course credit.

You will be instructed in the basic skills necessary to function at the entrance level in the field of cooking. You will study menu planning; measures — recipes and food costing; cooking methods for stocks, soups and sauces; the preparation of vegetables, sandwiches, salads, appetizers, meats and buffets; baking of breads, pastries, pies, cakes, cookies and desserts; breakfast cookery; beverages: nutrition and communication.
Course Outline

Term 1
B32-C101 Aspects of Kitchen Mgmt
B32-C104 Basic Cooking Theory
B32-C105 Basic Cooking Practicum
B32-C205 Gardemanger Theory
B32-C206 On-The-Job Training
B32-C207 On-The-Job Training
B32-C209 Restaurant Cooking
B32-C210 Restaurant Cooking
B32-C211 Gardemanger Practicum
B32-C212 Pastry Shop Theory
B32-C213 Pastry Shop Practicum
B32-N507 Nutrition
T14-C502 Communication

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Being part of a huge, ever-expanding service industry and being among the nation's biggest employers, this field provides a high level of employment. Because a great deal of work is done evenings or weekends, a graduate must be prepared to work all hours. Employment may be found in restaurants, hotels, institutions, specialty houses, catering companies, resorts, clubs or lodges.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Uniforms, books and supplies will cost approximately $90.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the commercial cooking field.

For information on Commercial Cooking and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Computer Analyst/Programmer

Purpose: To provide students with training in problem recognition, analysis and solution as applied to business data processing. The graduate will be familiar with a variety of computer languages, the principles of accounting and advanced topics of data processing.

Entry Dates: September and December

Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?

You should have a sound aptitude for logical reasoning, mathematical ability and analytical thought. Patience and persistence are two traits necessary for success as an analyst/programmer while keypunching requires manual dexterity.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including Mathematics 300 or 301 and English 300 or 301;

or

— the equivalent of the above standing gained through an adult education program;

and

B — successful completion of the course entrance test.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Office to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary. All mature student applicants must complete entrance requirement (B) above.

Program

The course is designed to train you to become proficient in computer programming and systems analysis.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, government and the College. Through the Advisory Committee the College keeps in contact with the rapidly changing trends in business.

What Will I Study?

Because computers cannot operate by themselves, people are trained to program them. This will be your job as a computer/analyst programmer.

The computer languages you will learn will be Assembler, COBOL, FORTRAN and RPGII. Other important subjects will be systems analysis and design and advanced computer topics such as operating systems, telecommunications and data base.

In order to understand the business applications for which you will be writing programs, subjects such as economics, accounting, business management, communications and financial mathematics have been integrated into the course.

Before actually programming a computer, you will learn how to utilize your analytical skills. There are several steps which you will follow. First, you must recognize that there is a problem using a computer. Next you must analyze the problem and explore every possible condition that may arise. A solution for each condition must be formulated and then you will translate your solution into a set of computer instructions in one of the computer languages you will learn. You will then have a written program and this program will then be fed into the computer. Your problem will be solved on the basis of a computerized analysis of the data compiled and programmed into the machine. You will then interpret the results and write reports where necessary.
Course Outline

Year 1

Term 1
- B11-A191 Introductory Accounting A
- B13-M611 Introduction to Business (CAP)
- B15-C101 Data Processing I
- B15-M102 Maths of Finance
- B16-E129 Communications I

Term 2
- B11-A291 Introductory Accounting B
- B12-E276 Economics Principles I
- B13-S505 Humanistic Psychology (CAP)
- B15-C201 Data Processing II
- B16-E280 Advanced Communication

Term 3
- B11-A392 Introductory Accounting C (CAP)
- B12-E377 Economic Principles II
- B15-C301 Data Processing III
- B15-C303 Operating Systems
- B15-C307 Systems Analysis and Design I

Year 2

Term 4
- B11-A681 Managerial Accounting (CAP)
- B15-C401 Fortran
- B15-C402 Report Program Generator A
- B15-C403 Disk File Concepts
- B15-C407 Systems Analysis and Design II
- B15-M301 Statistics

Term 5
- B15-C501 Report Program Generator B
- B15-C505 Computer Topics I
- B15-C506 Co-operative Project in Industry I
- B15-C507 Business Applications
- B15-M501 Quantitative Methods I

Term 6
- B15-C503 Data Structures
- B15-C505 Computer Topics II
- B15-C506 Co-operative Project in Industry II
- B15-C507 Data Base
- B15-M601 Quantitative Methods II

What's In It For Me?

Upon successful completion of this course you will receive a Diploma from Red River Community College.

Job opportunities are available in many aspects of computer programming or systems analysis. Previous graduates are employed with computer manufacturers, government and many other areas which require computers for business purposes such as accounts payable, accounts receivable, payroll, inventory, general ledger, sales order forecasting and credit authorization.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Student Association fee of $2 a month. Books and supplies will cost approximately $150 for each year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-115, telephone 633-6821.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the computer field.

For information on Computer Analyst/Programmer and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Creative Communications

Purpose: To give students who have considerable writing skills the information and techniques necessary to earn a living as writers in the fields of journalism, advertising, public relations, radio and television.

Entry Date: September
Course Length: Two academic years (ten months each)

RED RIVER COMMUNITY COLLEGE
2035 Notre Dame Avenue
Winnipeg, Manitoba R3H 0C9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You will need to be talented and motivated in the area of creative writing. Your talent need not be fully developed, but you should have a flair for expressing yourself in writing. You must be physically mobile as you will be sent out on reporting assignments to school boards, the Legislature, City Hall and police court.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent);

or

— the equivalent of the above standing gained through an adult education program;

and

B — Submission of a two-page autobiography and samples of extracurricular writing, published or unpublished;

and

C — An interview with the Creative Communications Selection Committee;

and

D — An entrance test (This test is given immediately after the interview);

and

E — Completion of a home assignment.

This is a Special Selection Course. The Selection Committee selects applicants on the basis of writing talent, motivation and suitability for the kinds of creative communication careers available in the labour market. Applicants will be given a home assignment (Entrance Requirement E) at the time of their interview. This assignment must be submitted within two weeks from the date of the interview.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary. All mature student applicants must complete Entrance Requirements B, C, D and E above.

Program

This course is set up under the direction of a Course Advisory Committee which represents employers, the media, government and the College. Through the Advisory Committee the College keeps up to date with the changing trends in the media.

What Will I Study?
This course is designed to train you as a generalist in many areas rather than as a specialist in one area of writing.

Emphasis during your two years of training will be on advertising, public relations, journalism, television and radio. Support subjects such as creative writing, editing, design and layout, oral communications and photography will broaden the skills you will require for a career in the communications industry. Cultural history, economics, psychology, sociology and political science provide the background information necessary for a writer in any field.

The course is practical, and you will be doing projects similar to those you can expect to do when employed in the industry.

You will develop total advertising campaigns, from research to analysis and strategy and finally to the preparation and production of copy for the advertising campaign. Public relations will require that you research, plan, implement, and evaluate practical projects; you will write journalism articles, editorials, news items and scripts for radio and television productions. The work with television and radio will be conducted at the College television studios; work in this area outside the College will be done using portable videotape equipment. You will also visit various radio stations in Winnipeg to gain on-the-job experience.

During your second year you will spend two two-week periods in on-the-job training.
Course Outline

Year 1

Term 1
B10-C121 Creative Writing
B10-C122 Introduction to Journalism
B10-C123 Introduction to Marketing and Advertising
B10-C124 English and Composition
B10-C125 Oral Communications
B13-S518 Introduction to Political Science (Cr Comm)
B16-E151 American Literature

Term 2
B01-A209 Design & Graphics for Creative Communication
B10-C221 Creative Writing
B10-C222 Journalism
B10-C224 Advertising
B10-C225 Oral Communications
B10-C228 Introduction to Television
B13-S519 Introduction to Sociology (Cr Comm)
B16-E251 English Literature
B16-E292 Canadian Awareness

Term 3
B10-C321 Creative Writing
B10-C322 Journalism
B10-C324 Advertising
B10-C332 Introduction to Public Relations
B10-C338 Television Workshop
B12-E375 Economics
B13-S524 Canada and the World
B16-E351 Canadian Literature

Year 2

Term 4
B10-C422 Journalism
B10-C424 Copywriting
B10-C432 Public Relations
B10-C435 Introduction to Radio
B10-C438 Television
B13-S520 Introduction to Psychology (Cr Comm)
B16-E451 Manitoba Literature

Term 5
B02-P238 Photo Journalism Optional
B10-C511 Film Optional
B10-C540 Advanced Writing Project
B10-C542 Business Practice
B10-C566 Journalism Option
B10-C577 Advertising Option
B10-C588 Broadcast Option
B10-C590 Public Relations Workshop Optional
B10-C593 Free Lance Writing Optional
B10-C594 Mass Media & Society Optional
B16-E553 Theatre Arts Optional
B16-E552 Children's Literature Optional

Term 6
B10-C611 Film-Making Optional
B10-C640 Advanced Writing Project
B10-C668 Journalism Option
B10-C677 Advertising Option
B10-C689 Broadcasting Optional
B10-C690 Public Relations Workshop Optional
B10-C693 Free Lance Writing Optional
B10-C694 Mass Media and Society Optional
B13-S516 Contemporary Issues In Canadian Society (Cr Comm) Optional
B16-E612 Report Writing
B16-E652 Children's Literature
B16-E653 Theatre Arts Optional

What's In It For Me?
Upon successful completion of this course you will receive a Diploma from Red River Community College.

Past employment records show that a high percentage of graduates are working in course-related fields in Manitoba and other Canadian provinces.

Graduates of this course have found employment as reporters for daily and weekly newspapers; copywriters for advertising agencies, radio stations and television stations; and public relations personnel for various companies and government agencies.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $160 for the second academic year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 833-6621.

How Do I Apply?
An application form for this course may be obtained by writing to the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 832-2227.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .
To find out more about this occupation, you could contact people in the creative communications field.

For information on Creative Communications and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 832-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Graphic Arts

Purpose: To develop a working knowledge of the printing trade. The graduate will be skilled in the following operations and processes — camera and paste-up, typography and phototypesetting, and presswork and bindery.

Entry Date: September
Course Length: Ten months

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H OJ9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You should be mechanically inclined and have good eyesight and manual dexterity. Although you may require some artistic ability to look at printed materials and know that it is well produced, this is not an Art course. This is a course which will train you to work in the printing industry. You will require a solid background in mathematics and English grammar and usage in order to successfully complete the entrance tests and the course.

Entrance Requirements

A — 14 high school credits (Manitoba Grade 11 or equivalent) including English 200, 201 or 203 and Mathematics 200, 201, 202 or 203;
or
— the equivalent of the above gained through an adult education program
and
B — Successful completion of the Graphic Arts test with a minimum of 60 percent:
and
C — An orientation session with Graphic Arts staff members.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) will likely be necessary.

All applicants must complete entrance requirements B and C.

Note: Although September is the primary entry date, small numbers of students may enter the course (space permitting) at the commencement of second and third terms (December and March). Students entering at these times will complete the course in the following academic year.

Program

Course delivery follows a block system in each of the three specific areas of instruction: Camera and darkroom, typography and typesetting, and presswork and bindery.

This course is set up under the direction of an Advisory Committee composed of representatives from management and labour in the printing industry and from the College.

What Will I Study?

During the camera block of instruction, you will learn to organize written, drawn and photographic material to make it ready for camera reproduction. You will learn to photograph the material, produce a negative, and then to produce a plate from the negative for reproduction on the printing press.

In the paste-up section, you will learn how to prepare mechanical artwork consisting of type blocks, pictures, ruling, etc.

Typography involves designing and typesetting of written material. You will learn the hot metal casting systems and the advanced methods of typesetting photographically (computerized).

Prior to learning presswork, you will learn how to assemble negatives, layout the forms, and make plates for the press. During the presswork block you will learn how to reproduce good printed copies of written, drawn, or photographic material. Bindery will teach you to put together and collate the printed material.

Approximately 85 percent of your class time will be spent doing practical work with the remainder spent on theory.

You will also study the English language, punctuation and word division, so you will be able to proofread, set copy and correct errors in copy submitted to you for printing. Typing is also taught so you will be able to manipulate a keyboard for phototypesetting.
Course Outline

Term 1

B03-G102 Phototypesetting
B03-G103 Design & Layout
B03-G104 Type Composition
B03-G107 Platen and Cylinder Press
B03-G108 Paste Make Up
B03-G109 Camera & Darkroom
B03-G110 Offset Imposition and Platemaking
B03-G111 Offset Press
B03-G112 Bindery Operations
B16-E105 English
B16-G641 Graphic Arts Typing

Term 2

B03-G102 Phototypesetting
B03-G103 Design & Layout
B03-G104 Type Composition
B03-G107 Platen and Cylinder Press
B03-G108 Paste Make Up
B03-G109 Camera & Darkroom
B03-G110 Offset Imposition and Platemaking
B03-G111 Offset Press
B03-G112 Bindery Operations
B16-E215 Graphic Arts English — Intermediate
B16-G642 Graphic Arts Typing

Term 3

B03-G102 Phototypesetting
B03-G103 Design & Layout
B03-G104 Type Composition
B03-G107 Platen and Cylinder Press
B03-G108 Paste Make Up
B03-G109 Camera & Darkroom
B03-G110 Offset Imposition and Platemaking
B03-G111 Offset Press
B03-G112 Bindery Operations
B16-E315 Graphic Arts English — Advanced
B16-G643 Graphic Arts Typing

What’s In It For Me?

Upon successful completion of the course you will receive a Certificate from Red River Community College.

Past employment records show that a high percentage of graduates are working in course related fields. Previous graduates have found jobs as typesetters, paste-up artists, presspeople, salespeople, production controllers, and cost estimators. Others have found employment in allied service industries such as paint and ink companies, machinery suppliers, and advertising departments.

You may find employment in specialized shops as typesetters for custom work for industry or in a printing/publishing shop. Jobs are available in union and non-union shops.

Financial growth and technical progress have made the graphic arts industry the fourth largest employer in Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

General Information

How Much Will It Cost?

Tuition fee is $30 a month. In addition there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $100.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 632-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the graphic arts field.

For information on Graphic Arts and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.
Hairdressing

Purpose: To develop the skills, techniques, and knowledge to meet the requirements of the provincial Department of Labour and Manpower and successfully obtain a Manitoba Hairdresser's licence. Graduates are able to style, shape, colour and wave hair, apply makeup and perform facials.

Entry Date: September
Course Length: Ten months

Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You should have well-coordinated hand and finger dexterity and be in good physical condition. Any feet, leg, or back ailments would be a hindrance since hairdressing requires that you stand for long periods of time. Good eyesight is an asset. You will be in constant contact with people so a pleasant personality and the ability to get along well with others will definitely be beneficial. Work is indoors in clean, generally temperature-controlled settings, and will involve exposure to liquids, odours, and some toxic chemicals.

Entrance Requirements

A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101 or 103 and Mathematics 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program;

and

B — good general health substantiated by recent medical, dental and chest x-ray certificates.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 1 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English and mathematics) may be necessary. All mature students must complete entrance requirement (B) above.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The course covers all aspects of hairstyling practiced in shops today. Women's styling is emphasized, but techniques are suitable for both men's and women's styling.

The Hairdressing course has an Advisory Committee which includes salon owners and operators, representatives from the beauty supply industry, former graduates, government and the College. Through this committee the College keeps in contact with the latest trends in industry.

What Will I Study?
During your first three months, you will practice fundamental cutting and combing techniques on mannequins. During the next seven months, you will serve customers in the College's beauty salon. Demonstrations are provided by leaders in the industry, and technicians from the cosmetic and hair products lines regularly demonstrate and explain their various products.

As well as women's hairstyling, you will study shampooing, hair colouring, blowdrying, permanent waving, scalp treatments, skin and hair analysis, manicuring, make-up and shop management.

Students are placed for one week in various beauty salons to act as assistants and to observe the industry.
Course Outline

B06-H102 History of Hairdressing
B06-H103 Visual Poiise
B06-H105 Personal Hygiene
B06-H111 Bacteriology, Sterilization, Sanitation
B06-H113 Shampooos, Rinses
B06-H114 Hair and Scalp Treatments
B06-H115 Hair Styling
B06-H116 Hair Shaping
B06-H117 Cold Waving
B06-H118 Manicuring
B06-H119 Tinting and Bleaching
B06-H120 Skin and Facials
B11-A251 Accounting for the Small Business
H02-N106 Anatomy

What's In It For Me?

Upon successful completion of the Hairdressing course, you will receive a Certificate from Red River Community College.

Graduates are qualified to work as hairstylists and may work towards being a colour specialist, facial expert, make-up artist, or manicurist.

As a graduate of the Hairdressing course, you will be required to successfully complete a provincial government regulated theory and practical examination to receive a Professional Operator's Licence. After working under supervision in a salon for two years, you are eligible to apply for a Salon Licence. This licence entitles you to own and operate your own shop.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $200.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the hairdressing field.

For information on Hairdressing and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Hairdressing Course is offered at Assiniboine Community College, Brandon, and at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Health Record Technician

Purpose: To prepare skilled health record technicians who will assist health record librarians in the preparation, analysis, and preservation of the health care information required by hospitals, clinics, and nursing homes.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
A pleasant temperament and an ability to get along with others are important assets for this course. Maturity is essential, as you will be dealing with confidential material. Good eyesight and hearing are important since oral and written communication is required in this line of work. Finger dexterity is required for typing. You should enjoy routine work.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent);

or

— the equivalent of the above standing gained through an adult education program;

and

B — a basic typewriting speed of 35 w.a.m. with a maximum of 3 errors on a 5 minute timing.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

All mature students must complete entrance requirement (B) above.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Most of your training will take place at the College in a regular classroom or in the model health records department. In the latter part of your training, you will spend four or five weeks gaining practical experience at an accredited hospital.

This course has an Advisory Committee made up of graduates, administrators from rural and city hospitals, health record librarians, and representatives from the Manitoba Health Organization and the Manitoba Hospital Services Commission. Through this committee and instructor contact with the hospitals, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?

Health Record Technician students will be trained on the specialized techniques required for the compilation, filing, and utilization of health records.

Emphasis during training will be on medical records science, medical terminology, physiology, medical transcription, and medical coding.

This course is demanding academically so you should be prepared to spend a considerable amount of time doing homework. The workload will vary from term to term and the amount of homework will depend on the individual.
Course Outline

Term 1
B19-E751 Communications
B19-M751 Medical Terminology
B19-T751 Typing
H03-L113 Anatomy & Physiology
B13-S504 Humanistic Psychology
B13-R704 Statistics for Health Record Technician
B19-R741 Health Records Science I

Term 2
B19-E752 Communications
B19-M752 Medical Terminology
H03-L213 Anatomy & Physiology
B15-S105 Intro to Data Processing
B19-N751 Medical Transcription
B19-R752 Health Records Science II

Term 3
H03-L313 Anatomy & Physiology
B19-C761 Medical Coding
B12-L367 Legal Aspects of Health Records
B13-M610 Organization and Management
B19-N702 Medical Transcription
B19-P303 Hospital Practicum

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

A Health Record Technician is a trained health professional who works in the medical records department of a hospital or medical clinic. The technician's chief responsibility is to prepare, analyze, and preserve health information required by patients, doctors, hospitals and the general public.

Employment opportunities are available in hospital medical records departments, clinics and other paramedical agencies. Many job opportunities are available in the rural areas of Manitoba. Some graduates are also employed at the University of Manitoba, Faculty of Medicine or in doctors' offices as medical typists.

Successful graduates write national exams to gain recognition as Associates of the Canadian College of Health Record Administrators (C.C.H.R.A.).

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $200.

Students may apply for financial aid from the provincial government's Student Aid Program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 632-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the health record field.

For information on Health Record Technician and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Hotel and Restaurant Administration

Purpose: To develop a potential for management in the hospitality industry through classroom instruction in related subjects, practical lab training, and through work experience in short-term industry employment.

Entry Date: September
Course Length: 18 consecutive months

Admissions

Am I Suited For This Course?
If you are seriously considering a career in hotel and restaurant administration, you should be genuinely interested in the service aspect of the hospitality industry and be in good physical condition.

This career can be very demanding as it involves long hours, working evenings and weekends and dealing with a variety of people.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent)

or
the equivalent of the above standing gained through an adult education program;

and

B — good health, substantiated by recent medical, dental and chest x-ray certificates.

and

C — Submission of applicant information sheet (questions to be answered in writing will be sent to the applicant after submission of application and proof of academic standing);

and

D — An interview by the Hotel and Restaurant Selection Committee.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a Mature Student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College will likely be necessary.

All mature student applicants must complete Entrance Requirements B, C and D.

This is a Special Selection Course. The Selection Committee interviews those applicants who have successfully completed Entrance Requirements A, B and C. The committee selects applicants who enjoy working with people, have a genuine interest in a hospitality industry career, and a basic understanding of the type of work involved in the course and the labour market. Some industry work experience is preferred.

Program

The Hotel and Restaurant Administration course, designed in cooperation with the Manitoba hospitality industry, is the first Cooperative Education program in Manitoba.

Basically, cooperative education aims at an effective blend of classroom study and off-campus work experience in course-related industry. It goes beyond the traditional supplementary on-the-job training programs in that the student spends alternate three-month periods in the work force and is paid an hourly rate.

The course comprises six continuous three-month terms; there is no summer break.

What Will I Study?

As a Hotel and Restaurant Administration student, you will spend two-thirds of your course hours at the College, where you will attend classes as a full-time student. You will spend the balance of the time as a full-time employee in a Manitoba hotel or restaurant, gaining work experience and course credit.

The course leads off with introductory instruction in front office procedures, sanitation and kitchen safety, the fundamentals of food preparation and service, and accounting. Psychology, economics and communications subjects are also included in first term. As the course progresses, you will study marketing and law, as they relate to the hospitality industry; food and beverage controls; housekeeping; and tourism.

In addition to the classroom instruction at the College, you will acquire some practical experience by working in the Assiniboia Inn, a training dining room located on campus. Under the supervision of instructors, you will become familiar with all aspects of dining-room operation. You will act as host or hostess to other students, college personnel and guests; prepare and serve food; and carry out required accounting procedures.
To broaden your knowledge of the operational aspects of the hospitality industry, you will take courses in purchasing, personnel, building and equipment maintenance, managerial accounting, and increasingly-sophisticated kitchen and dining room training. All of these subjects are designed to assist you when you reach an administrative position.

In the last phase of the course, the emphasis is on special management situations, sales, public relations and advertising, and financial management.

Course Outline

Term 1
B09-H112 Front Office Procedures
B09-H110 Catering
B09-H113 Introduction to Food and Beverage
B11-A121 Accounting
B12-E161 Economics
B13-S502 Introduction to Social Sciences
B16-E194 Oral Communications

Term 2 and 3
B09-H215 Housekeeping
B08-H412 Front Office Management
B08-H416 Purchasing
B08-H429 Building Engineering
B11-A311 Management Accounting
B13-S514 Human Behaviour in Organizations
B14-M101 Basic Marketing
B16-E311 Report Writing
B15-S106 Introduction to Data Processing

or
B09-H230 Cooperative Education Work Term

Terms 4 and 5
B16-E161 Business Communications
B11-A421 Cost Controls
B09-H614 Personnel
B08-H213 Food and Beverage Control
B08-H431 Tourism
B08-H214 Design and Physical Layout
B08-H403 Seminar

or
B09-H450 Cooperative Education Work Term

Term 6
B09-H615 Management Seminar
B09-H616 Hospitality Sales
B10-C695 Public Relations and Advertising
B09-H613 Bartending and Beverage Management
B09-H611 Gourmet Preparation
B09-H622 Bartending Practice
B09-H603 Dining Room Service
B11-A621 Financial Management
B09-H617 Decision Making
B12-L260 Law

What's In It For Me?

Upon successful completion of the Hotel and Restaurant Administration course you will receive a Diploma from Red River Community College.

Most graduates have had little difficulty in finding employment in junior-to-middle management positions in various sectors of the hospitality industry. Some graduates have found employment in hotels as front desk supervisors, coffee shop managers, food and beverage controllers, banquet managers, or sales representatives. Supervisory opportunities are available in restaurants, private clubs as well as in catering and banquet services. The level of management position attained after graduation is dependent on the individual graduate's industry employment record, attitude, motivation and maturity.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $50. This will include required clothing such as a lab coat, dark pants or skirt, and white shirt or blouse.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6521.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed marks statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be complete when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the hotel and restaurant field.

For additional information on Hotel and Restaurant Administration and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Meatcutting

Purpose: To develop techniques for cutting, tying and utilizing various types of meat, fish and poultry. Graduates will be able to use and care for power and hand tools, set up counter displays, and wrap and arrange freezer orders.
Entry Dates: September and February
Course Length: Five months

Admissions

Am I Suited For This Course?
You should enjoy working with your hands and have good manipulative skills. Since you will have to stand on your feet most of the day and provide proof of good health as required by sanitation regulations, you must be in good physical health. Meatcutting requires that you are able to lift heavy weights.

Entrance Requirements
A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100, 101 or 103, Mathematics 100, 101, 102 or 103, and Science 100, or 101;
   or
   — the equivalent of the above standing gained through an adult education program;
   and
B — submission of chest x-ray and medical and dental certificates indicating proof of good health.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and science) will likely be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course has a Course Advisory Committee which includes representatives from the food services industry and the College. Through this committee the College keeps up to date with the current standards required by the industry and prospective employers.

What Will I Study?
Approximately 75 percent of your learning experience will be spent gaining practical experience. The academic skills acquired will be related directly to the meatcutting industry.

Most of your training will take place at the College in the College's meatcutting shop where you will gain practical experience. However, you will also spend up to four weeks on-the-job training where you will gain actual job experience. You will not be paid for this job placement in industry but students have found this valuable in making employment contacts.

This course will teach you the techniques required to work anywhere a butcher would be required. You will learn to cut, tie and utilize various types of meat, fish and poultry, set up counter displays, wrap and arrange freezer orders and to use and care for power and hand tools of the trade.
Course Outline

Term 1
B33-M105 Introduction and Orientation
B33-M106 Shop Management
B33-M107 Quality of Meats
B33-M108 Hinds of Beef Practicum
B33-M109 Hinds of Beef — Theory
B33-M110 Front Quarter of Beef Practicum
B33-M111 Front Quarters of Beef Theory
B33-M112 Sides of Pork Practicum
B33-M113 Sides of Pork Theory
B33-M114 Sides of Veal Practicum
B33-M115 Sides of Veal — Theory
B33-M116 Carcasses of Lamb — Theory
B33-M118 In-Store-Training
T13-M120 Meatcutting Math
T14-C502 Communication

What's In It For Me?

Upon completion of this course, you will receive a Certificate from Red River Community College. Graduates have found employment in meat stores or larger food chain stores. After gaining experience, graduates have worked as meat graders, government inspectors, and some have opened small businesses in rural areas.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $100.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-5621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the meatcutting field.

For information on Meatcutting or other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Photographic Technician

Purpose: To learn the fundamentals of photography and to develop the technical skills necessary to produce a finished photographic product.

Entry Date: September
Course Length: One academic year (ten months)

Admissions

Am I Suited For This Course?

You should be able to lift heavy photographic equipment and materials. Some skin allergies could hinder your opportunities in this line of work as you will be working with strong chemical solutions. Colour blindness will restrict your opportunities to work in colour photography. You should be motivated to work behind the camera and in the laboratory and to produce photography which is of high quality and saleable. Finger, hand and eye coordination and dexterity are also requirements. You should have a definite interest in working as a photographic technician.

Entrance Requirements

A — 14 high school credits (Manitoba Grade 11 or equivalent) including English 200 or 201, Mathematics 200 or 201, Physics 200 & Chemistry 200, or Physical Science 201.

or

— the equivalent of the above standing gained through an adult education program;

and

B — acceptable completion of the Evaluation Questionnaire requesting information on interest in course, related experience, background, etc.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) will likely be necessary.

This is a Special Selection Course. The Selection Committee considers the following factors: Information supplied by applicants on the Evaluation Questionnaire, motivation and suitability for the course, related experience and interests, and familiarity with the kind of employment opportunities open to graduates of the course.

Program

This course is set up under the direction of an Advisory Committee composed of representatives from industry, government and the College. Through this Committee, the College keeps up to date with the changing trends required by the industry.

What Will I Study?

Seventy-five percent of your course hours will be spent on practical projects. You will learn how to use lighting, to process the film, print it and retouch it, and then how to present the final product to an instructor as you would for a client. These techniques will apply to both black-and-white and colour photography.

This course will train you so you will not be limited to just behind-the-camera work. You will also take pictures, produce them, print them and learn to sell the finished product.

You will study science and business studies as related to the photography industry.

During the latter part of the course, you will produce a portfolio. Your portfolio will be used for course credit and also to demonstrate your ability and interest in photography when applying for a job.

The training facilities at the College have been set up to simulate a commercial photographic studio so you will receive valuable practical experience at the College.

Homework will vary according to your aptitude and degree of interest in the course. Other extracurricular activities include reading related books and attending art exhibitions and plays.
Course Outline

Term 1
B02-P111 Monochrome Materials & Processes
B02-P112 Technical Camera & Optical Applications
B02-P113 Camera Design & Applications
B02-P114 Laboratory Techniques, Film Processing & Retouching
B02-P115 Laboratory Technique, Black & White Print Production
B02-P116 Basic Studio Techniques
B02-P117 Sensitometry & Exposure of Materials
B16-E107 Communications for Photo Technicians
T13-S114 Photo Tech Science

Term 2
B01-A107 Composition & Design for Photography
B02-P211 Color Photography Materials & Processes
B02-P212 Small Format Techniques
B02-P213 Color Material Techniques I
B02-P214 Photographic Chemistry
B02-P215 Laboratory Techniques — Retouching
T13-S214 Power Eng Science I

Term 3
B02-P221 Concepts of Color
B02-P311 Color Materials and Processes II
B02-P312 Historical and Experimental Processes
B02-P313 Advanced Large Format Techniques
B02-P314 Advanced Small Format Techniques
B02-P315 Color Materials & Techniques II
B02-P316 Photographic Display and Portfolio
B02-P317 Business Principles for Photographers
T13-S314 Power Eng Science II

What’s In It For Me?

Upon successful completion of this course, you will receive a Certificate from Red River Community College.

Graduates have found employment doing behind-camera work or as technicians doing camera work and custom printing.

Employment may be available in hospitals, audiovisual departments of colleges, universities and schools, photographic processing labs, television stations, department stores or advertising agencies.

The Photographic Technician course is nationally recognized.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $600.

Student may apply for student aid from the provincial government’s Student Aid program.

Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

Application forms for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the photographic field.

For information on Photographic Technician and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The College offers an evening program for those who are interested in photography as a hobby. There is no credit transfer between the day and evening program.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Stenography

Purpose: To develop speed and accuracy in shorthand and typing and to develop the ability to transcribe notes into typewritten form. Graduates will be familiar with general office procedures including filing, accounting, correspondence, and the use of business machines.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?

You must have a good command of the English language including good grammar and spelling. Good eyesight and hearing are important since oral and written communication skills are required for this type of work. You should be able to follow directions and work with minimum supervision. Neatness, concentration, a good memory, and tact are important qualities for a stenographer. Finger dexterity is necessary for typing while good abstract reasoning ability is fundamental to learning shorthand.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including English 200 or 201; or
— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in English and mathematics may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The Stenography course has two methods of instruction — individualized or group. Individualized instruction is especially suited for the person who has had previous business training and wishes to complete the course in a shorter time. Group instruction will follow the traditional methods of instruction with a preset pattern of learning and a planned completion date. The testing is based on a unit mastery system.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, business, professional organizations such as the National Secretary's Association, the Association of Administrative Assistants, and graduates of the course. Through this committee and instructor contact with business, the College keeps up to date with the current standards required in the business community.

What Will I Study?

Emphasis during your training is on the development of speed and accuracy in shorthand and typing skills. You may choose to learn either Forkner or Programme 21 shorthand, and you will practice transcribing dictation into typewritten form.

Other subjects you will study are Office Procedures, Filing, Basic Accountancy, and Business Mathematics with the use of calculators. Communications includes both grammar and business correspondence.

All your training will take place at R.R.C.C. where you will be exposed to a regular office environment in the College model or simulated office. Here, you will gain experience similar to that gained through training on the job.
Course Outline

Term 1
B18-T501 Basic Typing
B17-E551 Communications
B17-M551 Maths/Machines
B18-F131 Filing
B18-S101 Shorthand, Forkner
or
B18-P101 Shorthand, Programme 21

Term 2
B18-T102 Intermediate Typing
B17-E552 Communications
B18-D531 Office Procedures
B17-A451 Accounting 1
B18-S102 Shorthand, Forkner
or
B18-P102 Shorthand, Programme 21

Term 3
B18-T553 Advanced Typing
B17-E553 Communications
B18-D533 Machine Transcription
B18-S103 Shorthand, Forkner
or
B18-P103 Shorthand, Programme 21

Choose 3 credit hours or more from the following:
B17-A452 Accounting 2 (Compulsory for admission into Secretarial Science)
B17-C551 Consumer Education
B17-K551 Keypunch
B18-5404 Intro to Data Processing
B18-D553 Dimensions in Personal Development

What’s In It For Me?

Upon successful completion of the Stenography course you will receive a Certificate from Red River Community College.

Previous graduates have found employment as stenographers in small offices or in steno pools in large offices where they are available for duties throughout the company. You may find employment with the federal or provincial government or with private business. Promotion to a private or executive secretary may be available after gaining work experience.

As a graduate, you may be eligible for admission into the Secretarial Science course offered at R.R.C.C.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $175.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the stenographic field.

For information on Stenography and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Stenography course is offered at Assiniboine Community College in Brandon, and at Keewatin Community College in The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Secretarial Science

**Purpose:** To develop advanced communication, organization, typewriting, and shorthand skills and to prepare the graduate with administrative skills. Options are available in legal, medical, or marketing studies.

**Entry Date:** September  
**Course Length:** Ten months

**Admissions**

**Am I Suited For This Course?**

You must have a good command of the English language in order to transcribe shorthand symbols into proper grammatical form. Good eyesight and hearing are important since effective oral and written communication skills will be required in this line of work. Efficiency, tact, sound judgement, and the ability to accept responsibility are required.

**Entrance Requirements**

— Successful completion of the 10-month Stenography course at R.R.C.C. or its equivalent, with a minimum shorthand speed of 100 words-a-minute and a typing speed of 50 words-a-minute;

—or

— the equivalent of the above standing gained through a high school Business Education program or private business college. This should include the following subjects:
  - Grade 12 shorthand (minimum 100 w.a.m.)
  - Grade 12 typing (minimum 50 w.a.m.)
  - Office Procedures
  - Business Arithmetic
  - Office Machines (Machine Transcription and Electronic Calculator)
  - Business Communication (spelling, grammar, punctuation, correspondence)
  - Grade 12 accounting (applicants with all of the above prerequisite subjects except Grade 12 accounting may be acceptable but will be required to attend extra classes in this subject while enrolled in the Secretarial Science course.)

Credentials from the high school Business Education program must be assessed for equivalent standing in Stenography by the Chairperson of the Business Education Section of the College.

Applicants who cannot provide proof of shorthand and typing speeds and those who have not taken a Business Communications course will be required to take qualifying tests prior to admission. Tests are held at the College during June and August.

**Eligible applicants are admitted on a first-come, first-served basis.**

**Program**

The instructional program emphasizes a high degree of stenographic skills training, advanced office procedures, and administrative skills. Options are available in specialty subjects such as medical terminology, legal office procedures, and marketing.

The Business Education section at the College has a Course Advisory Committee which includes representatives from business and professional organizations such as the National Secretary's Association and the Association for Administrative Assistants. Through this committee and instructor contact with business, the College keeps up to date with the current standards required in the business community.

**What Will I Study?**

In addition to the specialty subjects mentioned above, other subjects studied will be economics, law, oral communications, report writing, and management.

You will be trained to assume a high level of responsibility in an office situation. You will be required to obtain a minimum typing speed of 60 words a minute and a shorthand speed of 120 words a minute.
Course Outline

Term 1
B18-C224 Oral Communications
B11-A441 Advanced Accounting
B12-E470 Economics I
B18-T234 Executive Typing I
B18-S234 Advanced Shorthand Speed I
B18-R234 Records Management
B13-S503 Introduction to Social Science
Elect one of:
B18-M254 Medical Terminology I
B15-S404 Introduction to Data Processing
B13-S517 Introduction to Political Science

Term 2
B13-M619 Supervision
B12-L460 Business Law I
B12-E571 Economics II
B18-T235 Executive Typing II
B18-S235 Advanced Shorthand Speed II
B18-Q235 Secretarial Procedures I
Elect one of:
B18-M255 Medical Terminology II
B15-S404 Introduction to Data Processing
B18-R255 Marketing for Secretaries I

Term 3
B13-M620 Applied Management Practice
B12-L561 Business Law II
B18-T246 Specialized Typing
B18-S246 Shorthand Specialties
B18-Q236 Secretarial Procedures II
B16-E311 Report Writing
Elect one of:
B18-L254 Legal Office Procedures
B18-R256 Marketing for Secretaries II*
B15-S404 Introduction to Data Processing
B18-S553 Dimensions in Personal Development

*Prerequisite: Level I

Note: Where the number of students requesting an option is limited such option may not be offered.

What’s In It For Me?
Upon successful completion of the course you will receive a Diploma in Secretarial Science from Red River Community College.

Correspondence, travel arrangements, scheduling of appointments, preparation of material for speeches or reports, dictation and typing, supervision of office personnel, taking minutes of meetings, and arranging conferences are duties of an administrative secretary.

As a graduate of this course, you could become a valuable administrative assistant to people in executive positions. You will be required to accept a great deal of responsibility and perform a wide variety of duties.

Many graduates go to private secretarial positions in large organizations. Others may find excellent positions in smaller offices where they may have greater responsibilities and a wider variety of duties.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $150.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .
To find out more about this occupation, you could contact people in the secretarial field.

For information on Secretarial Science and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.
Business Teacher Education

Purpose: To develop technical and teaching skill in general business practices and in an area of specialization selected from options of marketing, accounting or secretarial.

Entry Date: September.

Course Length: Four years (Integrated Bachelor of Education degree program) (R.R.C.C./U. of M.)

Introduction
An individual choosing to become a business teacher is interested in working with young people. The primary purpose of the business education profession is to help our youth understand and prepare themselves for working in the business world. Your interest in working with people is an important personal qualification.

Business education continues to experience rapid growth in the schools of Manitoba. Emphasis in the teacher education program is directed at developing your knowledge and skills in the areas of general business and the area which you select from the specializations of marketing, accounting or secretarial. Your teacher education program will assure that you have knowledge in business skills and in educational methods.

The teacher education program is a four year integrated Bachelor of Education degree program presented "jointly" by Red River Community College and the University of Manitoba, Faculty of Education. A professional certificate is awarded by the Department upon completion of the requirements for the Bachelor of Education Degree at the University of Manitoba.

The following regulations shall apply to your program. However, for further clarification of regulations refer to the calendar for Red River Community College and the University of Manitoba calendar for the year of your admission.

Entrance and Admissions

Applicants who are accepted into the Integrated Bachelor of Education Degree and the Certification program which will be admitted simultaneously to the Teacher Education Section at Red River Community College and the Faculty of Education at the University of Manitoba. Successful applicants must have met the entrance requirements established by the admissions criteria committee for the integrated program. The admission committee reserves the right to accept only the best qualified applicants.

All students may be required to take basic skill tests prior to being admitted. The results of the tests must be at an acceptable level to be considered for admission.

Application Procedure. Information on the program and application forms are available at the following locations:

Teacher Education
Red River Community College
2055 Notre Dame Avenue
Winnipeg R3H 0J9
Phone 832-2222

Information Office
Faculty of Education
University of Manitoba
Winnipeg R3T 2N2
Phone 474-8082

Completed application forms must be received at Red River Community College before April 30 of the year in which you wish to be enrolled.

Please return all application forms to the Teacher Education Section Red River Community College, 2055 Notre Dame Avenue, Winnipeg, R3H 0J9.

Admission Requirements. The following criteria are used in selecting students.

1. Satisfactory standing in twenty (20) credits which satisfy the Manitoba Department of Education description of the high school program, with
2. five (5) of these credits held at the 3XY level, so that these five,
   a) include a standing in English 300 or 301, and
   b) cover four (4) different subject areas, and
   c) include a minimum of three (3) subjects at the 300 level.
3. All applicants will be interviewed by the admissions committee. Notification of time, date and location shall be given from Red River Community College.
4. Letters of recommendation, high school scholastic record, and employment records are reviewed during the admission process.

Anyone who does not meet these education requirements, but Is 21 years of age on or before September 30 in the year of registration, may apply as a mature student. Mature applicants, without a grade twelve standing, will be required to achieve a grade twelve standing on the General Educational Development (G.E.D.) tests. Applications from mature students will be reviewed on an individual basis.

Academic Regulations

Students are expected to maintain the following academic standards throughout the completion of the requirements of the program. The grade point average is computed on the basis of grades earned at both institutions.

Grade Point Average.

Students must achieve a cumulative grade point average of 2.0 to meet the minimal requirements for a Bachelor of Education degree. This average must also be reached at the following critical points:

a) At the end of the first year.

b) At the end of a probationary period.

c) Prior to student teaching.

Probations
If a student has a grade point average between 1.5 and 1.99 at the end of the first year, he/she may be granted a one-year probationary period during which time the student must raise the cumulative grade point average to 2.0 or better.

Prerequisites

You must achieve a minimum of a "D" grade in the introductory skill subjects to be eligible to take the advanced skill subjects.

Course Repeats

a) If a required subject is failed, the same or similar (approved) subject must be repeated in order to get it cleared.

b) An optional subject is failed, it may be repeated or replaced by an approved alternate subject.

c) A subject may be repeated to obtain a higher grade. The subject in which "D" standing is obtained need not be repeated except by students on probation or where a grade of "C" or better is required as a prerequisite subject.

d) A student will be required to repeat student teaching if a failing grade has been received in student teaching. This repeat must occur in the next regular session in which student teaching is offered.

Incomplete

Incompletes (INC) or did not write (DNW) in any subject must be completed by the end of the following term, otherwise the "incomplete" or "did not write" will be changed to the grade as assigned by the instructor. No grade change can be submitted by the instructor within one year the "incomplete" and "did not write" will be changed to an "F".

Certification and Degree

Certification

A student is eligible for a Special Interim Teaching Certificate upon completion of the fourth year of the program. A recommendation for certification will be submitted to the Department of Education after the following degree requirements have been met:

a) Satisfactory completion of all required subjects (no incompletes, non-cleared, or did not write),
b) Achieved a cumulative grade point average of 2.0

Degree and Professional Certification

Upon satisfactory completion of all program requirements you will make application for the Bachelor of Education Degree which will be conferred by the University of Manitoba.

The Department of Education will issue a Professional Interim Teaching Certificate upon proper application.

Business Education Degree and Certification Program

You may choose one of the three majors in this area - Secretarial, Accounting or Marketing.

Subject Listing

First Year — Business Education — RRCC

Common Core for all students

B22-B116 Fundamentals of Accounting 3
B22-B208 Business Organization & the Consumer 3
B22-B204 Financial Maths 3
B15-B206 Computer Use II 3
B22-B112 Typewriting I 3
B22-B113 Typewriting II 3
B22-T111 Seminar and School Experience 4
B23-W102 Cooperative Business/Industrial Education 4

Secretarial Major

B22-B110 Shorthand I 3
B22-B111 Shorthand II 3
Accounting Major
B15-S206 Data Processing II ......................... 3
B22-M102 Marketing .................................. 3

Marketing Major
B22-M102 Marketing .................................. 3
B15-S206 Data Processing II ......................... 3

2nd Year - Business Education - University of Manitoba
B22-E203 Course Development ....................... 3
B22-E213 Methods of Teaching Basic Business .. 3
B22-E204 Educational Testing & Evaluation ........ 3
B23-E203 Audio Visual Education .................... 3
B22-E211 Methods of Teaching Accounting ...... 3
& Bus. Maths ........................................ 3
B22-E212 Teaching Typewriting & Office Systems Management .................. 3
B22-T211 Student Teaching ........................... 9

Secretarial Major
B22-E203 Shorthand Transcription & Typewriting . 3
B22-E207 Methods of Teaching Shorthand ......... 3

Accounting Major
B22-B209 Intermediate Accounting I ................ 3
B22-B210 Intermediate Accounting II ................ 3

Marketing Major
B22-E209 Methods of Teaching Marketing Education ........................................... 3
B22-M205 Retail Management ........................ 3

4th Year - Business Education - University of Manitoba
Program Organization
81.306 Topics in Business Education ................ 3
81.406 Advanced Methods of Business Education . 3
81.3XX (New Course) ................................ 3

Suggested second teachables
English
Mathematics
Geography
Economics
History/Canadian Studies
Computer Studies
Science
Selected areas Administrative Studies
(Specialization Business Education)
(See University of Manitoba Calendar for other acceptable teachables)
Program Total: 128 credits

Fees and other Costs
Red River Community College
Tuition fee: $300.00 per school year. Student activity fee: $2.00 per month collected at registration. Books and supplies for the two years, 1st and 3rd, will cost approximately $200.00 per year.

University of Manitoba
Please check with the University of Manitoba for tuition fees and other costs.*Fees may be subject to change without notice.

Financial Assistance
For information in regard to scholarships, bursaries, prizes and loans students should contact:
a) Red River Community College:
   Student Aid Office
   Room C116 RRCC
   Winnipeg, Manitoba
   R3H 0J9
   Telephone 633-6621

b) University of Manitoba:
The Awards Office
Room 401, University Centre
University of Manitoba
Winnipeg, Manitoba
R3T 2N2
Telephone 474-9531

Student Services
Board and Room
Red River Community College: There are no dormitories at Red River Community College but the Student Association Office has a list of accommodations for students who wish to obtain board and room in the city.

Acknowledgements
We acknowledge the contribution and assistance given by the members of the Program advisory Committee. The members of the committee are recognized authorities in their respective fields, giving their support to these educational programs.

Amended: May 80
First Issue: Sept. 76
BM (C)
Fees & Costs subject to change without notice.

Red River Community College
is operated by the
MANITOBA
DEPARTMENT OF EDUCATION
with financial assistance provided by the Government of Canada
Industrial Arts Teacher Education

Purpose: To teach about the industrial technologies which are rapidly changing within our society. Technical skills, teaching skills and a broad general knowledge about society will be developed in the course.

Entry Date: September.

Course Length: Four years (Integrated Bachelor of Education degree program) (R.R.C.C.U. of M.)

Introduction
An individual choosing to become an industrial arts teacher is interested in working with young people. The primary purpose of the profession is to teach about the industrial technologies which are rapidly changing within our society. Your interest in working with people in the industrial arts laboratory is an important personal qualification.

Industrial arts continues to develop as an important component of the school curriculum in Manitoba. Emphasis in the teacher education program is directed at the four areas: manufacturing, power and energy, graphic communications and construction. Technical skills, teaching skills and a broad general knowledge about society are all important components in the program.

The teacher education program is a four year degree program presented "jointly" by Red River Community College and the Faculty of Education at the University of Manitoba. A professional certificate is awarded by the Department upon completion of the requirement for the Bachelor of Education Degree at the University of Manitoba.

The following regulations shall apply to your program. However, for further clarification of regulations refer to the calendar for Red River Community College and the University of Manitoba calendar for the year of your admission.

Entrance and Admissions

Applicants who are accepted into the Integrated Bachelor of Education Degree and Certification program will be admitted simultaneously to the Teacher Education Section at Red River Community College and the Faculty of Education at the University of Manitoba. Successful applicants must have met the entrance requirements established by the admissions criteria committee for the integrated program. The admissions committee reserves the right to accept only the best qualified applicants.

All students may be required to take basic skill tests prior to being admitted. The results of the tests must be at an acceptable level to be considered for admission.

Application Procedure. Information on the program and application forms are available at the following locations:

Red River Community College
2055 Notre Dame Avenue
Winnipeg R3H 0J9
Phone 652-2222

Information Office
Faculty of Education
University of Manitoba
Winnipeg R3T 2N2
Phone 474-9062

Completed application forms must be received at Red River Community College before April 30 of the year in which you wish to be enrolled.

Please return all application forms to the Teacher Education Section, Red River Community College 2055 Notre Dame Avenue, Winnipeg, R3H 0J9.

Admission Requirements. The following criteria are used in selecting students.

1. Satisfactory standing in twenty (20) credits which satisfy the Manitoba Department of Education description of the high school program, with
2. Five (5) of these credits held at the 3XY level, so that these five,
   a) Include a standing in English 300 or 301, and
   b) Cover four (4) different subject areas, and
   c) Include a minimum of three (3) subjects at the 300 level.
3. All applicants will be interviewed by the admissions committee. Notification of time, date and location shall be given to you from Red River Community College.
4. Letters of recommendation, high school scholastic record, and employment records are reviewed during the admission process.

Anyone who does not meet these education requirements, but is 21 years of age on or before September 30 in the year of registration, may apply as a mature student. Mature applicants, without a grade twelve standing, will be required to achieve a grade twelve standing on the General Educational Development (G.E.D.) test. Applications from mature students will be reviewed on an individual basis.

Academic Regulations

Students are expected to maintain the following academic standards throughout the completion of the requirements of the program. The grade point average is computed on the basis of grades earned at both institutions.

Grade Point Average

Students must achieve a cumulative grade point average of 2.0 to meet the minimal requirements for a Bachelor of Education degree. This average must also be reached at the following critical points:

1. At the end of the first year.
2. At the end of a probationary period.
3. Prior to student teaching.

Probation

If a student has a grade point average between 1.5 and 1.99 at the end of the first year, he/she may be granted a one-year probationary period during which time the student must raise the cumulative grade point average to 2.0 or better.

Prerequisites

You must receive a minimum of a "D" grade in the introductory technical laboratory subjects to be eligible to take the advanced technical laboratory subjects.

Course Repeats

If a required subject is failed, the same or similar (approved) subject must be repeated in order to get it cleared.

b) If an optional subject is failed, it may be repeated or replaced by an approved alternate subject.

c) A subject may be repeated to obtain a higher grade. The subject in which a "D" standing is obtained need not be repeated except by students on probation or where a grade of "C" or better is required as a prerequisite subject.

d) A student will be required to repeat student teaching if a failing grade has been received in student teaching. This repeat must occur in the next regular session in which student teaching is offered.

Incomplete

Incomplete (INC) or did not write (DNW) in any subject must be completed by the end of the following term, otherwise the "incomplete" or "did not write" will be changed to the grade as assigned by the instructor. If no grade change has been submitted by the instructor within one year, "incomplete" and "did not write" will be changed to an "F".

Certification and Degree

Certification

A student is eligible for a Special Interim Teaching Certificate upon completion of the fourth year of the program. A recommendation for certification will be submitted to the Department of Education after the following degree requirements have been met:

a) Satisfactory completion of all required subjects (no incompletes, non-cleared, or did not write).

b) Achieved a cumulative grade point average of 2.0.

DEGREE AND PROFESSIONAL CERTIFICATION

Upon satisfactory completion of all program requirements you will make application for the Bachelor of Education Degree which will be conferred by the University of Manitoba.

The Department of Education will issue a Professional Teaching Certificate upon proper application.

Industrial Arts Degree and Certification Program

Subject Listing

First Year-Industrial Arts - RRCC

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B23-M102</td>
<td>Manufacturing Introduction</td>
<td>6</td>
</tr>
<tr>
<td>B23-C102</td>
<td>Construction-Introduction</td>
<td>6</td>
</tr>
<tr>
<td>B23-P102</td>
<td>Power &amp; Energy-Introduction</td>
<td>6</td>
</tr>
<tr>
<td>B23-G102</td>
<td>Graphic Communications</td>
<td>6</td>
</tr>
<tr>
<td>B23-E105</td>
<td>General Teaching Methods I</td>
<td>3</td>
</tr>
<tr>
<td>B23-W102</td>
<td>Cooperative Business/Industrial Education</td>
<td>4</td>
</tr>
<tr>
<td>B23-T102</td>
<td>Seminar &amp; School Experience</td>
<td>4</td>
</tr>
<tr>
<td>63.202</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>43.202</td>
<td>Psychology of Learning &amp; Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>

Second Year - Industrial Arts - University of Manitoba

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>63.202</td>
<td>Communication</td>
<td>3</td>
</tr>
<tr>
<td>43.202</td>
<td>Psychology of Learning &amp; Instruction</td>
<td>3</td>
</tr>
</tbody>
</table>
Suggested Minor Areas

**Industrial Arts Support Area**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.123/228</td>
<td>Applied Mathematics</td>
<td>6</td>
</tr>
<tr>
<td>7.228</td>
<td>Environmental Geology</td>
<td>6</td>
</tr>
<tr>
<td>77.120</td>
<td>Introduction to Sociology</td>
<td>6</td>
</tr>
<tr>
<td>18.120</td>
<td>Principles of Economics</td>
<td>6</td>
</tr>
<tr>
<td>ELECT</td>
<td>EITHER a) 16.125 or b) 27.111/77.337</td>
<td>6</td>
</tr>
<tr>
<td>16.125</td>
<td>Physical Aspects of Environment</td>
<td>6</td>
</tr>
<tr>
<td>27.111</td>
<td>Environment and Functions of Business</td>
<td>3</td>
</tr>
<tr>
<td>77.337</td>
<td>Sociology of Work</td>
<td>3</td>
</tr>
</tbody>
</table>

**Industrial Arts Science Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.123</td>
<td>General Chemistry</td>
<td>6</td>
</tr>
<tr>
<td>2.120</td>
<td>Elementary Theoretical Chemistry</td>
<td>6</td>
</tr>
<tr>
<td>71.123</td>
<td>Biology</td>
<td>6</td>
</tr>
<tr>
<td>16.121</td>
<td>General Physics</td>
<td>6</td>
</tr>
<tr>
<td>13.139</td>
<td>Introductory Calculus</td>
<td>3</td>
</tr>
<tr>
<td>13.140</td>
<td>Calculus for Physics and Mathematical Sciences</td>
<td>3</td>
</tr>
</tbody>
</table>

**Third Year - Industrial Arts - RRCC**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B23-M202</td>
<td>Manufacturing - Advanced</td>
<td>3</td>
</tr>
<tr>
<td>B23-C202</td>
<td>Construction - Advanced</td>
<td>3</td>
</tr>
<tr>
<td>B23-P202</td>
<td>Power &amp; Energy - Advanced</td>
<td>3</td>
</tr>
<tr>
<td>B23-G202</td>
<td>Graphic Communication - Advanced</td>
<td>3</td>
</tr>
<tr>
<td>B23-E203</td>
<td>Course Development in Industrial Education</td>
<td>3</td>
</tr>
<tr>
<td>B22-E204</td>
<td>Educational Testing &amp; Evaluation</td>
<td>3</td>
</tr>
<tr>
<td>B23-E201</td>
<td>Organizing Industrial Education</td>
<td>3</td>
</tr>
<tr>
<td>B23-E103</td>
<td>Audio Visual Education</td>
<td>3</td>
</tr>
<tr>
<td>B23-T202</td>
<td>Student Teaching</td>
<td>6</td>
</tr>
<tr>
<td>B23-E205</td>
<td>General Teaching Methods II</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.215</td>
<td>Industrial Education in Technology</td>
<td>3</td>
</tr>
<tr>
<td>81.305</td>
<td>Topics in Industrial Education</td>
<td>3</td>
</tr>
</tbody>
</table>

**Fourth Year - Industrial Arts - University of Manitoba**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.407</td>
<td>Advanced Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>81.310/311/312/313</td>
<td>3 courses (Minor Areas)</td>
<td>12</td>
</tr>
</tbody>
</table>

**Elect one of a, b, c, or d**

- a) 16.124 Physical Science
- b) 16.125 Physical Aspects of Environment
- c) 7.227 Earth Science
- d) 81.403/404/405 Curriculum & Instruction, Secondary, I & II (Recommended for persons selecting the science option to meet secondary methods requirement)

**Industrial Arts Social Science Option**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.120</td>
<td>Introduction to Psychology</td>
<td>6</td>
</tr>
<tr>
<td>17.231</td>
<td>Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>77.120</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>77.337</td>
<td>Sociology of Work</td>
<td>3</td>
</tr>
</tbody>
</table>

**Select two additional courses from (12 hours)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.404</td>
<td>Basic Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

**PROGRAM TOTAL: 134 Credits**

Minor areas in any one of 10 different areas which will serve as a second training area in the public school can be developed with your advisor at the University of Manitoba.

**Fees and Other Costs**

**Red River Community College**

Tuition fee: $300.00 per school year. Student activity fee: $2.00 per month collected at registration. Books and supplies for the two years, 1st and 3rd, will cost approximately $200.00 per year.

**University of Manitoba**

Please check with the University of Manitoba for tuition fees and other costs.

**Fees are subject to change without notice.**

**Financial Assistance**

For information in regard to scholarships, bursaries, prizes and loans students should contact:

- a) Red River Community College: Student Aid Office
- Room C116 RRCC
- Winnipeg, Manitoba

**Board and Room**

Red River Community College and the University of Manitoba have bookstores where students may purchase books and supplies.

**Employment Opportunities**

After successful completion of this program you will be able to teach in the secondary schools in Manitoba. The majority of job opportunities are available in rural areas of the province.

**Acknowledgements**

...we acknowledge the contribution and assistance given by the members of the Program Advisory Committee. The members of the committee are recognized authorities in their respective fields, giving their support to these educational programs.

Amended: May 80
First Issue: Sept. 79
8M (C)

Red River Community College is operated by the Government of Canada.
Vocational Industrial Teacher Education

Purpose: To develop knowledge and skills to meet the certification requirements of the Department of Education for Vocational Industrial Teachers.

Entry Date: September
Course Length: One academic year (ten months)

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Entrance Requirements
1. High school standing with a minimum of 15 credits in an academic program or 20 credits in a vocational program. Anyone not meeting the above requirements may apply as a mature student.

A mature student is considered to be one who is at least 20 years of age on or before September 30, in the year of registration. Applicants will be required to write an entrance test AND achieve an equivalent Grade 12 standing on the General Educational Development (GED) Tests offered by the Department of Education. The Admissions Committee will consider each candidate on an individual basis.

2. A Journeyman's Certificate in a designated trade or evidence of satisfactory trade training and approved experience in a non-designated trade.

3. A minimum of three years of approved work experience after journeyman certification or the equivalent experience in a non-designated trade.

All applicants will be required to attend a personal interview.

All applicants must submit references from previous employers verifying a minimum of three years work experience after qualifying as a journeyman.

Students may be required to take remedial programs in reading and mathematics, if weaknesses are indicated in these areas.

Fees and Other Costs:
The tuition fee of the course is $300.00 per school year. A student activity fee of $2.00 per month will be collected at the time of registration.

Books and supplies for the ten month course will cost approximately $100.00.

Financial Assistance:
Bursaries are available on the basis of need. Students may also apply for Canada Student Loans. Applicants are advised to investigate the possibility of sponsorship through the Canada Manpower Training Program.

Students being sponsored by Canada Manpower or any other agency will not be required to pay for books or fees.

Information for loans and bursaries may be obtained from:
Student Aid Office
C-116
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba
R3H 0J9

Student Services

Board and Room:
There are no dormitories at Red River Community College but the Student Association Office has a list of accommodations for students who wish to obtain board and room in the city.

Dining Areas
The modern dining areas provide excellent, low-cost meals during the mid-day lunch periods.

Bookstore:
Textbooks and supplies may be purchased from the college Bookstore.

Lockers:
Lockers are available without cost to full-time students. However, as the college is not responsible for personal property students should provide their own locks. Combination padlocks may be purchased from the Bookstore.

Tools and Equipment:
Relatively expensive tools and equipment are made available by the College. A number of items must be purchased by the student.

Employment Opportunities:
The Vocational Industrial Teacher Education course has been established to meet the certification requirements of the Department of Education for Vocational Industrial Teachers.

Graduates may be employed by high schools offering vocational industrial courses and by Community Colleges.

There are more employment opportunities in rural areas than in metropolitan Winnipeg.

NOTE: Graduates from the one-year Vocational Industrial program are granted up to eight course credits in the four-year Bachelor of Education program at the Faculty of Education, University of Manitoba. Graduates' credentials are assessed on an individual basis.
Course Outline

B23-E104 Communication Skills
B23-E103 Audio Visual Education
B23-E201 Organizing Industrial Education Facilities
B23-E202 Principles of Industrial Education
B23-E203 Course Development in Industrial Education
B22-E204 Educational Testing & Evaluation
B22-E206 Educational Psychology
B22-E210 Classroom Counselling
B23-T202 Student Teaching
B23-V102 Trade Theory & Practice
B23-E105 General Teaching Methods I
B23-E205 General Teaching Methods II
B23-I301 Independent Study
(Optional-by arrangement)

For Further Information
Please Contact

Teacher Education Section
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9

... The College acknowledges the contribution and assistance given by the members of the course Advisory Committee.
The members of the Committee are recognized authorities in their respective fields, giving their support to these educational programs...
Watch Repair

Purpose: To develop competencies for estimating, repairing and conditioning watches, time clocks and dial indicators.

Entry Dates: September and February

Course Length: Ten months

Am I Suited For This Course?
You should be mechanically inclined, have an interest in and ability to do intricate and exacting work and be capable of sitting for long periods of time. Steady hands, excellent finger dexterity and good eyesight are necessary for this work. Cleanliness and orderliness would be definite assets. Employers usually require that employees be bondable.

Entrance Requirements
— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary. Eligible applicants are admitted on a first-come, first-served basis.

Program
This course has an Advisory Committee which includes representatives from the Manitoba Jewellers' Association and College Instructors. Through this committee, and instructor contact with industry, the College keeps up to date with the current standards required for watch repair people.

What Will I Study?
The course has many basic projects designed to develop dexterity, coordination, exacting precision and patience.

During your first five months of training, you will learn the basic fundamentals of watch repair. Emphasis during your second term will be on actual watch repairs. You will disassemble, repair, and renovate watches under the supervision of the course instructor. This will include activities such as examining faulty timepieces to determine malfunction; using watchmaker's hand tools to remove defective parts; cleaning and trueing various parts, such as the balance wheel and hairspring; replacing damaged parts; reassembling and adjusting timepiece; etc.

The practical experience you will gain in the simulated shop environment will provide you with valuable practical experience you will require in industry.

Evaluation is on the basis of periodic theory tests and shop projects. Attendance, attitude and working habits are also considered.
Course Outline

B08-W101  Basic Exercises
B08-W102  Balance Wheels
B08-W103  Hairsprings
B08-W104  Fundamental Construction of Watches
B08-W105  Repairing Watches
B16-E503  Communications
T13-M503  Mathematics
T13-S503  Science
T04-M511  Machine Shop Theory
T04-M512  Machine Shop Practical

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Textbooks, tools and supplies will cost approximately $400.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the watch repair field.

For information on Watch Repair and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The Canadian Jewellers’ Association and the Manitoba Jewellers’ Association award two bursaries yearly. These bursaries are awarded to the two students with the highest general proficiency in the Watch Repair course.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Health Science Division

Child Care Services
Dental Assisting — Chairside — Expanded Duty
Medical Laboratory Technology and Cytotechnology
Medical Radiological Diagnostic Technology
Medical Radiological Technology with Laboratory Assistance
Medical Radiotherapy Technology
Nuclear Medicine Technology
Nursing Certificate
Nursing Diploma
Nursing - Refresher
Nursing - Completer
Child Care Services

Purpose: To develop an understanding of the importance and effective utilization of children's literature, music, creative activities and a variety of learning materials; to understand child behavior and development; to learn the value of play; to understand the management and operation of a child care centre.

Entry Date: September

Course Length: Two academic years (ten months each)

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H OJ9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?

You should be in good general health and have adequate reading and study skills. Previous experience with small children is important as you must be able to work with them for eight or more hours a day.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent);
   or
   — the equivalent of the above gained through an adult education program;
   and

B — Good general health as attested by a doctor;
   and

C — Completion of additional information sheet, submission of two letters of reference and reading skills test;
   and

D — Interview by a selection committee.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

This is a Special Selection Course — The selection committee interviews those applicants who have successfully completed requirements A, B and C. The selection committee looks for people who have experience working with children, and possess qualities of warmth, understanding and patience, and have an understanding of the activities and operation of a child care centre. Applicants are asked to observe children in the College Day Care Centre and complete a brief observation sheet just prior to their interview.

Program

This course is set up under the direction of a Course Advisory Committee which represents labour, government, former graduates and instructors. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in this field.

What Will I Study?

The objective of this course is to help you to understand a planned program of learning experiences that offers young children appropriate thought stimulation, as well as opportunities for physical, emotional, and social development. This includes developing an understanding of the importance of children's literature, music, creative activities, and a variety of learning materials; learning to effectively utilize these materials to promote the growth and development of young children; and recognizing the value of play and the importance of adequate play materials.

You will study child behavior and development which will help you to understand what to expect from a child at certain levels of development. Other areas will be the family and its influences on the preschool child, creative dramatics, and music. You will also learn child care methods from other countries.

Room planning and the steps involved in operating your own centre will also be part of the course.

Accounting will acquaint you with the skills applicable to the good management of a centre.

Not all your training will take place at the College. A great percentage of your time will be spent in field placement at a variety of day care centres and nursery schools throughout the city. The aim of the field placement is to provide the practical experience of working with preschool children. The length of time you will spend at the centres and the responsibilities you will be given will increase as the course progresses.

Through field placement training, the course keeps close liaison with a number of child care centres in Winnipeg. Instructors make regular visits to their students while they are training in the centres to offer guidance to them.
What's In It For Me?

If you wish to terminate training at the end of the first year you will receive a Certificate of Attainment. Graduation from the complete course will give you a Diploma in Child Care Services.

Opportunities for employment are expanding as the need for child care centres increases. Positions are available in day care centres or nursery schools and in lunch and after-four programs. You might also find a job in play therapy or child development rooms in hospitals. With experience, you could reach the position of a director of a day care centre. You will not be qualified for a teaching certificate in the public school system.

There is a transfer of credit system set up between the University of Winnipeg and R.R.C.C. After graduation, if you are interested in further studies, you may transfer credit from Child Care Services towards the three-year Developmental Studies course at the University of Winnipeg. Or, a person with a degree in Developmental Studies may transfer credit towards Child Care Services. Graduates of both courses will receive a Diploma in Child Care Services and a degree in Developmental Studies.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Student Association fee of $2 a month. Books and supplies will cost approximately $220.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 633-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

There is also an Evening-Extension program offered throughout the Province of Manitoba. The evening program has been designed for people already working in the field of Child Care who wish to receive theoretical training, to increase their expertise, and to refresh their techniques. Because the day and evening courses do not correspond in time, you cannot transfer credit between the two programs.

If you wish to qualify academically for this course you could apply for Adult Basic Education at the College.

To find out more about this field of training, you could visit people working in day care centres, or you could contact the Counselling Office, at R.R.C.C., Room C-115, telephone 632-2335.

Course Outline

Year 1

Term 1
- B13-S510 Self Understanding & Social Feeling I
- H01-Z511 Physical Care of the Child
- H05-C512 Forum and Field Placement I
- H05-C515 Infant Development
- T14-R514 Report Writing

Term 2
- B13-S511 Self Understanding & Social Feeling II
- B16-E226 Introduction to Literature for Children
- H06-C203 Philosophies of Child Care
- H06-C212 Forum and Field Placement II
- H06-C214 Elements of Music for Children
- H06-C215 The Preschool Child

Term 3
- B13-S512 Self Understanding & Social Feeling III
- B16-E228 Literature for Children
- H01-S317 Community and Social Services
- H05-C312 Forum and Field Placement III
- H06-C315 Child Development — Principles and Approaches

Year 2

Term 4
- B11-A439 Introductory Accounting A-CCS
- B16-E428 Introduction to Theatre
- H06-C412 Forum and Field Placement IV
- H06-C417 An Overview of Exceptional Children
- H06-C425 Approaches to Curriculum

Term 5
- B11-A539 Introductory Accounting B-CCS
- B16-E528 Theatre Workshop
- H01-S527 Family Influences
- H06-C512 Forum and Field Placement V
- H06-C517 Special Education
- H06-C525 Curriculum Planning

Term 6
- B11-A639 Introductory Accounting C-CCS
- H01-S627 Family Systems
- H05-C612 Forum and Field Placement VI
- H05-C620 Seminar in Child Care
- H06-C625 Curriculum Implementation
Dental Assisting
Chairside
Expanded Duty

Purpose: To develop a knowledge of instruments and materials used by a dental assistant and to develop skills in the preparation, procedures and techniques used in dental offices. The graduate of Expanded Duty will have the ability to practice preventive procedures and the knowledge to give dental health education to patients.

Entry Date: September

Course Length: One academic year (ten months each)
- Chairside - 26 weeks (September - March)
- Expanded Duty - 14 weeks (March - June)

Admissions

Am I Suited For This Course?
You must enjoy working closely with people. This is probably the most important asset for a dental assistant. Involvement in your community or in group activities would be to your advantage when applying for this course.
You must also enjoy working with your hands as you will be required to do precise work with dental instruments. You should be able to tolerate working under constant supervision.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including one of Chemistry 300, Physics 300 or Physical Science 301, or Biology 300 or 301;

or

— the equivalent of the above standing gained through an adult education program;

and

B — Submission of dental health certificate;

and

C — Successful completion of the prescribed reading skills test with achievement at a minimum of Grade 10 level.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 33 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subject (science) will likely be necessary.

All mature student applicants are required to complete the Reading Skills Test (Entrance Requirement C).

Note: Applicants must be in good health. The Selection Committee retains the right to require a medical certificate attesting to the individual's health status. Students should assemble their immunization records immediately upon notification. Immunization will be provided at R.R.C.C.

The Selection Committee retains the right to interview applicants for clarification of information with regards to education, health status, and facility in the use of the English language.

Program

Dental Assisting consists of Chairside and Expanded Duty. Dental Assisting — Chairside is a 26-week course starting in September and continuing until mid-March. This course is a prerequisite to Dental Assisting — Expanded Duty, which is a 14-week course starting in March and continuing until the end of June.

This course is set up under the direction of an Advisory Committee which includes representatives from the Manitoba Dental Association, Dental Hygienists' Association, Dental Assistants' Association, University of Manitoba, Departments of Health and Social Development, Education, and dentist employers. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in dentistry.

What Will I Study?
The first seven months of training will be spent on Dental Assisting — Chairside. You may then decide to terminate training or to continue training for three months in Dental Assisting — Expanded Duty.

Dental Assisting — Chairside will prepare you to work at the chairside under the supervision of a dentist. You will generally function as a "second pair of hands" for the dentist. You will work strictly outside the patient's mouth, utilizing your skills to increase the dentist's productivity and efficiency.

While at the College, you will study clinical and laboratory sciences which deal with the actual procedures, instruments, and techniques used in dental offices, as well as the materials a dental assistant will have to prepare for the patient's treatment. Life sciences will give you the background required for the clinical sciences.

You will also learn to process and mount radiographs, perform sterilization procedures, laboratory procedures, and care for the dental instruments. Office procedures will teach you to
maintain records and charts, answer letters, do billings and appointment control as well as other business related procedures.

In Expanded Duty you will study Developmental Psychology, Community Dental Health and Oral Techniques for Dental Assistants.

Course Outline

Chairside
Term 1
H01-S101 Psychology
H07-C101 Life Sciences
H07-C102 Clinical and Laboratory Sciences
H07-C103 Supervised Clinical Experience
H07-C104 Office Procedures

Expanded Duties
Term 1
H01-S201 Developmental Psychology
H07-E201 Community Dental Health
H07-E205 Preclinical and Clinical Practice A
H07-E206 Intro Oral Techniques for Dental Assistants

What's In It For Me?
After successful completion of the first 26 weeks of training, you will receive a Certificate in Dental Assisting — Chairside. Successful completion of Dental Assisting — Expanded Duty will qualify you for a Certificate in Dental Assisting — Expanded Duty.

You could find employment in private dental offices, large clinics, hospital dental clinics or dental research.

Employment opportunities also exist with the Province of Manitoba in public health programs. Your main responsibility would be to teach preventive dental measures to school children.

Opportunities in the public service area are expanding as the children's Dental Plan is introduced in the province of Manitoba.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $250.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-118, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the dental field.

For information on Dental Assisting and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Medical Laboratory Technology

Purpose: To prepare students through academic study and practical experience to examine and analyze body fluid specimens using various chemical, microscopic and bacteriological tests by applying techniques from the sciences of histotechnology, microbiology, clinical chemistry, haematology and immunohematology.

Entry Date: September

Course Length: 22 months (10 months at R.R.C.C. plus 1 year in a hospital)

Am I Suited For This Course?
You should have a strong academic background, especially in the sciences and be able to handle body fluid specimens without being squeamish. You must be able to do detailed and exacting work as many of the specimens you will be working with come from patients whose lives may depend upon the accuracy of your tests. The ability to work quickly and be reliable are definite assets. Although work hours are usually regular, you should be prepared to be on call some evenings and weekends.

Entrance Requirements
A — 20 high school credits (complete Manitoba Grade 12) including English 300 or 301, Mathematics 300 or 301, Chemistry 300 and one of Biology 300 or 301, or Physics 300.

and

B — completion of hospital training preference and applicant information sheet.

and

C — interview by hospital.

and

D — submission of immunization record.

There is no mature student admission to this course. If you do not have the academic requirements, but feel you have the equivalent, your documents must be reviewed and approved by the Admissions Committee.

Special application procedures for this course are explained under General Information.

Admissions

Program
This is a 22-month program. You will spend the first 10-months of training at the College where emphasis will be on both academic and practical subjects. Following your training at the College a minimum of 12 months will be spent at an affiliated hospital where practical skills will be emphasized.

This course has an Advisory Committee composed of representatives from the hospitals (physicians & technologists) and the College. Through this committee the college keeps up to date with the changing trends in industry for incorporation in course content.

What Will I Study?
The goal of the course is to train students to work in medical labs or clinics. The course stresses subjects such as microbiology which is the study of bacteria and fungi; haematology which is the study of blood cells and clotting factors; chemistry which is the study of various chemicals that make up the body and the estimation of the amount of chemicals in the body; histotechnology which is the preparation of specimens from the operating room for the pathologist; and blood banking (immunohematology) which is the study of blood antigens and antibodies. By applying the techniques of these sciences you will learn to examine specimens using various chemical, microscopic, and bacteriological tests. This practical training will give you some technical experience before you are placed in a hospital for further training.

Cytotechnology

Cytology is the study of cells, under a microscope.

Purpose: to prepare students through academic study and practical experience to examine and analyze cell smears from various tissues. The technologist prepares and stains samples of exfoliated cells (cells that normally separate from body tissue) for microscopic examination.

Entry Date: September

Course Length: 20 months between the Health Sciences Centre, Winnipeg, and Red River Community College.

For Information contact:
Mr. J.R. Suddaby
Health Sciences Centre
700 William Avenue
Winnipeg, Manitoba
R3E 023
Course Outline

Term 1

H03-L101 Introductory Chemistry
H03-L102 Anatomy & Physiology
H03-L103 Laboratory Practice
H03-L104 Optics
H03-L105 Immunology/Genetics
T14-H103 Communications

Term 2

H03-L201 Clinical Chemistry
H03-L202 Clinical Microbiology
H03-L203 Hematology
H03-L204 Histotechnology
H03-L205 Immunohematology

Term 3

H03-L301 Clinical Chemistry
H03-L302 Clinical Microbiology
H03-L303 Hematology
H03-L304 Histotechnology
H03-L305 Immunohematology

General Information

How Much Will It Cost?

The tuition fee is $300 for the 10 months spent at the College. In addition, there is a Student Association fee of $2 a month. Textbooks and supplies including a uniform and a calculator will cost approximately $200.

Students must pay a fee of $20 to the Society of Laboratory Technologists and $12 to the Manitoba C.S.L.T. Branch. In addition, there is a $50 examination fee payable to the C.S.L.T. at the end of the total training program.

Students may apply for financial aid from the provincial government's student aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Wpg. R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

An applicant who has the required prerequisites first applies to the College indicating preference for two hospital training centres, then the centres are notified of the applicant's academic eligibility. The hospitals select those they wish to interview and make their final selection from those they interviewed. The hospitals try to notify applicants as soon as possible of their acceptance into the course and the majority of the acceptances are issued between March and June. Applicants are cautioned that normally there are more applicants than can be accepted. For this reason, you are encouraged to apply early.

By The Way...

To find out more about this field of training, you should visit labs at hospitals or clinics, or contact the Counselling Office at the College, Room C-115, telephone 632-2335.

Other courses of interest to you might be Nursing, Medical Radiological Diagnostic Technology, Radiotherapy or Nuclear Medicine.
Medical Radiological Diagnostic Technology

Purpose: To provide an academic foundation and the supervised practical experience to develop proficiency in the management of patients and the safe operation and manipulation of x-ray equipment.

Entry Date: Mid-August

Course Length: 2 years (29 weeks at R.R.C.C.)

Admissions

Am I Suited For This Course?

You should have a strong academic background especially in the sciences. You should be able to communicate well and enjoy working with people as you will be in constant contact with doctors and patients. A mechanical ability is necessary as you will be required to move equipment and handle it efficiently. You should be prepared to spend two to three hours each evening on homework while you are at the College and approximately one to two hours during your training at the hospital. Although work hours are usually regular, you should be prepared to be on call some evenings and weekends.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301 and one of Physics 300, Chemistry 300, Biology 300 or 301 or Physical Science 301;

or

— the equivalent of the above standing gained through an adult education program;

and

B — completion of hospital application form, training preference sheet and autobiography of 1 to 1½ pages;

and

C — an interview by the hospital training centre.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing in required subjects (English, mathematics and the sciences) will be necessary. All mature student applicants must complete Entrance Requirements B and C.

Program

The role of a radiological diagnostic technician, or x-ray technologist, is to take x-rays of diseased or injured areas of the human body. As a technologist, you should be able to position the patient on the x-ray table in such a way that it will not cause him/her discomfort. At the same time, you should be able to produce a x-ray on film of the diseased or injured area as requested by a doctor.

You will spend the first four weeks of the course at a hospital to familiarize yourself with the routine of the hospital and the x-ray department and to learn how to deal with patients in a hospital situation. The next 23 weeks will be spent at the College. Approximately one-half of your time will be spent in classroom instruction and the remainder doing practical work in a laboratory.

Upon successful completion of your college training, you will return to the hospital for 57 weeks of the course or 63 weeks (depending on group placements). There is also a six-week program at the College followed by 17 weeks or 11 weeks in the hospital for final completion of the course.

This course has an Advisory Board which is made up of senior technologists, radiologists, physicists, and instructors from the College and the hospitals who meet regularly to discuss course content.
The course content has been approved by the Canadian Society of Radiological Technicians in cooperation with the Canadian Association of Radiologists.

What Will I Study?
You will study anatomy and physiology of the human body. X-ray radiation and safety will teach you how to protect yourself, other students, patients and staff at the hospital from the hazards of radiation. You will learn radiation physics and apparatus, which will teach you about x-ray equipment and how to use it; and image recording, which involves the use of film and the techniques of developing or processing it.

The course stress is on radiographic positioning, or the positioning of the body for the purpose of taking x-rays.

Other subjects are in basic sciences which include the physics of electricity, bacteriology, pharmacology and first-aid.

Course Outline

Year 1
H04-D101 Anatomy and Physiology
H04-D102 Radiographic Positioning
H04-D103 Radiation Physics, Radiobiology and Protection
H04-D104 Apparatus and Accessory Equipment
H04-D105 Basic Sciences
H04-D106 Image Recording in Radiography
H04-D107 Hospital Affiliation
While at R.R.C.C. — 8 hours every third week for 18 weeks

Year 2
H04-D201 Anatomy & Physiology
H04-D202 Radiographic Positioning
H04-D203 Radiation Physics, Radiobiology, Radiation Protection
H04-D204 Apparatus & Accessory Equipment
H04-D205 Basic Sciences
H04-D206 Image Recording

What's In It For Me?
At the end of your two years of training, and with the hospital's recommendation, you will write the examinations which lead to a diploma as a Registered Radiological Technologist. (R.T.(R.) You will then be qualified to apply for membership in the Canadian Society of Radiological Technicians.

Former graduates are employed in hospitals and clinical x-ray departments, in laboratories, and in some commercial x-ray film and chemical companies. Some are employed in aspects of teaching and research.

You could also find employment as a technical advisor or a representative for x-ray equipment and supply manufacturers.

This course is nationally accredited so your Canadian certification as a R.T.(R.) is recognized across Canada, in the United States, and in Australia, Great Britain, Holland and Switzerland.

The Manitoba Society of Radiological Technologists and the Canadian Society of Medical Radiation Technologists offer courses which may help you to advance to higher levels of training.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 per month. Books and supplies will cost approximately $144 for the first year and $110 for the second year. During your training, a student membership in the Manitoba Society of Radiological Technicians is available.

The hospital will pay you a training allowance for the time you spend at the centre. The amounts may vary from one hospital to another.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 633-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

An applicant who has the required academic prerequisites first applies to the College indicating preference of a hospital training centre. The hospital notifies the applicant's eligibility and makes its selection after conducting personal interviews. The hospital notifies the applicant of acceptance into the course. The majority of acceptances are issued between March and June. Applicants are cautioned that normally there are more applicants than can be accommodated.

The training centres are:

- Brandon General Hospital
  150 McTavish Avenue E.
  Brandon, Manitoba R7A 2B3

- Health Sciences Centre (Children's Centre)
  685 Bannatyne Avenue
  Winnipeg, Manitoba R3E 0W1

- Health Sciences Centre (General Centre)
  700 William Avenue
  Winnipeg, Manitoba R3E 0Z3

- Victoria General Hospital
  2340 Pembina Highway
  Winnipeg, Manitoba R3T 2E6

- Misericordia General Hospital
  99 Cornish Avenue
  Winnipeg, Manitoba R3C 1A2

- St. Boniface General Hospital
  409 Tache Avenue
  St. Boniface, Manitoba R3H 2A6

- Grace General Hospital
  300 Booth Drive
  Winnipeg, Manitoba R3J 3M7
Medical Radiological Technology with Laboratory Assistance

Purpose: With assistance from the Manitoba Health Services Commission the graduate will develop proficiency in the management and manipulation of patients and the safe operation of x-ray equipment and development of skills in certain laboratory assistance procedures.

Entry Date: August
Course Length: Twenty-eight months

Admissions

Am I Suited For This Course?
You should have a strong academic background, especially in the sciences. You should be able to communicate well and enjoy working with people as you will be in constant contact with doctors and patients. A mechanical ability is necessary as you will be required to move equipment and handle it efficiently.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301 and one of Physics 300, Chemistry 300, Biology 300 or 301 or Physical Science 301;

or

— the equivalent of the above standing gained through an adult education program;

and

B — completion of a hospital application form and autobiography of one to one and one-half pages;

and

C — interview with the Manitoba Health Services Commission.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and the sciences) may be necessary.

This is a Special Selection Course. After fulfilling the academic requirements, the applicant will be forwarded to the Manitoba Health Services Commission for consideration. The MHSC looks for candidates who have strong mathematical and science aptitudes and abilities. Selection is done on the basis of academic background and educational standing in the required subjects. General suitability for the career as well as the course is also considered.

Note: Final acceptance is given only after written acceptance by the Executive of the Manitoba Society of Radiological Technologists. The society, through which the Medical Radiological Technologist must be licensed, insures that the applicant meets the education requirements of the society before entering the course.

Program

The program includes full training in Medical Radiological Diagnostic Technology (where emphasis is placed upon radiographic positioning, or the positioning of the body for the purpose of taking x-rays). In addition, you are required to take a 3-month assistant's course in Laboratory Technology. This will prepare you to assist the Laboratory Technologist in the rural hospitals.

While the Medical Radiological Diagnostic Technology course is widely recognized, the Laboratory Assistant course is only officially recognized by the rural MHSC administered lab and x-ray units.

This course has an Advisory Committee which includes senior technologists, radiologists, physicists, college instructors, and the hospitals who meet regularly to discuss course content.

What Will I Study?
The total 28 months of training includes 25 months of Medical Radiological Diagnostic Technology plus three months of Laboratory Assistant training.

Apart from the seven months at Red River Community College and three months affiliation at a City Hospital, all training is carried out in rural Manitoba.

You will study anatomy and physiology of the human body. X-ray radiation and safety will teach you how to protect yourself, other students, patients, and staff at the hospital from the hazards of radiation. You will learn radiation physics and apparatus which will teach you about x-ray equipment and how to use it; and image recording which involves the use of film and the techniques of developing or processing it.

During your laboratory assistant training, you will study chematology, biochemistry, and basic
microbiology, and you will learn to apply the techniques of these sciences to examine body fluid specimens.

What's In It For Me?
At the end of your training (2 years or 28 months) you will write the examinations which lead to a diploma as a Registered Radiological Technologist (R.T.(R)). You will then be qualified to apply for membership in the Canadian Society of Radiological Technicians.

Your three months training in laboratory work will qualify you to assist a laboratory technologist.

Although graduates are under no obligation to accept employment with MHSC on completion of training, you will be given the first chance to apply for vacancies existing in the lab and x-ray units.

The Registered Technician in Medical Radiological Diagnostic Technology is widely recognized in Canada, U.S.A., Britain, Holland and Switzerland. The lab assistant training is not officially recognized outside MHSC administration.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks and supplies will cost approximately $144 for the first year and $110 for the second year (3 months). During your training a student membership in the Manitoba Society of Radiological Technicians will cost $24.00, payable on registration.

Financial assistance from M.H.S.C. will not be provided during the first six months of training. However, you will receive a stipend which will provide you with a very basic salary (or stipend) during the next 12 months of training. A slightly higher salary will be paid the last nine months. You will also be reimbursed for all tuition fees you paid at the time of registration and for some of your textbooks.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2927.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

You should apply to the Admissions Office at R.R.C.C. If you are qualified academically, your application will be forwarded to the M.H.S.C. (The academic qualifications for this course are identical to Medical Radiological Technology. Be sure to indicate on your College application the exact course for which you are applying.)

The Manitoba Health Services Commission makes their selection after conducting personal interviews. They notify applicants of their acceptance into the course. The majority of acceptances are issued between March and June.

By The Way...
To find out more about this occupation, you could contact people in the medical radiological technology with laboratory assistance field.

For Information on Medical Radiological Technology with Laboratory Assistance and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335, or the Manitoba Health Services Commission, 599 Empress Street, Winnipeg, telephone 786-7995.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Medical Radiotherapy

Purpose: To develop the knowledge and skills required to work with the treatment of disease, primarily malignant, by use of ionizing radiation. The graduate will be able to apply the qualities of patience, understanding and tolerance in the best medical and humanitarian interests of the patient.

Entry Date: August
Course Length: 22 months (23 weeks at R.R.C.C.)

Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?
You must be technically oriented and be able to empathize with cancer patients in the best humanitarian interest of patients. You will need to have a strong scientific background.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and either Physics 300 or Physical Science 301 or Biology 300 or 301.

or

— The equivalent of the above gained through an adult education program; (You may attend the five-month Adult 12 course and receive credit in the required subjects (English, mathematics and the sciences).

and

B — An interview with the Manitoba Cancer Treatment and Research Foundation Selection Committee.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Committee to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Committee in determining eligibility. Testing by the College in the required subjects (English, mathematics and the sciences) will be necessary. All mature student applicants must complete Entrance Requirement B.

This Is a Special Selection course. After fulfilling the academic requirements, the application will be forwarded to the Manitoba Cancer Treatment and Research Foundation for consideration. The Selection Committee of the Foundation looks for candidates who have strong mathematical and science aptitudes and abilities. Selection is done on the basis of academic background and educational standing in the required subjects.

Program

The Radiotherapy Technologist is an important member of a team of skilled professional medical staff, whose objective is to provide the best possible care and service to the patient. Radiotherapy involves methods of treatment for long term control of malignant diseases by use of radiation.

What Will I Study?

As a radiotherapy technologist you will work in the Radiotherapy Department cancer treatment centre as well as in associated areas such as treatment planning, and simulators.

Even though health hazards in this field are negligible your program will provide training in protection measures and in observance of safety rules.

Because cancer patients are in need of special understanding and appreciation of how they as individuals are affected by their illness, your training will also involve the human side of the work as well as the technical skills required.

During the course you will receive both theoretical and practical training under the supervision of qualified staff. Your practical training will lead to proficiency in the operation of Linear Accelerators, Cobalt, and X-ray machines. You will also learn how to assist radiotherapists when they are examining patients and how to carry out simple nursing procedures.

Your theoretical training is designed to provide you with understanding and appreciation of many aspects of daily work. It includes lectures and demonstrations in professional ethics, patient care, anatomy and physiology, elementary pathology, radiation therapy technique, radiobiology and radiation protection. Teaching is shared by staff from various departments. Affiliation is also provided at the Health Sciences Centre, Department of Nuclear Medicine and Department of Radiology.
General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition there is a Students’ Association fee of $2 a month and a Manitoba Society of Radiological Technologist (M.S.R.T.) fee of $24.00. Books and supplies will cost approximately $125 in the first year and $75 in the second year.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

By The Way . . .

To find out more about this occupation, you could contact people in the field.

For information on Medical Radiotherapy and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Nuclear Medicine Technology

Purpose: To develop skills and knowledge in performing tests on patients using radioactive materials and to learn to safely use radioactive materials as biological tracers for the purpose of medical diagnostic testing. The graduate will be proficient in performing static and dynamic organ imaging, organ function studies and "in vitro" procedures including radiometric assays.

Entry Date: Mid-August

Course Length: Two academic years (22½ months)

Admissions

Am I Suited For This Course?

You should be proficient in the required subjects. You should enjoy working with people and have empathy for people who are sick or disabled. Good health is an asset. A blind person would have difficulty working in this field as testing is based on visual images and digital displays. Be prepared to spend approximately three hours each evening on homework during your College training.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and at least two of Physics 300 or Physical Science 301, Biology 300 or 301, and Chemistry 300; or

— the equivalent of the above standing gained through an adult education program;

and

B — An orientation of the Nuclear Medicine Department at the Health Sciences Centre;

and

C — Attend a personal interview with the selection committee from the College and the various training hospitals.

This Is a Special Selection Course. Final selection of students will be based on the interview and entrance tests results. The Selection Committee selects on the basis of academics related education or experience, and suitability for the course — based on requirements for the profession.

All accepted applicants must have written acceptance from the Executive of the C.S.R.T. Manitoba Division.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should schedule an appointment with their Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and the sciences) will likely be necessary.

Program

This course is a cooperative training program between the Province of Manitoba and the Province of Saskatchewan. Up to five students per year may be sponsored by the Saskatchewan government through the University Hospital in Saskatoon and Pasqua Hospital in Regina.

Students from both provinces receive didactic training at R.R.C.C. with clinical training received at affiliated hospitals in the respective provinces. Saskatchewan students apply directly to Saskatchewan hospitals, but must submit R.R.C.C. application forms and meet comparable entrance requirements.

What Will I Study?

Your first two weeks of training (beginning in mid-August) will be spent in an orientation session at an affiliated hospital. Students will then spend two five-month terms at R.R.C.C. for the academic portion of the course.

Your second five-month term will include some practical experience at local hospitals to supplement the lecture material. After successful completion of this portion of the course, you will be placed in hospitals for the remainder of your training period. The course objective, through the academic course at the College and the practical experience gained in a hospital's Nuclear Medicine Department, is to train you to safely use radioactive materials as biological tracers for the purpose of medical diagnostic testing, and to become proficient in performing static and dynamic organ imaging, organ function studies and "in vitro" procedures including radiometric assays.
Emphasis during your training at the College will be on nuclear medicine instrumentation, nuclear physics, radiation protection, radiobiology, anatomy and physiology, applied physiology and pathology, and clinical methodology.

Course Outline

- H04-D101 Anatomy and Physiology
- H05-N101 Nuclear Instrumentation
- H05-N102 Nuclear Radiation Physics
- H05-N103 Radiation Biology & Protection
- H05-N104 General Knowledge
- T07-C111 Chemistry
- H05-N201 Instrumentation (Use)
- H05-N205 Applied Physiology & Pathology
- H05-N207 Radiopharmaceuticals
- H05-N208 N.M. Study Seminars
- H05-N209 Related Sciences
- T10-S252 Elementary Statistics and Quality Control

What’s In It For Me?

Upon successful completion of this course you will be eligible to write certifying examinations set by the Canadian Association of Medical Radiological Technologists (CAMRT). Successful candidates are awarded a certificate (R.T.) as a Registered Technician. This certification is recognized anywhere in Canada and is generally accepted in the United States, Great Britain, and Australia. Nuclear Medicine Technology graduates are involved with doing tests on patients using radioactive materials. The radioactive material is either injected into the patient or a test sample is taken from the patient and tests done on the sample. Graduates are employed in hospitals, medical clinics, and with some commercial companies.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $250, and this amount includes purchase of uniforms and a calculator.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6821.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

This course has a limited capacity determined by the number of approved student training positions.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the Nuclear Medicine field.

For information on Nuclear Medicine and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Further information for Saskatchewan applicants is available upon request from: Dr. I. Tyson, Pasqua Hospital, 4101 Dewdney Ave., Regina S4T 1A5; or Dr. A.A. Wilkinson, University Hospital, Saskatoon S7N 0W8; or Dr. Z. C. Katz, Plains Health Centre, 4500 Yascana Pkwy., Regina S4S 5W8.
Nursing (Certificate)

Purpose: To prepare students to use the nursing process in the provision of direct nursing care for selected individuals of any age, whose physical and psychological equilibrium is relatively stable but who need assistance primarily with activities of daily living.

Entry Date: September
Course Length: One academic year (ten months)

Admissions

Am I Suited For This Course?
You should be in good physical health as you will be required to lift patients, stand on your feet for long periods of time and to be physically mobile at all times. Manual dexterity is required for the use of precision instruments. A strong academic background in the sciences, especially biology, is a definite asset. Good written and oral communication skills are required for entrance to and completion of the courses. You should be able to take direction and be responsible for your own actions. The ability to relate to patients, fellow workers and the general public in a sympathetic and professional manner is also required.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent) including one science (Chemistry, Physics, Biology or Physical Science) at the 300 or 301 level;

or

A — the equivalent of the above gained through an adult education program;

and

B — successful completion of the prescribed reading skills test at a minimum of Grade 10 level.

Applicants must be in good health. The Selection Committee retains the right to require a medical certificate attesting to the individual's health status. Immunizations are required of all students and should commence, as indicated by the immunization forms, upon notification of acceptance into the course.*

If you do not have the academic requirements, you may be able to qualify for admission to this course as a Mature Student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subject (science) will likely be necessary. All mature student applicants must complete Entrance Requirement B. In order to increase potential for success, it is recommended that mature applicants have at least a science at the 200 level or its adult equivalent.

Program
This course has an Advisory Committee composed of representatives from the nursing profession, government and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by the profession.

Nursing (Certificate) is designed to prepare graduates to be eligible to write examinations for licensure as Practical Nurses.

This course was designed in conjunction with the Nursing (Diploma) Course in order to provide for vertical career mobility in nursing and thereby enable individuals to reshape initial vocational goals.

What Will I Study?
This course has a theoretical and practical component, and College instructors will directly supervise the weekly practical experiences planned for you.

In addition to nursing you will study general and developmental psychology, interpersonal relations, and the structure and function of the human body as well as human physiology and social science as related to personality development in the life cycle process. Opportunities are also provided to apply knowledge in clinical settings.

*The Selection Committee retains the right to interview applicants for clarification of information with regards to education, health status, and facility in the use of the English language.
Course Outline

Nursing Certificate

Term 1
- B13-S106 Interpersonal Relations
- H11-S101 Social Science
- H11-N101 Basic Science
- H11-N102 Introduction to Nursing
- H11-N103 Nursing Practice
- F01-C003 Activity for Life

Term 2
- H11-S201 Social Science
- H11-S301 Social Science
- H11-N201 Basic Science
- H11-N202 Nursing
- H11-N203 Nursing Practice

What's In It For Me?

At the completion of Nursing Certificate, you will receive a Certificate from Red River Community College.

Graduates of Nursing (Certificate) may choose to write the licensed practical nursing examinations and seek employment or continue into Nursing (Diploma) sequentially or at a later date. Nursing (Certificate) graduates will enter the workforce as beginning practical nurse practitioners functioning under the supervision of a registered nurse and in collaboration with other health team members primarily in hospitals, clinics and nursing homes.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will be approximately $400 for the academic year. Supplies include shoes, uniforms and writing materials.

Students may apply for financial aid from the Canada Employment and Immigration Commission (CEIC) and the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the nursing field.

For information on Nursing and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Practical Nursing course is also offered at Assiniboine Community College, Brandon, Manitoba and at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Nursing (Diploma)

Purpose: To prepare the student to use the nursing process in the provision of direct nursing care to persons of all ages with commonly occurring health interferences.

Entry Date: September

Course Length: One academic year (ten months)

Admissions

Am I Suited For This Course?

You should be in good physical health as you will be required to lift patients, stand on your feet for long periods of time and to be physically mobile at all times. Manual dexterity is required for the use of precision instruments. A strong academic background in the sciences, especially biology, is a definite asset. Good written and oral communication skills are required for entrance to and completion of the courses. You should be able to take direction and be responsible for your own actions. The ability to relate to patients, fellow workers and the general public in a sympathetic and professional manner is also required.

Entrance Requirements

A — Nursing (Certificate) Course;

or

A — the equivalent of the above gained through other nursing education programs;

and

B — successful completion of the prescribed reading skills test at a minimum of Grade 10 level.

Applicants must be in good health. The Selection Committee retains the right to require a medical certificate attesting to the individual's health status. Immunizations are required of all students and should commence, as indicated by the immunization forms, upon notification of acceptance into the course.*

What Will I Study?

This course has a theoretical and practical component, and College instructors will directly supervise the weekly practical experiences planned for you.

Emphasis will be placed on developing your nursing knowledge and practical skills. You will also study anatomy and physiology, social and health problems, trends in health care and community health.

Program

This course has an Advisory Committee composed of representatives from the nursing profession, government and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by the profession.

Nursing (Diploma) is designed to prepare the graduates to be eligible to write examinations for registration in the Manitoba Association of Registered Nurses (M.A.R.N.).

This course was designed in conjunction with the Nursing (Certificate) Course in order to provide vertical career mobility in nursing and thereby enable individuals to reshape initial vocational goals.

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311
Course Outline

Nursing (Diploma)

Term 1
B13-S201 Introduction to Sociology
H11-N301 Basic Science
H11-N302 Nursing
H11-N303 Nursing Practice
H11-N304 Community Health

Term 2
B13-S302 Social and Health Problems
H11-N402 Nursing
H11-N403 Nursing Practice
H11-N404 Community Health
H11-N405 Trends in Health Care

What's In It For Me?

At the completion of Nursing (Diploma), you will receive a Diploma from Red River Community College.

Graduates of Nursing (Diploma) are eligible to write the Canadian Nurse's Association Testing Services Registration Examinations. Graduates will enter the work force as beginning registered nurse practitioners. Nursing (Diploma) graduates are employed in hospitals, clinics, nursing homes and other health agencies and function in collaboration with other team members.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will be approximately $225 for the academic year. Supplies include shoes, uniforms and writing materials.

Students may apply for financial aid from the Canada Employment and Immigration Commission (CEIC) and the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6921.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the nursing field.

For information on Nursing and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.
Nursing Refresher — L.P.N. Refresher — R.N.

Purpose: To review and update knowledge and skills in nursing fundamentals, needs and care of adults in health and illness and current trends and issues in nursing. The graduate will possess up-to-date knowledge and skills needed to return to the nursing of adult patients with medical and surgical conditions.

Entry Dates: On demand

Course Length: L.P.N. Refresher - 6 weeks
R.N. Refresher - 6-8 weeks

Am I Suited For This Course?

The L.P.N. Refresher course is available for practical nurses holding current licenses who wish to take an update course and formerly licensed practical nurses who require updating to renew their license.

The R.N. Refresher course is suitable for formerly registered nurses who require updating to renew their registration and for currently registered nurses who want to take an updating course.

Entrance Requirements

L.P.N. Refresher:
— Verification of practical nurse status is required with the admission application. Acceptable proof is: A letter of same from the Registrar for Licensed Practical Nurses or the last license held or photostat of same.

R.N. Refresher:
— Verification of registered nurse status is required with the admission application. Acceptable proof is: A letter from the M.A.R.N. (Manitoba Association of Registered Nurses) or other Canadian licensing jurisdiction confirming eligibility for registration or status regarding registration; or last M.A.R.N. (or other Canadian licensing jurisdiction) registration card or photostatic copy.

Applicants for both courses must also complete a Supplementary Application Form pertaining to nursing background. This form is available at the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg.

Admissions

What Will I Study?

Focus is on the nursing process and the role and functions of the nurse within the nursing team.

Group discussion, seminars, assignments and considerable individual use of audio visual aids are used to assist student learning.

Your clinical experiences will be with patients in personal care homes or extended care hospitals and acute care hospitals.

Students in both courses will need to plan at least six hours per day plus additional study time at home. The amount of time required by most students necessitates a reorganization of their use of time and responsibilities while on the course.

*For those persons taking the course to renew their registration, a copy of their final theory and clinical evaluation is sent to the Manitoba Association of Registered Nurses (M.A.R.N.) at the completion of the course.

Program

The courses are full-time, five days per week for six to eight weeks. The refresher programs are organized in units and modules to facilitate individual study and learning. Each module includes specific objectives, readings, learning activities and related clinical practice. Students progress at their own pace.
Completer - Maternity Nursing
Completer - Psychiatric Nursing

Purpose: To provide the required instruction in maternity and psychiatric nursing to allow graduates either to write examinations required for registration in the Manitoba Association of Registered Nurses (M.A.R.N.), or to review and update their nursing skill and knowledge.

Entry Dates: On demand (Maternity Nursing is offered in summer only.)

Course Length: Seven weeks

Admissions

Am I Suited For This Course?
The completer course for maternity and psychiatric nurses is available to graduate nurses who wish to obtain registration with M.A.R.N., or to registered nurses who need to review and update their nursing skill.

Entrance Requirements

The following persons are eligible to apply:

1. Graduate nurses referred by the M.A.R.N. who require the course to become eligible to write the registration examinations in Manitoba.

2. Students or accepted applicants recommended by a Diploma Nursing program and who have the prerequisites (i.e. Term 1 and related subjects or credit for same).

3. Currently Registered Psychiatric Nurses.

4. Currently Registered Nurses.

Proof of Eligibility must be provided with the application, i.e.

- A letter (or photostatic copy) from the M.A.R.N. (or other Canadian licensing body) confirming the requirement and registration status, or
- A letter of recommendation from the school of nursing (except R.R.C.C. Nursing Two students) or
- Registered Psychiatric Nurses and Registered Nurses: a letter from the Registrar of the licensing body, or a copy of the current registration card.

Applicants for both courses must also complete a Supplementary Application Form pertaining to nursing background. This form is available from the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9.

Program

The courses are full-time, five days per week, approximately six hours per day plus individual study and reading time.

What Will I Study?
The College instructors are responsible for and supervise the students in clinical practice as well as teaching in the classroom. Theory and clinical practices will be integrated throughout the courses, with approximately 30 hours of theory and clinical practice per week. Students are expected to make use of the Learning Resources Centre and the multi-purpose learning lab with the audio-visual aids for individual use.

Note: For those persons taking the course as part of their registration requirements, a copy of their final theory and clinical evaluation is sent to the M.A.R.N. For those persons entering Nursing Two, it is sent to the Department Head, R.R.C.C. Successful completion of the Maternity Nursing course will be accepted for transfer credit in Nursing Two at R.R.C.C. for The Growing Family H01-N201.

General Information

You will average 7 hours of patient care plus 1 hour class and/or conference time each day when in the clinical area. Classes at the College generally commence at 8:00 a.m. and conclude at 4:00 p.m. You will work evenings periodically, and a Saturday and/or a Sunday period may be scheduled.

Application Procedure

Students are admitted in one of two ways:

Provincial Entries: persons who are responsible for their own financial arrangements. Approximately two months prior to the start date, the Admissions Office "fills the Provincial entry seats" by accepting the designated number of applicants. A first come — first served principle is followed except for the occasional priority given when personal circumstances necessitate an immediate return to work. The remaining applicants are notified they are on the wait list. When an accepted applicant withdraws or information is received that one of them has been transferred to a C.E.I.C. seat, the next applicant on the wait list is called.

Canada Employment and Immigration Commission (Canada Employment Centre) entries: When C.E.I.C. purchases "a block of seats" they arrange the placements into those "seats" for the persons whom they are sponsoring. If their seats are not all filled, one or two days before the course start date they notify the College who is then free to call additional persons on the provincial entry wait list.

Tuition fee is $60 and textbooks and supplies will be approximately $60 to $70. Textbook and printed materials are usually available at the College Bookstore before the start of the courses. If ordering by mail, payment must accompany the order and include $1.10 mailing and handling charges per book. Money orders or cheques should be payable to R.R.C.C. Bookstore. Orders must be placed at least two weeks before registration.
Industrial and Technology Division

Architectural Drafting — Electrical — Mechanical Systems — Structural
Carpentry and Woodworking
Diesel Mechanics - Transport
Domestic Electronics
Electrical Course
Industrial Electronics
Machine Drafting
Machine Shop Practice
Major Appliance Service Technician
Masonry
Motor Vehicle Body Repair
Motor Vehicle Mechanical Repair
Painting and Decorating
Piping Trades
Radio Operating & Electronic Communications
Refrigeration & Air Conditioning
Sheet Metal
Telecommunications
Upholstery
Welding
Truck Driver Training
Pre-Trades Training for Women
Apprenticeship

Biochemical Technology/Chemical Technology
Biological Technology
Chemical Technician
Civil Technology — Surveying
Civil — Design & Drafting
Building Structural

Computer Technology
Electrical Technology
Electronic Technology
Instrumentation Technology
Mechanical Engineering Technology
Power Engineering
Architectural Drafting  
Electrical Drafting  
Mechanical Systems Drafting  
Structural Drafting

**Purpose:** To learn to produce working drawings from written, sketched and oral information using acceptable drafting techniques. Graduates are trained to work under supervision as junior draftspersons in their choice of mechanical, electrical, architectural, or structural drafting positions.

**Entry Date:** September  
**Course Length:** Ten months

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**Admissions**

**Am I Suited For This Course?**

You must have good vision with or without glasses, have good hand and eye coordination and be free from physical handicaps that would prevent you from maintaining a sitting position at a drafting table or using such drafting equipment as pencils, set squares, etc. (Tables can be modified to suit people confined to wheel chairs.) You should have good oral and written skills in the English language, a good grasp of mathematics including algebra and geometry and an analytical mind with an understanding of the basic concepts in the physical sciences. You should be a patient, diligent and conscientious person as you will frequently be required to make corrections and revisions to your drawings.

**Entrance Requirements**

- 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200, 201 or 203;  
- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in mathematics may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

**Program**

All students enroll in a common first term of Architectural Drafting. In the second term, students must choose between the Architectural, Electrical, Mechanical, or Structural Systems drafting positions.

This course has an Advisory Committee which includes representatives from industry, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

**What Will I Study?**

Architectural Drafting will train you to produce working drawings of a building design. You will also learn the fundamental techniques required of an architectural technician such as the strength of materials, surveying, sketching, model building, presentation drawings, different methods of construction, specifications and building codes, material take-off and cost analysis.

Electrical Drafting will teach you the techniques of producing working drawings of lighting and power systems, circuitry, panel, distribution lay-outs, and motor control. You will learn the basics of drafting in your first term, and your second term will deal with electrical theory, the techniques of electrical drafting, and the standard symbols and different codes used in the electrical industry.

Mechanical Systems Drafting will train you to produce working drawings for plumbing, heating, air conditioning, and sprinkler systems required in buildings. In addition to drafting you will learn heat-loss theory; how to calculate building loads for heating and cooling systems; and the different building codes which are associated with heating, cooling, sprinkler, and plumbing systems.

Structural Drafting will train you to produce detailed fabrication drawings of structural steel frame designs according to current Canadian Institute of Steel Construction practices. You will also produce structural engineering drawings and develop basic skills in structural design theory.
Course Outline

Architectural Drafting
Term 1
T03-A011 Fundamentals of Delineation
T03-A013 Applied (Arch) Drafting I
T13-M514 Drafting Math
Term 2
T03-A015 Quantity Take-off
T03-A017 Surveying and Topographical Drawing
T03-A019 Specifications
T03-A021 Applied (Arch) Drafting II
T03-A023 Applied Strength of Materials
T03-R503 Report Writing

Electrical Drafting (Option)
Term 1
T03-A017 Surveying and Topographical Drawing
T03-R503 Report Writing
Term 2
T03-S011 Electrical Drafting

Mechanical Systems Drafting (Option)
Term 1
T03-A013 Drafting Math
T03-S011 Mechanical Systems Drafting
T14-R503 Report Writing

Structural Drafting (Option)
Term 1
T03-D011 Applied Structural Engineering Drafting
T03-D013 Applied Structural Steel Detailing Drafting
T03-D015 Applied Strength of Materials
T03-A017 Surveying and Topographical Drawing
T14-R503 Report Writing

What's In It For Me?
Upon successful completion of this course you will receive a Certificate of Attainment from Red River Community College.

Job opportunities for Architectural Drafting graduates are available as junior draftspersons in architectural, consulting engineering, town planning, surveying and building trades drafting offices. After gaining experience, graduates have found employment as estimators, building inspectors, specification writers, technical representatives, construction supervisors or salespeople of building product lines.

Job opportunities for Electrical Drafting graduates are available as junior draftspersons with electrical engineering consultants, power distribution utilities, electrical contractors, and with electrical suppliers.

Job opportunities for Mechanical Systems Drafting graduates are available with mechanical engineering consultants, suppliers and manufacturers of mechanical equipment, and mechanical contractors.

Job opportunities for Structural Drafting graduates are available with steel fabricators, structural engineering consultants and steel detailing drafting offices.

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies for Architectural, Electrical and Mechanical Systems Drafting will cost approximately $100.

Students may apply for financial aid as available from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the drafting field.

For information on Architectural Drafting, Electrical Drafting and Mechanical Systems Drafting and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Architectural Drafting is also offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Carpentry and Woodworking

Purpose: To develop knowledge and skills to enter the carpentry trade; to convey a sound knowledge of woodworking machines and safe working practices; to familiarize the student with materials and procedures needed to enter related occupations such as cabinet making, furniture making, forming and sales.

Entry Dates: September and February

Course Length: Ten months

Am I Suited For This Course?

You must be in good health, be physically fit and be prepared to work at any height. You should enjoy working with people and have the ability to do detailed and exacting work. You should have good eye, hand and finger coordination; be able to mentally picture the position and shape of objects; and have average learning skills with an ability to do arithmetic computations quickly and accurately.

If you are seriously considering a career in carpentry, you should be prepared to face some unpleasant weather conditions as your work will often take you outdoors. Overtime is periodically required. The location of the work site may necessitate that you commute to your work or temporarily reside away from home.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.
Course Outline

T02-C001 Handtools, Theory
T02-C002 Handtools, Practical
T02-C003 Woodworking Machines, Theory
T02-C004 Woodworking Machines, Practical
T02-C005 Concrete Form Construction, Theory
T02-C006 Concrete Form Construction, Practical
T02-C007 General Framing, Theory
T02-C008 General Framing, Practical
T02-C009 Equal Pitch Roofing, Theory
T02-C010 Equal Pitch Roofing, Practical
T02-C011 Stairs, Theory
T02-C012 Stairs, Practical
T02-C013 Finishing, Theory
T02-C014 Finishing, Practical
T02-C015 Cabinet Work, Theory
T02-C016 Cabinet Work, Practical
T02-C017 Unequal Pitch Roofing, Theory
T02-C018 Unequal Pitch Roofing, Practical
T02-C019 Surveying, Theory
T02-C020 Surveying, Practical
T02-C021 Estimating, Theory
T02-C022 Estimating, Practical
T02-P501 Wood Finishing, Theory
T02-P502 Wood Finishing, Practical
T03-R011 Blue Print Reading and Sketching for Carpentry
T13-M512 Carpentry Math
T13-S512 Carpentry Science
T14-C504 Communication

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Past employment records show a high percentage of graduates are working in course-related fields all across Canada. Opportunities are available in commercial construction, housebuilding, factories, or cabinet making shops. Almost all graduates choose to enter the apprenticeship program.

People who reach journeyman apprenticeship level may progress to foremen, supervisors, building inspectors, draftspersons, estimators, superintendents or specialists in related fields.

As a graduate, you may be granted one level of in-school training towards the Carpentry apprenticeship. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer. For the next three years of the apprenticeship program, you will be required by the provincial Department of Labour and Manpower to return to the College for additional theoretical and practical training.

Applicants should note that woodworking/cabinetmaking is not a designated trade in Manitoba. Consequently, there is no apprenticeship program in this specialty.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks and supplies will cost approximately $90.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-115, telephone 632-2327.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the carpentry field.

For information on Carpentry and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Carpentry-Woodworking course is offered at Keewatin Community College, The Pas and at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 80
First issue: Sept. 79

Fees & Content subject to change without notice.

Red River Community College is operated by the
MANITOA
DEPARTMENT OF EDUCATION
with financial assistance provided by the Government of Canada
Diesel Mechanics — Transport

Purpose: To develop knowledge and skills necessary to diagnose malfunctions, inspect and repair worn parts, and reassemble and render operational diesel-powered trucks and construction equipment.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
Diesel Mechanics is a physically demanding field which involves heavy lifting, so you must be in good physical condition. Because the work can be intricate, you should be mechanically inclined and have finger dexterity. You should be prepared for some shift work and be able to work under supervision. You should also be able to tolerate working under conditions involving noise, vibration, lubricants (grease and oil), fumes and solvents — the normal shop environment. Some travel may be required in performing the job.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, or 103 and Science 100, 101 or 102;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

As a graduate, you will be able to adjust, service and repair a variety of heavy mobile equipment, usually diesel powered, used in construction and/or highway transportation. The work will consist of fault diagnosis; the dismantling of engines and related equipment to effect repairs; basic servicing and/or overhaul of fuel injection and hydraulic systems, transmissions, air brakes, drive chains and control linkages, and other mechanical components.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?

Emphasis during training will be on practical projects. You will spend approximately 75 percent of your training hours doing practical work on diesel engines, fuel injectors, hydraulics, electrical components, power transmissions, conventional transmissions and power brakes. Instruction will be primarily on heavy equipment.

Included in the program are a number of related trade subjects such as arc and gas welding, machine shop practice, mathematics, science and communication. Theory grades are determined by examinations in each subject, while practical evaluations are determined from each instructor’s practical assignments.

You will be required to do some homework. The amount will depend on the individual.

All your training will take place at the College in the diesel mechanics workshop. The work environment will provide you with the practical experience which you will need to find a job.
Course Outline

T01-D011 Running Gear I
T01-D012 Running Gear II
T01-D013 Std. Transmissions
T01-D014 Std. Transmissions Overhaul
T01-D015 Rear Axles
T01-D016 Rear Axles Repairs and Adjustments
T01-D017 Brake Systems
T01-D018 Brake Systems
T01-D019 Automatic & Powershift Transmissions
T01-D020 Automatic & Powershift Transmissions
T01-D021 Heavy Duty Power Train
T01-D022 Heavy Duty Power Train Overhaul
T01-D023 Engine Overhaul I
T01-D024 Engine Overhaul II
T01-D025 Engine Overhaul II
T01-D026 Engine Overhaul II
T01-D027 Engine Testing
T01-D028 Engine Testing
T01-D029 Hydraulics Lab
T01-D030 Hydraulics — Overhaul & Testing
T01-D031 Electrical Lab
T01-D032 Electrical Circuits — Trouble Shooting
T01-D033 Fuel Systems — Gas & Diesel
T01-D034 Fuel System Components, Cleaning, Servicing and Adjusting
T04-A511 Related Arc Welding Theory
T04-A512 Related Arc Welding Practice
T04-G511 Related Gas Welding Theory
T04-G512 Related Gas Welding Practice
T04-M521 Related Machine Shop Theory
T04-M522 Related Machine Shop Practice
T13-M508 Motor Vehicle Mechanic Technician
P/E Math
T13-S508 Power Mechanics Science
T14-C504 Communication

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Graduates of this course have found employment all across Canada, especially in northern areas in bush camps or on dam sites. Jobs are available as mechanics and maintenance specialists for industrial, highway, construction, rail transport or marine and generating plant equipment. Graduates who have decided to take the apprenticeship program and have gained considerable work experience have become service managers, company representatives and salespeople.

You may decide to take an apprenticeship in Diesel Mechanics. As a graduate, you may be granted one level of in-school training towards the four-year apprenticeship. Time credit, diminishing your apprenticeship, is at the discretion of the employer. For the next three years of the apprenticeship program you will be required by the provincial Department of Labour and Manpower to attend Assiniboine Community College, Brandon for three five-week periods for additional theoretical and practical training.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Protective clothing and other supplies will cost approximately $50.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

Amended: May 80
First Issue: Sept. 79
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Fees & Content subject to change without notice.

Red River Community College is operated by the

DEPARTMENT OF EDUCATION
with financial assistance divided by the Government of Canada
Domestic Electronics

Purpose: To develop the knowledge of electronic fundamentals and the ability to interpret the technical information needed to service and repair radios, televisions and other electronic equipment.

Entry Dates: September and February
Course Length: Ten months

Am I Suited For This Course?
You must have the physical ability to operate hand and power tools such as pliers, cutters, drivers and drills. You should be in good physical condition as you may be required to lift television sets. You will require a valid driver's licence for most jobs. You must be proficient in English and be able to work with the public. Colour blindness, poor eyesight and inadequate hearing may limit your opportunities for employment.

Entrance Requirements
— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201, and Physics 200 or Physical Science 201;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

What Will I Study?
During your first five months, emphasis will be on electronic theory. You will learn AC (alternating current) and DC (direct current) fundamentals. You will construct many experimental circuits and check them. You will finish this term by building your own eight transistor radio.

In your second term, you will study standards and fundamentals of black-and-white television. You will construct all the basic circuits for black-and-white television receivers and plug them into a working set in order to see your circuit working.

You will also learn to use test equipment and troubleshoot, repair and align television receivers.

Most of your training will be practical, but you will also study academic subjects such as mathematics, science and communications.

Domestic Electronic graduates may choose to take a two-month option course in Colour Television or a two-month Audio Servicing option (or both consecutively). Both courses are also available to people with equivalent practical experience.

If you choose to take the colour television option, you will study colour television circuits and learn how to adjust and align colour circuits to produce a good picture.

The audio servicing option will help you develop theoretical and practical knowledge and skills in the installation and repair of Hi-Fi cabinet and component systems (speakers and enclosures, automatic changers, reel-to-reel tape decks and transport systems, cassette and 8-track recorders, FM Stereo FM tuners, audio amplifiers) plus commercial sound and intercommunication systems.

Program
This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.
Course Outline

Term 1
T12-D001 Direct Current Fundamentals
T12-D003 Alternating Current Fundamentals
T12-D005 Electronic Fundamentals
T12-D007 Radio Receivers and Servicing
T13-M518 Domestic Electronics Math
T13-S518 Domestic Electronics Science I

Term 2
T12-D051 Television Standards and Fundamentals
T12-D053 Television Signal Circuits
T12-D055 Television Deflection Circuits
T12-D057 Television Auxiliary Circuits
T12-D059 Antennas and Master Antennas
T12-D081 Shop Planning and Management
T12-D083 Closed Circuit Television
T12-D085 Field Orientation
T13-S618 Domestic Electronics Science II
T14-C504 Communication

Colour Television (Option)
T12-D075 NTSC Standards for Colour Television
T12-D077 Controls and Adjustments
T12-D079 Monochrome Circuits
T12-D081 Chroma Circuits
T12-D083 Colour Sync

Audio Servicing (Option)
T12-D085 FM and AM Stereo
T12-D087 Basic and Audio Amplifiers
T12-D089 Tape Recording and Tape Transports
T12-D091 Signal Sources
T12-D093 Speakers and Speaker Systems
T12-D095 Changers and Turntables

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $180.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing to the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the domestic electronics field.

For information on Domestic Electronics and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

An Electronics Technician course is offered at Assiniboine Community College.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Electrical

Purpose: To develop performance skills in house wiring, commercial and industrial wiring and controls, and motor repair as they relate to the electrical industry.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?

You should have strong mechanical and mathematical aptitudes and be in good physical condition, since you will have to move heavy equipment and climb ladders. You will be working with the general public, under close supervision, so you should be willing to accept direction and responsibility. Be prepared to work away from home. Good color distinction is required because all electrical cables are color coded. You should have good manual and finger dexterity.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100 or 101 and Science 100 or 101;* or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and Science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

* The Admissions Committee is considering inclusion of a Mathematics/Mechanical aptitude test for admission to this course.

Program

The graduate of the Electrical course will have the knowledge and skills to become employed in the electrical construction industry, with public utilities, motor winding and repair facilities, and manufacturers and distributors of electrical equipment. The graduate will have sufficient knowledge to plan and wire residential occupancies and small commercial buildings, and to repair and troubleshoot motor control circuits and single phase motors. The graduate will also have the theoretical knowledge and understanding of the Canadian Electrical Code, D.C. and A.C. machines and transformers.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour and government as well as the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?

Emphasis during training will be on electrical theory, residential wiring, A.C. theory and commercial wiring.

Approximately two-thirds of your training will be spent on theoretical subjects which will develop your knowledge of rules, regulations and specifications as related to the electrical field. The remainder of your training will be spent on practical projects in the College’s workshop where you will learn to apply your theoretical knowledge. This workshop has been set up to simulate the work environment in industry.
This course is academically demanding and students should have a strong background in mathematics. You must be prepared to spend approximately two hours an evening on homework. The workload will vary from term to term.

What’s In It For Me?
Upon successful completion of this course you will receive a Certificate from Red River Community College. Previous graduates have found jobs in the electrical industry working with house wiring, commercial and industrial wiring and controls and electric motors. Other job opportunities are available with utility companies such as Manitoba Hydro and the Manitoba Telephone System, with electrical contractors, manufacturers and distributors of electrical equipment and machinery, and in many other areas where electrical equipment is used and sold.

As a graduate, you may be granted one level of in-school training toward the Electrical Construction Trade apprenticeship if you take the first portion (5 months) of the electrical course; or you may be granted two levels of in-school training if you take the entire electrical course. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer.

For further information about the apprenticeship program you should contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 844-3337.

Course Outline

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Related Machine Shop (Theory)
Related Machine Shop (Practical)
Fundamentals of Electricity
D.C. Machines and Controls
Electrical Laboratory
Residential Blueprint Reading
Residential Wiring
Alternating Current Fundamentals
Three Phase and Transformers
A.C. Machines and Controls
Electrical Laboratory A.C.
Commercial Blueprint Reading
Commercial Wiring
Electric Motor Repair (Theory)
Electric Motor Repair (Practical)
Electrical Construction P/E Math
Electrical Construction P/E Science
Communications

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $200.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.
Industrial Electronics

**Purpose:** To provide the student with the fundamental knowledge of electrical and electronic components, devices and circuits needed to set up, adjust and troubleshoot laboratory and industrial electronic equipment used in control circuits and/or instrumentation.

**Entry Dates:** September and February

**Course Length:** Ten months

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**Admissions**

**Am I Suited For This Course?**

You should have a mechanical aptitude and an interest in science-based courses such as physics and mathematics. Manual and finger dexterity are required. Severe physical handicaps may limit your opportunities for employment as you may have to lift heavy equipment. The work is primarily indoors in generally clean, modern and temperature controlled surroundings. You must be prepared to work safely with electrical current in its various forms and applications.

**Entrance Requirements**

- 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201, Physics 200 or Physical Science 201;

or

- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and physics) may be necessary.

**Eligible applicants are admitted on a first-come, first-served basis.**

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**Program**

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

**What Will I Study?**

The emphasis during training will be on electronics. In your first term, you will learn to use test equipment and you will study semiconductors and tubes, power supplies, amplifiers, oscillators and multivibrators. In your second term, you will study timing fundamentals and timing control devices, semi-conductors, electron tubes, photo-sensitive devices and pulse and gating circuits.

Other subjects you will study are communications, mathematics, drafting and science as related to the electronics field.
Course Outline

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $90.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the industrial electronics field.

For information on Industrial Electronics and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Jobs are available in any area of industry where electronic devices are used requiring installation, maintenance and servicing. Graduates have found employment as installers and maintenance people for automated systems in factories; electronics to control machines and processes; computer assisted troubleshooting and quality control in manufacturing, medical electronics, telecommunications, computers and data handling equipment and with public utilities.

Course Outline

Term 1

T03-R041 Blue Print Reading & Sketching For Electronics I
T12-I001 DC Fundamentals
T12-I003 AC Fundamentals
T12-I005 Test Equipment
T12-I007 Transistors and Tubes
T12-I009 Power Supplies
T12-I011 Amplifiers
T12-I013 Oscillators multivibrators & Flip-Flops
T13-M520 Electronics Math I
T13-S520 Electronics Science
T14-C512 Communication I

Term 2

T03-R043 Blue Print Reading & Sketching For Electronics II
T12-I051 Timing Fundamentals
T12-I053 Gaseous Electron Tubes
T12-I055 Thyristors and Controls
T12-I067 Electron Tube Time Delay
T12-I058 Semiconductors
T12-I061 Photo Sensitive Devices
T12-I063 Relays
T12-I065 Voltage Regulators
T12-I067 Field Effect Transistors
T12-I069 Pulse and Gating Circuits
T12-I071 Closed Circuit Television
T13-M620 Electronics Math II
T14-C522 Communication II

By The Way...

To find out more about this occupation, you could contact people in the industrial electronics field.

For information on Industrial Electronics and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Machine Drafting

Purpose: To develop the skills and knowledge needed to assemble and produce working drawings of machines and their components from written, oral and sketched data, as related to industrial and manufacturing industries. The course emphasizes the use of acceptable drafting equipment, techniques and conventions.
Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
You should have a good background in mathematics and be patient and willing to sit at a drafting table for long periods of time, producing your drawings. Exactness to detail is required. Hand and eye coordination and good eyesight are essential. (Drafting tables can be modified for people who are confined to wheelchairs.) You should have good oral and written English skills. You should have an analytical mind with an understanding of the concepts of the physical sciences and mechanics even though you may not have an academic background in physical science.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200, 201 or 203;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in mathematics may be necessary. Eligible applicants are admitted on a first-come, first-served basis.

Program

This course has an Advisory Committee which includes representatives from industry and the College. Through this committee and instructor contact with industry, the College keeps up to date with current standards required by prospective employers.

What Will I Study?
Machine Drafting will train you to produce working drawings of machines. During the first term, you will be taught mathematics and the fundamentals of drafting, dimensioning theory, fastening devices and conventional shop drawing techniques. In the second term, you will be taught the basic theory of machine design which will include projects dealing with process piping layout, welding and fabrication shop drawings, gears and cams, sheet metal layout and engineering graphics. You will also learn the interpretation and application of simple structural steel frame designs and detailing according to current Canadian Institute of Steel Construction practices.

Content will be delivered by lecture, demonstration, films, texts and project hand-out sheets. You will spend twenty-nine hours per week during your first term in the drafting lab. Related mathematics, science and machine drafting will require a lot of problem solving by mathematical calculations; written submissions and reports will be required for Communications.
Course Outline

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $125.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the machine drafting field.

For information on Machine Drafting and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Architectural Drafting is offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Machine Shop Practice

**Purpose:** To develop the necessary knowledge and skills to set up and operate lathes, milling machines, shapers and grinders by which a block of metal may be made into an intricate part of a machine according to specifications. The graduate will also be able to interpret mechanical drawings and sketches, to weld (oxy-acetylene), braze and solder.

**Entry Date:** September

**Course Length:** Ten months

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Admissions

**Am I Suited For This Course?**

Vigorous health and freedom from handicaps are needed to enter the course. Eyesight and hearing should both be perfect. Mechanical aptitude and manual dexterity are also important as this is a technical and exacting trade requiring the operation of many types of machine tools. Applicants must have good abstract ability in order to mentally picture the position and shape of objects in space; and to observe slight differences in shape, size or detail of objects. Work is indoors and can involve exposure to noise, vibration, dust, lubricants and related shop conditions.

**Entrance Requirements**

- 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101, or 102;

or

- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

**Eligible applicants are admitted on a first-come, first-served basis.**

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Program

The course is designed to prepare the graduate with the proper working habits, attitudes and skills to enter the machinist trade.

This course has a Course Advisory Committee which is made up of representatives from the apprenticeship board, industry and the College. Through this committee, and instructor contact with the union, the College keeps up to date with current standards required by prospective employers.

**What Will I Study?**

Approximately 75 percent of your training period will be spent in the machine shop doing practical projects. Classroom instruction will include subjects such as machine shop theory, mathematics, drafting, and science, as related to the industry. You will perform the necessary calculations, interpret blueprints and sketches, and safely and efficiently perform the necessary machine tool operations on lathes, drill presses, shapers or planers, milling machines, boring mills, power saws or grinding machines to produce workpieces to a standard acceptable to industry. Care, use and identification of hand tools, measuring instruments and general machine shop equipment is demonstrated continuously. You will be instructed on the safe handling, setup and performance of oxygen-acetylene welding and cutting operations.

Achievement over the course is evaluated continuously. Sectional theory tests in class subjects and grading of practical work projects for precision and speed constitute approximately 80 percent of the course grading. A final comprehensive examination will account for approximately 20 percent of the total achievement grading.
Course Outline

T03-R031 Blue Print Reading and Sketching for Machinists
T04-G521 Related Gas Welding Theory
T04-G522 Related Gas Welding Practice
T04-M011 Bench Work
T04-M012 Bench Work
T04-M013 General Operation & Control of Machine Tools
T04-M014 General Operation & Control of Machine Tools
T04-M015 Measuring Devices
T04-M016 Measuring Devices
T04-M017 Power Saws
T04-M018 Power Saws
T04-M019 Lathe Operation
T04-M020 Lathe Operation
T04-M021 Milling Machine Operation
T04-M022 Milling Machine Operation
T04-M023 Jig Borer Operation
T04-M024 Jig Borer Operation
T04-M025 Horizontal Boring Mills
T04-M026 Horizontal Boring Mills
T04-M027 Grinding Machine Operation
T04-M028 Grinding Machine Operation
T04-M029 Heat Treatment
T04-M030 Heat Treatment
T04-M031 Drilling Machines
T04-M032 Drilling
T04-M041 Physics of Metal Cutting
T04-M061 Shaper, Planer Slotter
T04-M062 Shaper, Planer Slotter
T13-M511 Machine Shop Math
T13-S511 Mach Shop PIE Science
T14-C502 Communication

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

You may find employment as a machine tool operator or as a machinist apprentice in the areas of manufacturing, repair or servicing in aircraft, automotive, mining, construction and agricultural equipment industries. Knowledge and skills gained through this course may also provide a sound basis for related occupations such as mechanical draftsman, mechanical technician, estimator, and industrial salesperson. Shift work is often involved in the machine tool industry.

The Machine Shop Practice course is a course for which credit is granted in the Machinist apprenticeship program. You, as a graduate, may be granted one level of in-school training towards the four-year apprenticeship. During the next levels of apprenticeship, you will be required by the provincial Department of Labour and Manpower to return to the College for additional theoretical and practical training. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609 Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Student Association fee of $2 a month. Textbooks and supplies, including glasses or safety goggles, could cost up to $100.

All tools necessary for the course are supplied. After graduation, tools required by the machinery tool industry may require an investment of up to $500.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg, R3H 0J9, or by telephoning 632-2327.

Complated mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the machine shop field.

For information on Machine Shop Practice and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 532-2335.

A Machine Shop Practice course is offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

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MANIToba
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Government of Canada
Major Appliance Service Technician

**Purpose:** To develop sufficient knowledge and skills to diagnose and service a wide range of domestic appliances including electric ranges, microwave ovens, washers, dryers, household refrigeration units, and some types of gas appliances. The graduate will also have knowledge in the fundamentals of electricity, elementary circuitry, AC motors and service techniques.

**Entry Date:** September

**Course Length:** Ten months

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Admissions

**Am I Suited For This Course?**

You should be in good physical condition, have good hearing, eyesight, sense of smell and manual dexterity. You must be dependable, able to work on your own initiative and able to accept responsibility. You will also require a valid driver's licence for some jobs. All companies will require that you be bondable. A strong mathematics background is necessary for success in this course.

**Entrance Requirements**

- 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101 or 102 and Science 100, 101 or 102 level;

or

- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

**Eligible applicants are admitted on a first-come, first-served basis.**

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Program

This course has been designed to train students to understand the operation of and to repair most domestic appliances such as ranges, dryers, washing machines, refrigerators, gas appliances and microwave ovens.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

**What Will I Study?**

Approximately 50 percent of your course time will be spent doing practical projects in the College workshop. This workshop has been set up to simulate the working environment in industry. You will develop a thorough knowledge of the principles of electricity so that you will be able to understand the operation of the appliances before you develop the skills to diagnose and repair them.

Classroom instruction will include subjects such as elementary circuitry, electrical theory, machine shop, AC fundamentals and motors, and the electrical code. Mathematics, science, marketing, and office systems and procedures, as related to the industry, will also be taught.
Course Outline

B11-A219 Office Systems & Procedures MAST
T04-M531 Related Machine Shop (Theory)
T04-M532 Related Machine Shop (Practical)
T11-A001 Fundamentals of Electricity
T11-A003 A.C. Fundamentals
T11-A005 A.C. Motors
T11-A007 Electrical Code
T11-A008 Elementary Circuitry Theory
T11-A011 Elementary Circuitry Practical
T11-A013 Electric Ranges Theory
T11-A015 Electric Ranges Practical
T11-A017 Microwave Ovens
T11-A019 Electric Dryers Theory
T11-A021 Electric Dryers Practical
T11-A023 Automatic Washing Machines Theory
T11-A025 Automatic Washing Machines Practical
T11-A027 Refrigeration (Household) Theory
T11-A029 Refrigeration (Household) Practical
T13-M515 Appliance Servicing Math
T13-S515 Appliance Servicing Science
T15-A301 Appliance Repair — Gas

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies will cost approximately $200.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the major appliance service field.

For information on Major Appliance Service Technician and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Masonry

**Purpose:** To develop skill and speed in bricklaying through the practical use of tools, and through an understanding of trade terminology, types of materials and bonds.

**Entry Dates:** September and February

**Course Length:** Five months

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Admissions

**Am I Suited For This Course?**

Masonry is a manual trade, but there is room for creativity especially as you advance to higher levels in the trade and when building fireplaces or house fronts. You must be in good health, physically strong and able to work at any height. Stamina and physical coordination of the whole body are essential.

**Entrance Requirements**

- complete Manitoba Grade 9 (or equivalent);

or

- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

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Program

The course is designed to develop a basic theoretical knowledge of all aspects of the trade; to acquire practical skills in masonry; to develop standards and pride of craftsmanship; and to develop proper working habits.

The Masonry course has a Trade Advisory Committee which is made up of representatives from the apprenticeship board, industry and the instructor from the College. Through this committee, and instructor contact with the union, the College keeps up-to-date on current industry standards and may provide students with job contacts.

**What Will I Study?**

You will spend about 75 percent of your time doing practical work in the masonry workshop learning the basics of masonry. You will work on projects using sand and lime, and will learn to lay bricks according to specific instructions. If your projects do not meet the standards set out by the instructor, you will be required to disassemble them and start again. You will need a good deal of determination since the only way to learn the trade is to lay thousands of bricks. Skill and speed are the ultimate goals of the course.

In the classroom you will be learning the theory of masonry, sketching and blueprint reading, some trade definitions and an introduction to the materials and tools used in masonry. Mathematics, in relation to the trade, will also be taught.

After completing this training, you will be able to:

- mix mortar and know the types of limes, cements and sand; lay-up bricks and blocks and build leads in American, English, Flemish and other bonds; identify the basic masonry materials (size of bricks, shapes, concrete blocks, glazed tile and stone, etc.); identify the different tools of the trade; comprehend the basic fundamentals of concrete placing and know the terms applicable to concrete work; interpret the plans of a one-storey masonry building showing footings, windows, doors, roof composition and wall finishes; estimate the number of concrete blocks, bricks and mortar used in a building; estimate the amount of concrete needed to pour slabs, basements and piles; and be conversant with trade terminology.

You are evaluated on practical work and knowledge of theory in related subjects.
Course Outline

T02-M001 Introduction, Materials and Tools Used In Masonry
T02-M002 Practical Work
T02-M003 Masonry Bonds, Theory
T02-M005 Definitions, Theory
T02-M007 Walls, Theory
T02-M009 Estimating, Theory
T03-R019 Blue Print Reading and Sketching For Masonry PE
T13-M502 Masonry Math

What's In It For Me?
Upon successful completion of the course you will receive a Certificate from Red River Community College.

Job opportunities for graduates of this course are excellent. You could find employment as an apprentice with a contracting firm. Almost all graduates choose to enter the apprenticeship program, although there are some job opportunities in related occupations for which the knowledge of masonry is beneficial. As a graduate, you may be granted up to one level of in-school training toward the four-year masonry apprenticeship. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer.

After reaching journeyman level, you could be employed in such positions as a mason, foreman, estimator, draftsman, contractor, building inspector, maintenance person or sales representative.

For further information about the apprenticeship program you should contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $60.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the masonry field.

For information on Masonry and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2355.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Motor Vehicle Body Repair

Purpose: To develop the skills and knowledge which are required to repair damaged vehicles. This includes all phases of autobody repair and painting.

Entry Dates: September and February

Course Length: Ten months

Admissions

Am I Suited For This Course?

Because heavy lifting is involved, you must be in good physical condition. A mechanical aptitude and manual dexterity are necessary. Colour blindness could interfere with progress in this course.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 102 or 103;

—or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

As a student you will gain a thorough working knowledge of all areas of metal working and spray painting. About 80 percent of your time will be spent on practical work and the remainder on theory.

This course is set up under the direction of a Course Advisory Committee which includes representatives from Industry, labour, government and the College. Through the Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?

In the first term you will learn how to weld and how to use the tools of the trade such as hammers, dollies and jacks. You will develop the skills necessary for working with and shaping sheet metal. You will also learn the techniques required to realign and straighten the body and frame of cars. The proper methods of patching and finishing a panel and preparing it for the application of paint will also be taught.

Most of your second term will be spent working on customers' vehicles. You will be responsible for the estimating of repairs as well as performing the actual repairs/replacements needed to restore the vehicles to their pre-damage condition.
Course Outline

T01-B011 Oxy-Acetylene Welding & Cutting
T01-B012 Oxy-Acetylene Welding & Cutting
T01-B013 Hand Tools, Power Grinders, Vibrators
T01-B014 Hand Tools, Power Grinders, Vibrators
T01-B015 Basic Metal Working & Soldering
T01-B016 Basic Metal Working & Soldering
T01-B017 Hydraulic Power Equipment & Autobody Alignment
T01-B018 Hydraulic Power Equipment & Autobody Alignment
T01-B051 Hardware, Trim & Glass
T01-B052 Hardware, Trim & Glass
T01-B053 Alignment of Frames and Bodies
T01-B054 Alignment of Frames and Bodies
T01-B055 Repairing Damaged Vehicles
T01-B057 Spray Painting Equipment
T01-B058 Spray Painting Equipment
T01-B059 Paint Products & Application
T01-B060 Paint Products & Application
T01-B062 Refinishing Vehicles
T01-B063 Collision Damage Estimating
T04-M511 Related Machine Shop Theory
T04-M512 Related Machine Shop (Practical)
T13-M509 Motor Vehicle Body Repairer P/E Math
T13-S509 Motor Vehicle Body Repairer P/E Science
T14-C504 Communication

What's In It For Me?

Upon successful completion of the course you will receive a Certificate from Red River Community College.

Many graduates have found employment as auto body mechanics, metal finishers, painters, body frame specialists, service or parts managers, machine operators, or service station operators. Others are employed as claim adjusters, collision estimators or shop foremen.

If you desire to continue to work in this field, you can obtain trades certification by joining the apprenticeship program and becoming a qualified journeyman in either body repairing and painting or just painting.

As a graduate, you may be granted one level of in-school training toward the Body Repairing and Painting or the Painting apprenticeship. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer.

For further information about the apprenticeship program you should contact the provincial Department of Labour, Room 609, Norquay Building, Winnipeg, 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $90.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the autobody field.

For information on Motor Vehicle Body Repair and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Motor Vehicle Body Repair course is also offered at Assiniboine Community College, Brandon.
Motor Vehicle Mechanic

Purpose: To gain an understanding of the basic principles, functions, and operations of component parts and assemblies of an automobile; and to develop the necessary skills required to disassemble, inspect, machine, calibrate and reassemble motor vehicle units or components.

Entry Dates: September and February
Course Length: Ten months

Admissions

Am I Suited For This Course?

Good hearing, eyesight and physical coordination of the whole body and some strength are necessary for automotive mechanical work. Because the work can be intricate, you should be mechanically inclined and have finger dexterity. If you are seriously considering a career as an automotive mechanic, you should be prepared for some shift work and be able to work under some supervision. Reading comprehension is also important in order to successfully complete the related subjects (English, mathematics and science) required in this course. You must be able to tolerate working with lubricants (grease and oil) and being exposed to various levels of exhaust fumes, dust, and dirt.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Instruction consists of lectures in theory, demonstrations, and practical work application on both shop models and running vehicles.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?

Emphasis during your first term of training will be on the theoretical aspects of the trade. The second term will cover the practical application of your training. You 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 subject, with approximately 20 percent of the grade mark adjusted for assignments which must be submitted.

Practical marks are graded separately. Each project is given a letter grade based on a step-by-step evaluation as to procedures, cleanliness and functional workability, with the final project mark being given upon completion of the assigned jobs or tasks.

All your training will take place at the College in the auto mechanics workshop. This work environment will provide you with the practical experience which you will need to become employable.
## Course Outline

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### What's In It For Me?

**Upon successful completion of this course you will receive a Certificate from Red River Community College.**

Graduates of this course have found employment in service stations, dealerships, large corporations, farming communities and allied industries where they may work in service/repair, sales or parts distribution.

You may decide to take an apprenticeship program in motor vehicle mechanics. As a graduate, you may be granted up to one level of in-school training towards the four-year apprenticeship. Time credit, diminishing the length of your apprenticeship is at the discretion of the employer. During the next three levels of the apprenticeship program you will be required by the provincial Department of Labour and Manpower to return to the College for additional theoretical and practical training.

For further information on the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

People who reach journeyman level may find employment as a journeyman mechanic, shop foreman, service manager, parts manager, machine operator or service station operator.

### General Information

#### How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Coveralls, books, protective eyeshields, and welding goggles will cost approximately $85.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed Information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

### How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

**Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.**

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

### By The Way...

To find out more about this occupation, you could contact people in the motor vehicle mechanic field.

For information on Motor Vehicle Mechanics and other college courses, you could contact the counselling Office at R.R.C.C., Room C-105, telephone 632-2335.

A Motor Vehicle Mechanic course is offered at Assiniboine Community College, Brandon and at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the college Admissions Office.

Amended: May 80
First Issue: Sept. 79
8M (C)

Fees & Content subject to change without notice.

Red River Community College is operated by the

[Department of Education]

with financial assistance provided by the Government of Canada.
Painting and Decorating

Purpose: To develop knowledge and skill in application of paints, lacquers, and varnishes. The graduate will be familiar with paperhanging, wood finishing and spray painting techniques, in addition to regular interior and exterior painting methods.

Entry Dates: September and February
Course Length: Five months

Admissions

Am I Suited For This Course?
You must be able to tolerate working at heights and be able to work with the strong smell of paint and solvents. You should have good physical health, manual dexterity and colour discrimination.

Entrance Requirements
— 7 high school credits (Manitoba Grade 10 or equivalent);
— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The instructional program provides a good grounding in basic skills. You will study modern developments in tools, materials and procedures, and learn their adaptation to construction.

While the course is primarily intended to impart fundamental knowledge and skills, it is also concerned with maintaining standards of skill and craftsmanship, and strives to instill the traditions of integrity and pride of craft.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?
As a student you will learn to apply different materials to interior and exterior surfaces as well as to some pieces of furniture. You must also learn colour theory and the mixing of paints, stains and varnishes, as well as the methods used to prepare surfaces for refinishing. The reason for paint failures and how to prevent these failures will also be taught. This knowledge will probably help you to save money on supplies when you are working in industry.

You will work in rooms in the shop area where projects are started and completed under the supervision of instructors. Here you will learn the techniques of hanging wallpaper and other wall coverings and will be able to experiment with colour schemes.

The care of tools and equipment and the understanding of safety precautions, as related to the painting and decorating trade, are taught. Trade-related mathematics, science, drafting, and communications will help to broaden your scope of learning.

Marks are based on student assignments, practical tests, and final examinations at the end of the course.
Course Outline

T02-P001 Introduction, safety, history, tools and equipment
T02-P002 Tools and equipment — practical
T02-P003 Basic components of paint, theory
T02-P004 Basic components of paint, practical
T02-P005 Preparation & application of coating int/interior
T02-P006 Preparation & application of coating int/interior
T02-P007 Repainted surfaces, theory
T02-P008 Repainted surfaces, practical
T02-P009 Paint failures, causes, remedies, theory
T02-P010 Paint failures, causes, remedies, practical
T02-P011 Wood finishes, theory
T02-P012 Wood finishes, practical
T02-P013 Basic colour theory and mixing, theory
T02-P014 Basic colour theory and mixing, practical
T02-P015 Paper hanging and wall coverings, theory
T02-P016 Paper hanging and wall coverings, practical
T02-P017 Spray painting, theory
T02-P018 Spray painting, practical
T03-R015 Blue print reading for painting and decorating
T13-M507 Painting & decorating math
T13-S507 Painting & decorating science
T14-C504 Communication

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Many graduates are employed by painting or home improvement contractors, the civil service, public utilities and manufacturing companies. Some have found employment refinishing furniture or working as paint and wallpaper salespeople. You may choose to become self-employed or to become an apprentice painter.

This course may be used for credit toward the apprenticeship program. As a graduate, you may be granted one level of in-school training towards the four-year painting and decorating apprenticeship. Time credit, diminishing your apprenticeship, is at the discretion of the employer. For the next three years of the apprenticeship program, you will be required by the provincial Department of Labour and Manpower to return to the College for a six-week period each year for additional theoretical and practical training. For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Protective clothing, textbooks and other supplies cost approximately $30. When you enter the trade, you will be required to purchase a set of tools which will cost approximately $30.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-118, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the painting and decorating field.

For information on Painting and Decorating and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 80
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Fees & Content subject to change without notice.

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Government of Canada
Piping Trades

Purpose: To develop skills in assembling and repairing piping and fixtures used for water and steam distribution and waste disposal. Students will become knowledgeable in using the tools and materials of the piping trades, will learn pertinent plumbing and related industrial codes, and will develop an understanding of heating and piping principles.

Entry Dates: September and February
Course Length: Ten months

Admissions

Am I Suited For This Course?
A mechanical aptitude and an interest in mathematics and science would be assets for this course. You should be in good physical condition as you will often have to move and lift heavy equipment. Many job opportunities exist in rural areas, so you should be prepared to move out of Winnipeg after completing your training. Applicants should be prepared to work safely in the presence of dampness, noise, fumes, odours, etc. Overtime may be required periodically to meet emergencies or construction schedules on the job. Work is both indoors and outdoors.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) with Mathematics 100, 101, 102 or 103 and Science 100, 101, 102 or 103;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course is set up under the direction of a Course Advisory Committee which represents industry, labour, government and College instructors. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?
Emphasis during training will be on the efficient and safe use of tools and materials required for plumbing, heating and pipefitting. You will be instructed on the installation of water and waste disposal systems and equipment in residential and commercial buildings; hot water heating systems and their related piping and the assembly of most piping systems used today.

You will do practical installations of piping systems under the supervision of an instructor. You will install and sometimes repair plumbing fixtures, water meters, hot water tanks, hot water boilers and other equipment related to the piping trade. In the classroom you will learn about materials and installation methods, how to lay sanitary drainage, venting and storm drainage systems, and how to interpret the plumbing code. The skills involved will include blueprint reading; measuring, cutting, bending and threading pipe to specifications; assembly and installation of valves, pipes, and fittings made of metal, plastic or vitrified clay; setting fixtures and the location and installation of connections in walls and floors.

You will also study mathematics, communications and science as related to the piping trades.

All your training will take place at the College. The work environment will provide you with the practical experience you will need.
Course Outline

T03-R013 Blue Print Reading & Sketching for Plumbing PF
T04-G521 Related Gas Welding Theory
T04-G522 Related Gas Welding Practice
T04-M511 Related Machine Shop Theory
T04-M512 Related Machine Shop (Practical)
T13-M513 Plumbing P/F Math
T13-S513 Plumbing Science
T14-C502 Communication
T15-P001 Introduction to the Piping Trades and General Info.
T15-P002 General Shop Work, Practical
T15-P003 Piping Materials and Pumps — Theory
T15-P004 Piping Materials and Pumps — Practical
T15-P005 Regulations and Project Installations — Theory
T15-P006 Project Installations — Practical
T15-P007 Hot Water Heating — Theory
T15-P008 Hot Water Heating — Practical

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

Many graduates have found employment with plumbing or heating contractors or in industrial plants as maintenance people. Some graduates have found employment with plumbing and heating wholesale or retail outlets.

You may decide to take an apprenticeship program in one of the piping trades — plumbing, steamfitting or sprinkler and fire protection installation. Graduates of this course may be granted one level of in-school training towards the apprenticeship. Time credit, diminishing your apprenticeship, is at the discretion of the employer. For the remaining period of the apprenticeship, you will be required by the provincial Department of Labour and Manpower to return to the College for additional practical and theoretical training. You will also be required to pass an inter-provincial examination in order to obtain your journeyman's certificate.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks, supplies and personal tools could cost approximately $90.

Students may apply for financial aid from the provincial government's Student Aid Program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the piping trades field.

For information on Piping Trades and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

This course is also offered at Assiniboine Community College, Brandon, Manitoba.

Other courses of interest to you might be Carpentry and Woodworking, Masonry or Painting and Decorating.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Radio Operating and Electronic Communications

Purpose: To develop the knowledge and skills in basic electricity and electronics needed to operate, troubleshoot, and maintain radio transmitters and receivers, direction finders, batteries and generating systems, antenna systems, lifeboat and other emergency radio equipment.

Entry Dates: September and January

Course Length: Ten months

Admissions

Am I Suited For This Course?

You must have the ability to speak clearly, good eyesight, and hearing in order to comprehend various types of radio messages. Good physical health including good eyesight and color perception are also required by the Federal Ministry of Transport. You should have good reflexes and finger dexterity plus the ability to recognize sound combinations for learning and interpreting the radio operator's language — Morse Code. Job opportunities may require that you work in remote areas on a shift basis, on ships travelling anywhere in the world or on seagoing oil drilling platforms. Shift work is a normal condition of employment. Applicants must be prepared to do tasks which are repeated regularly and often and which must be done precisely according to set standards.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201 and Physics 200 or Physical Science 201;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The instructional program provides a good grounding in the use of radio equipment. While the course is primarily intended to impart fundamental knowledge and skills, it is also concerned with accuracy in the handling and typing of messages.

This course has been set up with guidelines from officials of the Federal Department of Communications and the Ministry of Transport.

What Will I Study?

As a student, you will be trained in fundamental electricity and electronics and will eventually learn how to operate basic specialized marine equipment. The objectives of your training will be to prepare you to write the D.O.C.'s examinations for your second class Commercial Radio Operator's Certificate. This certificate will allow you to act as a ship's radio officer anywhere in the world.

Specifically, you will learn how to send and receive Morse Code at a minimum speed of 20 words a minute in plain language and up to 15 words a minute in cipher (code). You must be able to send messages on a hand telegraph key and produce legible handwritten copy. You will also be required to understand international operating procedures and regulations for distress and normal message handling in ship/shore and ground/air services and be able to accurately calculate toll charges for wireless and cable messages.

You will learn how radio waves are propagated and how this affects radio communication on a daily and seasonal basis. A thorough theoretical knowledge will be given in order for you to operate, troubleshoot, and maintain antenna systems, radio transmitters and receivers, direction finders, batteries and generating systems, lifeboat and other emergency radio equipment.

The amount of work you will need to do outside of class hours will depend on your progress in the course; however, it is important to remember that you are expected to work up to the D.O.C. standard for your Class II Certificate. If this standard is not met, you will be dismissed from the course.
Course Outline

B18-R632 Senior Radio Operator Typing
B18-R651 Junior Radio Operator Typing
T12-R010 Morse Code (Receiving and Sending)
T12-R011 Electrical Fundamentals
T12-R020 Normal Traffic Procedure
T12-R021 Basic Electronic Theory
T12-R030 Special Service Procedure
T12-R040 Toll Computation
T12-R041 Communication Receivers
T12-R051 Communication Transmitters
T12-R061 Antenna Theory and Propagation
T12-R071 Test Equipment
T12-R081 Programmed Equipment
T12-R091 Direction Finders and Emergency Equipment
T13-M519 Radio OPS Math
T13-S519 Radio OPS Science
T14-C503 Communication

What's In It For Me?

Upon successful completion of the course you will receive a Certificate from Red River Community College.

Examinations for your Class II Certificate will be conducted at the College for five days at the end of your course by inspectors from the federal Department of Communications. This certificate is accepted internationally and qualifies the holder to act as radio officer aboard ship, at a coast station or at flight service stations (M.O.T.).

Those who obtain their 2nd class certificate qualify for employment as communication specialists in the Ministry of Transport at coast stations, flight service stations or on M.O.T. ships such as ice-breakers and weather ships.

R.R.C.C. is the only school in Canada that teaches radio operating to a Class II level in the English language.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Textbooks and supplies will cost approximately $125.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the radio operating and electronic communications field.

For information on Radio Operating and Electronic Communications and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Refrigeration and Air Conditioning

Purpose: To enable students to install, service, and repair commercial and industrial refrigeration and air conditioning equipment. Graduates will have theoretical and practical knowledge in refrigeration systems, air conditioning, piping, welding and electrical wiring.

Entry Date: February
Course Length: Ten months

Am I Suited For This Course?
You should be prepared to move heavy machinery, climb ladders and lift heavy weights. Since most of your work will be done on the customer's premises, you must be able to deal with the public and be prepared to travel. A mechanical aptitude is necessary. Because of safety factors related to the colour coding of electrical wires, colour blindness would be a handicap in this work. Irregular hours will disrupt your social activities, since shift work or overtime may be required. Work is generally indoors and involves exposure to both hot and cold temperatures, dampness, liquids, gases, etc.

Entrance Requirements
— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201 and Physics 200 or Physical Science 201;

or

— the equivalent of the above standing through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Program
You will be trained to install, service and repair commercial and industrial refrigeration and air conditioning equipment. Approximately half of your course time will be devoted to theory, with the other half being used for practical work.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee, the College keeps up to date with current standards required by prospective employers.

What Will I Study?
You will learn the working principles of commercial and industrial refrigeration and air conditioning equipment through the study of various types of refrigerants, electrical theory, and the principles of air conditioning and air movement. Approximately one half of the course is spent on practical projects including welding and machine shop practice. You will be provided with a theoretical background through the teaching of basic subjects such as mathematics, science, marketing, machine shop, gas welding, related drafting, and refrigeration and air conditioning theory.

The student will be evaluated through term tests and a final exam on theory, plus practical work and projects in the shop.
Course Outline

B14-M142 Marketing for Refrigeration
T03-R051 Blueprint Reading & Sketching for Refrigeration PE
T04-G521 Related Gas Welding Theory
T04-G522 Related Gas Welding Practice
T04-M521 Related Machine Shop Theory
T04-M522 Related Machine Shop Practice
T11-R001 Safety Fundamentals Theory
T11-R003 Safety Fundamentals Practical
T11-R005 Refrigeration Systems Theory
T11-R007 Refrigeration Systems Practice
T11-R009 Commercial Systems Theory
T11-R011 Commercial Systems Practical
T11-R013 Calculation of Heat Transfer Theory
T11-R015 Refrigeration Piping
T11-R017 Air Conditioning Systems Theory
T11-R019 Air Conditioning Systems Practical
T11-R021 Refrigeration Electrical Theory
T11-R023 Refrigeration Electrical Practical
T13-M516 Refrigeration Math
T13-S516 Refrigeration P/E Science

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

The certificate may give you up to one level of in-school apprenticeship training. During your apprenticeship, you will be required by the provincial Department of Labour and Manpower to return to the College yearly for additional theoretical and practical training. Time credit, diminishing the length of your apprenticeship, is at the option of the employer.

For further information about the apprenticeship program contact the Department of Labour and Manpower, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

Not all graduates of this course go into the apprenticeship program and become journeymen. You could find employment as refrigeration and air conditioning mechanics on maintenance crews of large buildings, with transport truck companies or with contractors who are involved with the installation and repair of equipment. You will usually be a helper under the supervision of a skilled worker, but there may be times when you will work on your own. It is necessary that you develop the skills needed to diagnose equipment, locate problems, and find solutions to these problems. Much of your work will be repetitive, at least until your work record shows that you can be given more challenging jobs.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies for this course will cost approximately $200.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the refrigeration and air conditioning field.

For information on Refrigeration and Air Conditioning and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Other courses of interest to you might be Sheet Metal, Welding, Piping Trades, Major Appliance Servicing or Electrical.
Sheet Metal

Purpose: To develop skills in the manufacture, fabrication, assembly, and installation of sheet metal. The graduate will be familiar with shop/field sketches, blueprints, and patterns.

Entry Date: September and February
Course Length: Five months

Admissions

Am I Suited For This Course?
It is important to have good eyesight, be in good health, and be free from most physical handicaps. Because sheet metal is a technical and exacting trade involving skilled hand operations, you should have a mechanical aptitude and good coordination.

If you are seriously considering a career as a sheet metal worker, you should be prepared for the possibility of shift work or overtime in industrial manufacturing and repair shops. Most work is indoors and may involve exposure to hot temperatures, noise and dust, as well as the expected hazard of sharp metal edges.

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) with Mathematics 100 or 101 and Science 100 or 101; or
— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour, government and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in industry.

What Will I Study?
You will spend a great deal of time in the sheet metal shop at R.R.C.C. learning how to use various machines and hand and power tools, as well as the care of and safety procedures for these tools. The safe handling, settings, adjustments and operational procedures of oxy-acetylene welding equipment are taught to enable you to perform basic welding procedures. Sketching, blueprint interpretation and pattern development will be taught and will be used when transforming flat, light-gauge sheet metal into various shapes and sizes as specified by blueprints or verbal instructions. Support subjects in basic mathematics and science will deal with practical problems of the sheet metal trade.

Proper habits of safety and good work techniques will be developed. The student will be trained to understand the need for regular attendance and punctuality, and will develop a correct attitude to both work and fellow workers.

Achievement over the five-month course is continuously evaluated. Weekly examinations in trade theory and multiple testing of trade projects constitute 75 percent of the course evaluation. A final comprehensive examination would make up the remaining 25 percent of the total.
Course Outline

T03-R035 Blue Print Reading and Drafting for Sheet Metal PE
T04-G511 Related Gas Welding Theory
T04-G512 Related Gas Welding Practice
T04-M511 Related Machine Shop Theory
T04-M512 Related Machine Shop (Practical)
T04-S011 Sheet Metal Hand Tools, Theory
T04-S012 Sheet Metal Hand Tools
T04-S021 Hand Operated Sheet Metal Machines
T04-S022 Hand Operated Sheet Metal Machines
T04-S031 Power Hand Tools
T04-S032 Power Hand Tools
T04-S041 Power Operated Machines
T04-S042 Power Operated Machines
T04-S051 Sheet Metal Sciences & Techniques
T04-S052 Sheet Metal Sciences & Techniques
T04-S061 Pattern Development
T04-S062 Pattern Development, Article Fabrication
T13-M506 Sheet Metal Math
T13-S506 Sheet Metal Science

What's In It For Me?

Upon successful completion of this course you will receive a Certificate from Red River Community College.

The Sheet Metal course at R.R.C.C. is a pre-employment course for which credit is granted in the Sheet Metal apprenticeship program. You, as a graduate, may be granted one level of in-school training toward the four-year sheet metal apprenticeship. Time credit, diminishing the length of your apprenticeship, is at the discretion of the employer.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 609 Norquay Building, Winnipeg, telephone 944-3337.

There are many challenging jobs related to the sheet metal trade. Heating and ventilation have been the most popular areas of employment, but recently there has been an increased demand for sheet metal workers in areas of hospital and restaurant equipment production, sign-making, shipbuilding, and aircraft maintenance and repair.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books, welding goggles and drafting supplies required by the student will cost approximately $75.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the sheet metal field.

For information on Sheet Metal and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Telecommunications

Purpose: To develop knowledge of electrical and electronic fundamentals and skills used to test equipment, fabricate electronic circuits, align and troubleshoot VHF-FM transceivers and carrier systems.

Entry Dates: September and February
Course Length: Ten months

Admissions

Am I Suited For This Course?
You should have a logical mind and be interested in science-based subjects especially physics. Colour blindness would be a definite handicap, since all electrical cables used during training and on the job are colour coded. For this reason all students are given the Ishihara Test for Colour Blindness.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201 and Physics 200 or Physical Science 201;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining their eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

This course is designed to train students to responsibly and effectively install, adjust and maintain equipment in the telecommunications industry.

This course has an Advisory Committee composed of representatives from industry and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by industry and prospective employers.

The Telecommunications course has been endorsed by the Manitoba and Saskatchewan Telephone Systems, CN and CP Telecommunications and Northern Telecommunications.

What Will I Study?

During your first five months of training, you will study the electrical fundamentals of AC (alternating current) and DC (direct current) and the basic electronic fundamentals of vacuum tubes, semiconductor devices, and transistors.

A great deal of emphasis will be on radio receivers and transmitters such as AM (amplitude modulation) and FM (frequency modulation), VHF (very high frequency), mobile and point-to-point. You will learn how to use test equipment, fabricate electronic circuits and also test them.

Your last five months of training will include the study of digital logic, pulse techniques, frequency and time division multiplexing, AM and FM transmitter and receiver theory, principles of data transmission, antennas, transmission lines and basic microwave theory.

Approximately 50 percent of your training will be spent on practical projects. You will align and troubleshoot VHF FM transceivers and carrier systems, and perform bench experiments on logic and pulse circuits using electronic test equipment such as oscilloscopes, multimeters and signal generators.

Other related subjects are mathematics, science, communications, and typing. This course is academically demanding so you should be prepared to spend at least two or three hours each evening on homework.

Evaluation is based upon written exams, lab assignments, performance testing (mobile transceivers) and final exams.
Course Outline

Term 1
- T12-T001 Electrical Fundamentals
- T12-T003 Semiconductors and vacuum tubes
- T12-T005 Basic Radio Receiver & Transmitters Components & P
- T13-M520 Electronics Math I
- T13-S520 Electronics Science
- T14-C512 Communication I

Term 2
- B18-T651 Telecommunications Typing
- T12-T051 Transmission Lines Anniensas & Introduction to Microwave
- T12-T053 Communications Receivers & Transmitters
- T12-T055 Basic Telecommunications Concepts
- T12-T057 Pulse Technique and Digital Logic
- T12-T059 Introduction to Data Transmission
- T12-T061 Circuit Reading
- T13-M620 Electronics Math II
- T14-C522 Communication II

What's In It For Me?
Upon successful completion of the course, you will receive a Certificate from Red River Community College.

Previous graduates have found employment with telephone and telecommunication companies as installers, troubleshooters and maintenance people.

You may choose to work for a manufacturer of telecommunication equipment. In this field, you could be employed as an installer, a service technician or technical sales representative.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Textbooks and supplies will cost approximately $175.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?
An application form may be obtained by writing to the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the telecommunications field.

For information on Telecommunications and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A Telecommunications course is offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended May 80
First Issue, Sept. 79

Fees & Content subject to change without notice.

Red River Community College

MANIToba

DEPARTMENT OF EDUCATION
with financial assistance provided by the
Government of Canada
**Purpose:** To prepare students to estimate covering material and to cut, sew and apply it to fine furniture. The graduate will be proficient in the use of a sewing machine and air staple.

**Entry Date:** September  
**Course Length:** Ten months

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**Admissions**

**Am I Suited For This Course?**

You should be creative and have good colour coordination. Colour blindness and allergies to dust would be definite handicaps for this course. Quickness, good eyesight, stamina and patience are required. Manual dexterity is necessary as you will be using a sewing machine, working with power tools and lifting heavy furniture. Your work will normally require the use of both hands.

**Entrance Requirements**

- 7 high school credits (Manitoba Grade 10 or equivalent);  
  
or
  
- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

**Mature Student Admission** — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications: information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.  

Eligible applicants are admitted on a first-come, first-served basis.

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**Program**

Teaching combines lectures and practical work, including a considerable amount of time spent on constructing actual pieces of furniture.

The Upholstery course has an Advisory Committee which is made up of representatives from industry and the College. This committee reviews the course content twice annually and keeps the course up-to-date with the latest trends in industry.

**What Will I Study?**

The majority of your course hours will be spent doing practical work in the upholstery workshop. This practical experience will enable you to gain enough speed and background in the trade to prepare you to go directly into a job.

You will spend two weeks in the painting and decorating workshop where you will learn how to refinish furniture, and two weeks in the woodworking shop where you will learn the proper use of hand and power tools in the making of furniture frames.

All aspects of the upholstery trade are taught including spring construction, foam rubber construction, cutting, sewing, woodworking and wood surface refinishing.

Communications, science and mathematics, as related to the upholstery trade are also required subjects in the course.

Not all of your training will take place at the College. You will spend two weeks in on-the-job training. One week will be spent in a production shop and one week in a custom shop.

You will be expected to write theory examinations and carry out written assignments. Practical tests will be given on various projects during construction. The evaluation of a student's progress is determined by objective evaluation of practical work projects during the course; unit and subject examinations in theory; unit examinations in the related subjects and comprehensive tests at regular intervals.
Course Outline

T02-U001 Basic Tools and Equipment, Theory
T02-U002 Basic Tools and Equipment, Practical
T02-U003 Spring Construction, Theory
T02-U004 Spring Construction, Practical
T02-U005 Burlap and Stuffing Up, Theory
T02-U006 Burlap and Stuffing Up, Practical
T02-U007 Trimmings, Theory
T02-U008 Trimmings, Practical
T02-U010 General Upholstery, Theory
T02-U011 Coverings, Theory
T02-U012 Coverings, Practical
T02-U013 Foam Rubber Applications, Theory
T02-U014 Foam Rubber Applications, Practical
T02-U016 Advanced General Upholstery, Practical
T02-U017 Woodworking, Theory
T02-U018 Woodworking, Practical
T02-U020 On-The-Job-Training
T02-U021 Wood Finishing, Theory
T02-U022 Wood Finishing, Practical
T13-M501 Upholstery Term 1 Math
T14-C512 Communication I

What's In It For Me?

Upon successful completion of this course, you will receive a Certificate from Red River Community College.

As a graduate, you should be able to pursue all phases of the upholstery trade in custom, production and service shops, or choose any one phase such as spring construction, trimming, covering, cutting and the assembling of small chairs in production or custom shops.

Former graduates have found employment in production shops as springers, trimmers or cutters, and in custom shops as estimators, furniture salespeople or inspectors. You could decide to open your own shop and become self-employed.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. All tools needed for training will be provided by the College.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the upholstery field.

For information on Upholstery and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 80
First Issue: Sept. 79
8M (C)

Fees & Content subject to change without notice.

Red River Community College
with financial assistance provided by the Government of Canada
Welding

Purpose: To develop the skills and knowledge to safely and efficiently perform the oxy-acetylene, arc, tungsten inert gas, and metal inert gas welding processes and related operations.

Entry Dates: September, October and January

Course Length: Six months

Admissions

Am I Suited For This Course?
You should be in good health, with good eyesight for depth perception and colour recognition. You will need steady nerves and hands, good concentration and patience, mechanical aptitude and manual dexterity. You should have no physical handicaps or respiratory difficulties. Be prepared to face some unpleasant weather conditions since work is often outdoors.

Entrance Requirements
— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101 or 102;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and Science) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The Welding course has a Course Advisory Committee which includes representatives from the welding industry, the provincial Department of Labour and Manpower, course instructors and graduates. Prompted by expanding technology in our society, this committee has made many positive changes in the course content.

What Will I Study?
As a student, you will spend seven hours a day, Monday to Friday, in the College. Five hours a day are spent on practical work. The remaining two hours cover classroom theory in welding, mathematics, science, industrial communications and blueprint reading.

Gas or oxy-acetylene welding and drafting are the first subjects you will study. Stick electrode is the second area of welding. The last eight weeks are divided between Metal Inert Gas (M.I.G.) and Tungsten Inert Gas (T.I.G.) projects and special applications. M.I.G. is used in shipbuilding and machinery; and T.I.G. is used in the pipeline and brewery industries, as well as in the demanding area of aircraft maintenance.

You will perform calculations, interpret blueprints and sketches, lay out work, cut to layouts, assemble and weld in all positions as required in the completion of work assignments. The identification, application, care and use of welding equipment, handtools, layout tools and general shop equipment will be demonstrated continuously. Safety to self and equipment will be stressed.

Regular and prompt attendance, interest and proper work habits are essential to the student's success. Sectional theory tests in class and grading of practical work assignments is quality equaling government and industrial standards will constitute approximately 80 per cent of the course grading. A final comprehensive examination would account for the remaining twenty percent.
Course Outline

T03-R03 Blue Print Reading and Sketching for Welding PE
T04-A011 Safety Precautions in Arc Welding
T04-A021 Arc Welding Theory
T04-A022 Position — Arc Welding
T04-A031 Gas Metal Arc & Tungsten Inert Gas Theory
T04-A032 Light Gauge (Sheet Metal) Welding & Arc Air Gouging
T04-A041 Review of All Chapters — Final Theory Test
T04-A042 Gas Metal Arc Welding (Semi-Automatic)
T04-A051 Tungsten Inert Gas Welding TIG
T04-A061 Structural Welding
T04-A071 Pipe Welding
T04-A081 Special Welding Applications
T04-A091 Projects and Field Trips
T04-G011 General Principles of the Oxy-Acetylene Welding Process
T04-G012 Oxy-Acetylene Welding and Brazing of Ferrous Alloy
T04-G021 Oxy-Acetylene Cutting
T04-G031 Miscellaneous Applications (Basic)
T04-M501 Related Machine Shop Theory
T04-G041 Related Machine Shop (Practical)
T13-M504 Welding Math
T13-S501 Welding Science
T14-C531 Communication

What's In It For Me?

Upon successful completion of the course you will receive a Certificate from Red River Community College.

Graduates have found employment in the area of aircraft maintenance, in the manufacturing of farm equipment, and in heavy equipment repairs. Heavy construction, northern mines and hydroelectric power plants have also been areas of employment.

After working six months in industry, you will be required by the Department of Labour and Manpower to perform practical tests in gas or oxy-acetylene, T.I.G., M.I.G. and high pressure pipe welding in order to obtain your pressure tickets. The students entitled you to perform those tasks for which the tickets are issued. Tickets must be renewed annually.

For further information about the apprenticeship program you should contact the provincial Department of Labour, Room 609, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Textbooks and protective equipment such as a welder’s helmet, gloves, apron and sleeves cost approximately $100.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way ...

To find out more about this occupation, you could contact people in the welding field.

For information on Welding and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

A six-month Welding course is also offered at Assiniboine Community College, Brandon, and a two-month Welding course is offered at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
There are two types of Truck Driver Training courses offered. Applicants with a Class 5 licence may obtain their Class 3 licence with an air brake endorsement through a five-week training program. Graduates with a Class 3 licence may drive any vehicle except motorcycles, buses over 24 seat capacity and truck tractors.

Applicants with a Class 3 licence, wishing to obtain a Class 1 with the air brake endorsement will take a four-week training program. Graduates with a first class licence may drive all vehicles except motorcycles.

**Entry Date:** Monthly intake
(March - November)

**Course Length:**
Class 5-3 licence with air brake endorsement (five weeks)
Class 3-1 licence with air brake endorsement (four weeks)

**Admissions**

**Am I Suited For This Course?**
You must be in good physical condition, have good eyesight, hearing, strength and stamina. You must be able to read and write in order to understand work instructions. A mechanical ability is necessary to diagnose difficulties and undertake preventive maintenance of the vehicles. Since many job opportunities will be with long distance transport companies, you should be prepared to go where the job takes you, to work long hours and to drive long distances.

**Entrance Requirements**

A — eighteen years of age or older;
and

B — Manitoba Grade 9 or equivalent;
and

C — Medically fit as attested by a doctor;
and

D — current holder of valid Class 5 or Class 4 licence;
and

E — acceptable driving record.

Eligible applicants are admitted on a first-come, first-served basis.

**Program**

The program consists of two separate courses and six months of intermediate work experience.

The first course is designed for applicants who hold a Class 5 licence and wish to obtain a Class 3 licence with an Air Brake Endorsement. This licence entitles the holder to drive vehicles of Classes 5 and 4, and trucks of more than 24,000 lbs. gross weight which are air brake equipped, but not buses and tractors. Vehicles of this type can be found predominately in the gravel hauling business. The course is five weeks long and consists of 150 hours of instruction.

The second course is designed for applicants who have six months’ driving experience in the trucking industry with a valid Class 3 licence and wish to earn the Class 1 licence, endorsed. The training period is four weeks long or 120 hours of which approximately one week is devoted to air brake instruction. Applicants who hold a Class 3 licence and the air brake endorsement, may be excused the first week of training and thus attempt the final examination after only 90 hours of training.

This course is set up under the direction of an Advisory Committee which includes representation from industry, labour, government, the Manitoba Truckers’ Association and the College. Through the Advisory Committee the College keeps in contact with the rapidly changing trends in industry.

**What Will I Study?**

The Truck Driver Training courses have been designed to train people to operate a wide range of modern equipment. Experienced instructors will teach you to operate the three tractors, two tandem dump trucks, and one van which are available for training. Students enrolled in the five-week course (Class 5 to Class 3) will not operate the tractors with trailers attached.

These courses are essentially practical but approximately one week will be spent in classroom training which will be integrated into the overall training period. Classroom training for the five-week (Class 5-3 licence) course will include the theory of air brake operations, laws and regulations, and how to keep vehicle logs. Classroom instruction for the four-week (Class 3-1 licence) course includes public and human relations, commodity handling, documentation, and the study of laws and regulations. Truck Driver Training is no different from other College courses and difficulties can arise if you fall behind in your assignments.

Your training will take place at the Bird’s Hill Recreational Area on the Oasis Road just east of the Winnipeg Floodway and a quarter mile off Provincial Trunk Highway No. 59.

Before a student may actually drive a vehicle he/she must successfully pass the theoretical examination administered by the Motor Vehicle Branch and be issued a beginner’s licence. After that the student will drive the vehicles, first on the site, then on the highways and eventually in the city.

During your training, you will be given short tests in theory and in practical application and be continually informed of your progress. Due to the inherent danger involved in the program both to the public and the student there may be occasions when the staff advises a student to withdraw from the course. The reasons may be
lack of ability to read English instructions, lack of physical strength, medical problems, lack of progress, etc. However, in all such cases due consideration will be given each individual.

Course Outline

Class 5-3
T17-T101 Knowledge of Equipment, Theory
T17-T102 Practical Driver Training
T17-T103 Safety, Public & Human Relations & Commodity Hauling Theory
T17-T104 Air Brake, Practical
T17-T105 Air Brake, Theory
T17-T106 Final Driver Test (Road Test Practical)

Class 3-1
T17-T104 Air Brake, Practical (Optional)
T17-T105 Air Brake, Theory (Optional)
T17-T201 Knowledge of Equipment
T17-T202 Practical Driver Training
T17-T203 Safety and Fire Prevention
T17-T204 Final Driver Test
T17-T205 Driving Theory

What's In It For Me?

You will be tested by the Motor Vehicle Branch in order to obtain your Manitoba Class 3 licence or Class 1 licence with your Manitoba Air Brake Endorsement. Records show that most students who complete the courses pass their examination on the first, or sometimes, second attempt.

Upon successful completion of the course you will receive a Certificate from Red River Community College.

You will acquire enough skill during your training to go directly into a job. Opportunities are good if you are willing to comply with the requirements. Most companies will require that you be bondable.

After successful completion of the five-week course graduates with a Class 3 licence are qualified to work for short-haul delivery companies and for transport companies on long-distance hauls. A Class 1 licence is required to operate tractor-trailers in Manitoba. Requirements to drive tractor-trailers may vary from province to province and state to state. For insurance reasons, many companies prefer to hire drivers with a number of years driving experience.

General Information

How Do I Apply?

This course is available through and sponsored by the Canada Employment and Immigration Commission (CEIC). Interested applicants should contact their local Canada Employment Centre office. A limited number of applicants are accepted into the course as fee-paying students. Fee-paying students are required to pay a tuition of $30 for each course. All applicants must be eighteen years of age or over and the holder of a valid driver's licence.

There are eight to ten classes held between mid-March and mid-December. The exact number of classes is determined annually. You should check with the College Admissions Office for start dates.

Driving transcripts and completed medical certificates must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course. There is usually an applicant wait list so it may take several months before you will be accepted into a course.

By The Way...

To find out more about this occupation, you could contact people in the driving field.

For information on Truck Driver Training and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The main contact for employment would be through a Canada Employment Centre, The Manitoba Trucking Association or transport companies.

A Heavy Duty Equipment Operators course is offered at Keewatin Community College, The Pas, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Pre-Trades Training for Women

Purpose: To expose women to as many of the trades occupations as possible in order to enable them to make educated career choices in the trades area.

Entry Dates: To be announced
Course Length: Eight weeks

Admissions

If you are interested in this course, contact your local Canada Employment Centre office. Your C.E.C. counsellor will determine if you are eligible for sponsorship in this course by the Canada Employment and Immigration Commission (C.E.I.C.). If you are eligible, your counsellor will submit a Training Demand Notice (T.D.N.).

Am I Suited For This Course?
You should enjoy working with your hands and have good manual dexterity and mechanical ability. Many trades jobs require working outside; others (such as drafting) require sitting for long periods of time. You should be in relatively good physical health as required by the trade and personal arrangements (day care, transportation, etc.) must be arranged prior to enrolling.

What Will I Study?
This course will teach you how to research various trade occupations in terms of working conditions, physical requirements, labour market conditions, wage rates, and available support services in order to help you make a career decision on whether or not you are suited for a trade occupation.

You will have the opportunity of a trial work experience in a trades area as fourteen days of your training will involve on-the-job experience.

Assertiveness sessions are also held and relate specifically to dealing with entry into a traditionally male area of training and/or employment. The course also examines labour laws, unions, and training programs.

You will gain "hands-on" experience in a broad cross-section of trades in the College shops. Such areas include electricity and electronics, small motors and auto mechanics, drafting, metals (sheet metal, auto body and welding) and construction.

This course will teach you how to realistically appraise your skills and abilities for the trade of your choice and to plan a training route to enable you to become a skilled trades person (i.e., upgrading, pre-employment training, apprenticeship, etc.).
Apprenticeship Information

An apprentice is a person at least 16 years of age who enters into a written agreement to learn a skilled trade. The apprenticeship provides for a coordinated program of practical experience and related technical instructions.

Annual training courses for indentured apprentices in the designated trades are offered by the Department of Labour in full-time day classes at Red River Community College, Industrial and Technology Division.

These courses are at graduated levels and are attended at set intervals throughout the apprenticeship term, in most trades the apprentice is required to attend three or four courses averaging six weeks in length. (Please refer to table of Apprenticeship Courses.)

The courses provide instruction in practice and theory of the trade together with necessary related subjects such as mathematics, science, blueprint reading and, in some trades, welding and machine shop.

The courses, coupled with on-the-job training, are planned to make an apprentice a fully competent male/female journeyman.

The apprentice agrees to attend regularly at the place of employment, to serve the employer faithfully, honestly and diligently and to make an honest effort to learn the trade. The apprentice also agrees to attend all classes and sit for examinations as required by the Director of Apprenticeship.

The employer agrees to provide adequate training for the apprentice in all branches of the trade. The employer agrees to keep the apprentice employed so long as work is available and also to cooperate with the Apprentice Training Division to ensure that the apprentice attends trade courses regularly.

A person who successfully completes an apprenticeship is granted a certificate of qualification in one's trade. This certification identifies the holder as a male/female journeyman and is recognized by employers and the public as a trained and competent tradesperson. In several trades the certificates are officially recognized across Canada.

For information on apprenticeship training contact the Apprenticeship Division, Department of Labour and Manpower at:
Office of Director
Apprenticeship Division
600 Norquay Building
401 York Avenue
Winnipeg, Manitoba R3C 0P8
Phone: 944-3337

Department of Labour
Apprenticeship Courses
(Offered in Cooperation with
Red River Community College)

Designated Trade | Length of Course (in weeks) | No. of Levels |
--- | --- | --- |
Red River Community College, Winnipeg
Motor Vehicle Body Repairer | 4 8 6 6 6 6 | 1 2 3 4 |
Motor Vehicle Mechanical Repair | 4 8 6 6 6 4 |
Bricklaying | 4 8 6 6 4 |
Carpentry | 4 8 6 6 8 4 |
Electrical Construction | 4 8 6 8 8 8 |
Electrical Motor Winding | 4 8 6 8 8 8 |
Lathing | 4 6 6 6 |
Machinist | 4 8 6 6 4 |
Painting & Decorating | 4 6 6 6 6 6 |
Plumbing | 5 10 8 6 4 |
Refrigeration & Air Conditioning | 4 8 8 8 8 |
Sheet Metal | 4 6 6 6 6 |
Steamfitting | 5 10 8 6 4 |
Boiler Maker | 3 6 6 6 |
Drywall Mechanics | 3 6 6 6 |
Sprinkler Fitter | 4 7 7 7 |
Steel Fabricator | 4 5 4 5 4 |
Assiniboine Community College, Brandon
Heavy Duty Repair | 4 5 5 5 5 |
Industrial Instrumentation | 4 8 8 8 12 |
Motor Vehicle Mechanical Repair | 4 8 6 6 4 |
Construction Electrical | 4 8 6 8 8 |
Keewatin Community College, The Pas
Industrial Electrical | 4 8 8 8 8 |
Industrial Mechanical | 4 (to be determined) |
Industrial Welding | 3 8 8 8 |

Prerequisites: Minimum age 16 years and approval of the Director of Apprenticeship, Department of Labour.

For further information contact directly:
Department of Labour
Room 600, Norquay Building, Winnipeg, Manitoba R3C 0P8
Telephone: 944-3337

Apprenticeship Office
Provincial Government Bldg.
340 Ninth Street
Brandon, Manitoba R7A 2R7
Telephone: 728-7000 (Ext. 179)
Chemical Technician

Purpose: To develop an understanding of the basic principles and laboratory procedures in Chemistry, Physics and Mathematics; to develop an appreciation in the manner of handling and recording data with respect to accuracy and precision; to gain experience in handling of glassware and reagents using the necessary safety precautions; to develop proficiency in the art of glass blowing.

Entry Date: September
Course Length: Ten months

Admissions
Am I Suited For This Course?
You should have an aptitude for science and problem solving and have the ability to do precise, exacting work. Employment opportunities will require you to be physically mobile and have good color recognition/distinction for observing test samples. This course is academically demanding, so it is best to have a strong background in science. It is strongly recommended that students have the prerequisite courses at the 300 level (especially in Chemistry and Physics).

Entrance Requirements
- 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Physics 300 or Physical Science 301 and Chemistry 300;
- or
- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, chemistry and physics) will likely be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program
This course has an Advisory Committee which includes representatives from the chemical field, as well as instructor(s) and graduates from the College. Through these committees and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

After graduation, the Chemical Technician is eligible for certification by membership in the Canadian Society of the Chemical Technicians and Technologists, a constituent Society of the Chemical Institute of Canada, which serves the needs of this group throughout the Dominion.

The main objective of these courses is to give a broad knowledge of lab equipment, procedures and techniques as well as the chemical and physical techniques required for employment in any industrial testing, production or control laboratory.

What Will I Study?
During this ten-month period, you will be taught general and organic chemistry as well as heat and electricity mechanics, quantitative and qualitative inorganic analysis, optics, nuclear chemistry, electronics and a calculus course that includes basic FORTRAN computer programming, along with communication. Since it will often be necessary to repair or modify lab equipment, you will learn basic glass blowing techniques as part of the laboratory techniques class.

Course Outline

Chemical Technician

Term 1
T07-C101 General Chemistry
T07-C103 Analytical Chemistry I
T07-C104 Organic Chemistry
T07-C107 Mechanics and Heat
T10-M115 Chemical Mathematics
T14-C116 Communication

Term 2
T07-C202 Descriptive Inorganic Chemistry
T07-C203 Analytical Chemistry II
T07-C204 Organic Chemistry
T07-C207 Optics and Nuclear Chemistry
T07-C208 Laboratory Techniques
T07-C210 Electrical and Electronic Fundamentals
T10-M215 Introductory Calculus and Programming

What's In It For Me?
Upon successful completion of the ten-month Chemical Technician course, you will receive a Certificate from Red River Community College.

Chemical Technicians are employed in testing laboratories doing analyses that are of a routine nature. You could become employed as a chemical analyst, plant control analyst, plant control technician or in sales and service for chemical products.
General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Lab coats, safety glasses and books will cost approximately $328 for the first year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way . . .

To find out more about this occupation, you could contact people in the chemical field.

For information on Chemical Technician and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended, May 80

Red River Community College
is approved by the
MANITOBA
DEPARTMENT OF EDUCATION
with special assistance provided by the
Government of Canada
Purpose: To develop a broad knowledge of principles and procedures in chemistry or biochemistry, physics, mathematics and computer programming related to the chemical or biochemical fields and to develop operational techniques as applied to research, production, development, testing and control. The graduate will have gained highly specialized training in modern chemical or biochemical instrumentation.

Entry Date: September

Course Length: Chemical Technology — Two academic years (ten months each)
Biochemical Technology — Two academic years (ten months each)

Entrance Requirements

- 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Physics 300 or Physical Science 301 and Chemistry 300;
- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, chemistry and physics) will likely be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

These courses have Advisory Committees which include representatives from the chemistry and biochemistry fields, as well as instructors and graduates from the College. Through these committees and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

The main objective of these courses is to give a broad knowledge of lab equipment, procedures and techniques as well as the chemical and physical techniques required for employment in any industrial testing, production or control laboratory.

What Will I Study?

The content of the first year of training for the Chemical and Biochemical Technology courses is identical to the ten-month Chemical Technician course. During this ten-month period, you will be taught general and organic chemistry as well as heat and electricity mechanics, quantitative and qualitative inorganic analysis, optics, nuclear chemistry, electronics and a calculus course that includes basic FORTRAN computer programming. Since it will often be necessary to repair or modify lab equipment, you will learn basic glass blowing techniques as part of the laboratory techniques class.

Chemical Technology (second year) — You will learn to use modern electronic equipment to perform many of the tests which were performed chemically in your first year. Emphasis will be on subjects such as electronic instrumentation, industrial chemistry, physical chemistry and statistics.

In the final term of your second year, you will choose and complete an independent research project. You will survey scientific journals and evaluate whether your project would be practical in an industrial laboratory or as a part of an industrial production process. If your project proposal is accepted by your instructor, you will complete the necessary lab work and present the results in a written and oral report. This project will give you an insight into the type of research work you will encounter in industry.

Biochemical Technology (second year) — Your second year will be related directly to the biochemical field. Approximately half of your training will be spent doing practical work in the College laboratories. You will be exposed to modern biochemical apparatus, equipment, procedures and techniques as applied to research, production, development, testing and control. As the course progresses, you will acquire specialized training in modern biochemical instrumentation.

You will study the life processes of both plants and animals in chemical and physical terms, the analyzing of food and other material for content and purity, and the tabulation and evaluation of the results of experiments.

Course Outline

Chemical Technician

Term 1
T07-C101 General Chemistry
T07-C103 Analytical Chemistry I
T07-C104 Organic Chemistry
T07-C107 Mechanics and Heat
T10-M115 Chemical Mathematics
T14-C116 Communication

Admissions

Am I Suited For This Course?

You should have an aptitude for science and problem solving and have the ability to be precise, exacting work. Employment opportunities will require you to be physically mobile and have good color recognition/distinction for observing test samples. This course is academically demanding. If you are currently enrolled in or have recently taken 300-level English, Mathematics and Physics subjects your chance for success in these courses is greatly enhanced. Previous students with the 300-level prerequisites have been more successful in completing the technologies.*

*It is strongly suggested that applicants enroll in 300-level Mathematics and 300-level English and Physics if they are planning to enroll in these courses.

Purpose: To develop a broad knowledge of principles and procedures in chemistry or biochemistry, physics, mathematics and computer programming related to the chemical or biochemical fields and to develop operational techniques as applied to research, production, development, testing and control. The graduate will have gained highly specialized training in modern chemical or biochemical instrumentation.

Entry Date: September

Course Length: Chemical Technology — Two academic years (ten months each)
Biochemical Technology — Two academic years (ten months each)

Entrance Requirements

- 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Physics 300 or Physical Science 301 and Chemistry 300;
- the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, chemistry and physics) will likely be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

These courses have Advisory Committees which include representatives from the chemistry and biochemistry fields, as well as instructors and graduates from the College. Through these committees and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

The main objective of these courses is to give a broad knowledge of lab equipment, procedures and techniques as well as the chemical and physical techniques required for employment in any industrial testing, production or control laboratory.

What Will I Study?

The content of the first year of training for the Chemical and Biochemical Technology courses is identical to the ten-month Chemical Technician course. During this ten-month period, you will be taught general and organic chemistry as well as heat and electricity mechanics, quantitative and qualitative inorganic analysis, optics, nuclear chemistry, electronics and a calculus course that includes basic FORTRAN computer program-
### Chemical Technology — Second Year

**Term 3**
- T07-C304 Organic Chemistry
- T07-C305 Instrumental Chemical Analysis
- T07-C306 Physical Chemistry
- T07-C309 Industrial Chemistry
- T07-C310 Chemical Instrumentation Circuitry
- T10-M315 Calculus and Programming

**Term 4**
- T07-C405 Instrumental Chemical Analysis
- T07-C406 Physical Chemistry
- T07-C410 Chemical Project
- T07-C411 Chemical Data Handling
- T07-C412 Industrial Chemistry
- T14-R216 Report Writing
- T07-C415 Corrosion and Metallurgy (Optional)
- T07-C416 Water Treatment (Optional)
- T07-C417 Environmental Science and Resource Management (Optional)
- T07-C418 Economics and Investment Decision (Optional)

### Biochemical Technology — Second Year

**Term 3**
- T07-B305 Instrumental Biochemical Analysis
- T07-B306 Biophysical Chemistry
- T07-B314 Biochemistry
- T07-B315 Microbiology
- T07-C310 Chemical Instrumentation circuitry
- T10-M316 Calculus and Programming

**Term 4**
- T07-B405 Instrumental Biochemical Analysis
- T07-B406 Biophysical Chemistry
- T07-B410 Biochemical Project
- T07-B414 Biochemistry
- T07-B416 Biology (Optional)
- T07-B417 Modern Topics in Biochemistry (Optional)
- T07-B427 Clinical Chemistry (Optional)
- T07-C411 Chemical Data Handling
- T07-C417 Environmental Science and Resource Management (Optional)
- T07-C418 Economics and Investment Decision (Optional)
- T14-R216 Report Writing

### What's In It For Me?

Upon successful completion of the ten-month Chemical Technician course, you will receive a Certificate from Red River Community College. Upon successful completion of the two-year Biochemical or Chemical Technology courses, you will receive a Diploma from Red River Community College.

Chemical Technicians are employed in testing laboratories doing analyses that are of a routine nature. You could become employed as a chemical analyst, plant control analyst, plant control technician or in sales and service for chemical products.

Biochemical Technology graduates are required in medical and dental research, pharmaceutical quality control or agricultural research. Graduates have found employment in universities as biochemical research assistants or in meat and food processing industries, air and water pollution control labs, environmental and public health agencies, fish and wildlife services or in industry as sales personnel for biochemical equipment or chemicals.

Advanced courses leading to a post-diploma in Technology are offered by the Canadian Society for Chemical Biochemical Technology through the College's evening program. This program is offered for areas in which extensive knowledge is required in electronics and advanced chemistry courses, including instrumentation.

**Note:** Graduates of R.R.C.C. with a diploma in Chemical or Biochemical Technology may transfer credit from the College to the University of Winnipeg or the University of Manitoba towards a Bachelor of Science degree. The University of Winnipeg may grant up to one year credit and the University of Manitoba may grant up to one-and-a-half years' credit. A B.Sc. graduate may complete the requirements for a diploma in Chemical or Biochemical Technology in the equivalent of one year (50 credits).

### General Information

**How Much Will It Cost?**

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Lab costs, safety glasses and books will cost approximately $325 for the first year and $255 for the second year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 632-5621.

**How Do I Apply?**

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc., must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

**By The Way . . .**

To find out more about this occupation, you could contact people in the chemical or biochemical field.

For information on Chemical or Biochemical Technology and other College courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 80
Biological Technology

Purpose: To develop a knowledge of fundamental principles and procedures of chemistry, biochemistry, biology, physics, mathematics and computer programming related to the field of modern biological technology.

Entry Date: September

Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?

You should have an aptitude for science (especially physics and chemistry) and for problem solving. Concentration on details is an asset as you will be required to do precise and exacting work. Since biology is the science dealing with the life processes of plants and animals, you should have an interest in living organisms and the composition and chemical changes occurring in living tissues. Color blindness would interfere with your observation of test samples.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and two of Biology 300 or 301, Physics 300, or Chemistry 300;

or

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Biology 300 or 301, and Physical Science 301;

or

— the equivalent of either of the above gained through an adult education program. (The 300-level subjects may enhance your likelihood for success in this course. In the past, applicants with a strong background in the 300-level subjects have been more successful in completing the two-year program.)

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, biology and chemistry or physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

The laboratories at the College have been set up to simulate the work environment in industry. This environment will provide the student with valuable practical experience.

This course has a Course Advisory Committee which includes scientists from industry and government, former graduates and College personnel. Through this committee, and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?

The course is designed to give you a broad and varied knowledge of fundamental principles in chemistry, biochemistry, biology, physics and mathematics, and computer programming as applied to a technology dealing with living systems.

Fifty percent of your course time may be spent in a laboratory doing experimentation. Course content is delivered through lectures and working laboratory situations.

You will be exposed to modern apparatus, equipment, procedures and techniques as applied to biological technology. You will also develop communication skills that include learning to interpret, analyze, and transmit data and ideas graphically, orally and in writing. You will be taught to understand and apply sanitation procedures and to carry out diagnostic tests in veterinary laboratories.

You will learn the proper use of microscopes and how to identify and dissect plants and animals. The identification and control of parasites and insects; the preparation and examination of tissues, animal care, and many other related subjects will be studied.

You will also learn to care for and maintain a genetic stock of plant material; to care for laboratory animal colonies; to feed, breed, and maintain the colony under the supervision of instructors or educational assistants.
Course Outline

Year 1
Term 1
T07-L102 General Chemistry
T07-L107 Mechanics, Heat & Light
T07-L108 Zoology
T07-L109 Botany
T10-M117 Biological Mathematics
T14-C116 Communication
Term 2
T07-L203 Analytical Chemistry II
T07-L204 Organic Chemistry
T07-L205 Ecology
T07-L206 Entomology and Parasitology
T07-L207 Electricity & Radiation Biology
T07-L211 Biological Data Handling
T14-R216 Report Writing

Year 2
Term 3
T07-L305 Instrumental Methods of Analysis
T07-L313 Anatomy and Physiology
T07-L314 Biochemistry
T07-L315 Microbiology
T07-L316 Micro Techniques
T07-L320 Animal Husbandry
Term 4
T07-L405 Instrumental Methods of Analysis
T07-L410 Biological Project
T07-L414 Biochemistry
T07-L415 Applied Microbiology
T07-L417 Pathological Techniques
T07-L423 Environmental Measurements
(=optional)
T07-L425 Wildlife Management (optional)
T07-L427 Clinical Chemistry (optional)

What's In It For Me?
Upon successful completion of this course you will receive a Diploma from Red River Community College.
Job opportunities are available in biological and microbiological labs, meat and food processing industries, veterinary clinics and labs, fish and wildlife services, university labs, environment and public health agencies, and federal and provincial government experimental and research stations.

If you are interested in further studies towards a Bachelor of Science degree you may be able to transfer credit to the University of Winnipeg and the University of Manitoba. Credit will be granted on an individual basis. Inquiries should be directed to the universities.

General Information

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Lab coats, safety glasses, supplies and books will cost approximately $370 for the first year and $340 for the second year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C. Room C-116, telephone 633-6621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptance are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...
To find out more about this occupation, you could contact people in the biological technology field.

For information on Biological Technology and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Computer Technology

Purpose: To develop a knowledge of electronic fundamentals with an understanding of both the hardware and software aspects of computer techniques. To provide a broad background in electrical and electronic theory with supplementary training in digital electronics, logic systems, minicomputers and microprocessors.

Entry Date: September

Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?

An analytical mind and the ability to logically approach and solve problems are definite assets for this course. You should enjoy working with people as you will have close contact with people in professional positions. You should enroll in 300-level mathematics and physics in high school (rather than 301 subjects) if you are planning to pursue a career in Computer Technology. These 300-level subjects may enhance your likelihood for success in the course since applicants who have had a background in these subjects have been more successful in completing the two-year program.* This course is academically demanding so you should be prepared to spend two to three hours outside of class time doing assignments. The workload will vary from term to term.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and Physics 300 or Physical Science 301;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Computer Technology has been designed to provide students with a broad background in electrical and electronic theory with supplementary training in digital electronics, logic systems, minicomputers and microprocessors. This course is not a computer science or computer analyst/programmer course.

The course has an Advisory Committee which includes representatives from various firms in the electronic industry as well as graduates and instructors from the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?

The first year of training will be in common with the Instrumentation, Electrical and Electronic Technology courses. Emphasis will be on calculus, report writing, drafting, basic electronics and electric circuits.

The remainder of your training period will be spent on the in-depth study of control systems, logic computer circuits, computer programming, computer interfacing, integrated circuits, microprocessors and computer application.

* The College Admissions Committee is currently reviewing the entrance requirements for all technology programs.
Course Outline

Year 1

Term 1
- T09-E101 Electric Circuits
- T09-E102 Basic Electronics
- T09-E103 Electrical/Electronic Draw
- T09-E104 Basic Electrical Instruments
- T10-M132 Algebra and Trigonometry
- T10-R132 Physics
- T14-C116 Communication

Term 2
- T09-E201 Electric Circuits
- T09-E202 Basic Electronics
- T09-E206 Introductory Logic
- T09-E207 Introductory Programming
- T10-M232 Instrumentation Calculus
- T10-R234 Instrumentation Physics

Year 2

Term 3
- T08-C301 Electronic Devices
- T08-C302 Control Systems
- T08-C303 Computer Circuits
- T08-C304 Assembler Programming
- T08-C305 Computer Systems
- T08-C306 Circuits & Transmission Lines
- T10-M335 Calculus

Term 4
- T08-C401 Electronic Devices
- T08-C404 Integrated Circuits
- T08-C405 Computer Systems
- T08-C410 Microprocessors & Interfacing
- T08-C411 Computer Peripherals
- T14-R216 Report Writing

Choose one of the following:
- T08-C412 Manufacturing Techniques
- T10-M435 Numerical Methods

What's In It For Me?

If you terminate training after completing one year of the course, you will receive an Electronic Technician's Certificate. Successful completion of the entire two-year course will give you a Computer Technology Diploma from Red River Community College.

If you graduate as an Electronic Technician, you will have less responsibility than a Computer Technician, and you will work with less complicated technological equipment.

Previous graduates have found employment working with both the hardware and software aspects of the computer industry. Jobs are available as customer engineers for installers of computer systems, maintenance people, computer application technologists with industry using computers in process control or in scientific applications, and with utilities such as telephone and hydro. Other career opportunities are available with the Canadian Armed Forces.

If you are interested in further studies towards a degree in engineering, you may transfer credit to the University of Manitoba or to Lakehead University, Thunder Bay, Ontario. Credit will be granted on an individual basis. Information regarding the transfer of credits should be directed to the universities.

The graduate occupies a key and unique position between the engineer and the craftsperson. Trained to adapt engineering theory to industrial practice, one is limited only by one's personal horizon.

Note: In order to obtain recognition as a Certified Engineering Technician (C.E.T.) successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSECT) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technician. Members of the Society have the right to place the letters "C.E.T." after their names.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $260 for the second academic year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 633-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the computer technology field. For information on Computer Technology and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The first year of the Electrical, Electronic, Instrumentation and Computer Technology courses are also offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

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Red River Community College is operated by the Department of Education, Man. under financial assistance provided by the Government of Canada
Electrical Technology

Purpose: To develop knowledge and skills related to the broad field of electrical engineering. The graduate occupies a key and unique position between the engineer and craftsperson and is trained to adapt engineering theory to industrial practice.

Entry Date: September
Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?

You should have a genuine interest in electrical engineering and have an aptitude for mechanics. You will require a strong science and mathematics background. You should enroll in 300-level mathematics and physics in high school if you are planning to pursue a career in Electrical Technology. These 300-level subjects may enhance your likelihood for success in the course, since applicants who have had a background in these subjects have been more successful in completing the two-year program. This course is demanding academically so you should be prepared to spend at least two to three hours an evening doing homework. The workload will vary from term to term.

Entrance Requirements

- 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and Physics 300 or Physical Science 301; *

  or

- the equivalent of the above gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

* The College Admissions Committee is currently reviewing the entrance requirements for all technology courses.

Program

The Electrical Technology program has been designed to educate the students in many areas of the broad field of electrical engineering.

This course has an Advisory Committee which includes representatives from the electrical industry, previous graduates and the College instructors. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?

Your first year of training will be in common with Electronic, Computer, and Instrumentation Technology. Emphasis will be on calculus, report writing, drafting, basic electronics and electrical circuits.

The remainder of your training period will be spent on subjects such as electrical machines, electrical practice and design, transmission lines, power sources, and the basic fundamentals of instruments, circuits and control devices (logic systems and computers).

Training time is divided between classroom lectures and various laboratory projects.
Course Outline

Year 1

Term 1
T09-E101 Electric Circuits
T09-E102 Basic Electronics
T09-E103 Electrical/Electronic Draw
T09-E104 Basic Electrical Instruments
T10-M132 Algebra and Trigonometry
T10-R132 Physics
T14-C116 Communication

Term 2
T08-E206 Basic Electrical Instruments
T09-E201 Electric Circuits
T09-E202 Basic Electronics
T09-E206 Introductory Logic
T09-E207 Introductory Programming
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2

Term 3
T08-E301 Electrical Machines
T08-E303 Industrial Electronics
T08-E304 Electrical Measurements
T08-E305 Electrical Practices and Design
T08-E307 Linear Circuit Analysis
T10-M333 Calculus
T14-R216 Report Writing

Term 4
T06-E401 Electrical Machines
T08-E402 Digital and Computer Control Techniques
T08-E403 Industrial Electronics
T08-E404 Electrical Transmission and Measurements
T08-E405 Switchgear and Protection
T08-E406 Manufacturing Techniques

What's In It For Me?

If you terminate training after successfully completing one year of the course, you will receive an Electronic Technician's Certificate. Successful completion of the entire two-year course will give you a Diploma in Electrical Technology from Red River Community College.

If you graduate as an Electronic Technician, you will have less responsibility than an Electrical Technologist, and you will work with less complicated technological equipment.

Your training will prepare you to enter the electrical industry as a para-professional or engineering assistant. Previous graduates have found employment with consulting engineers, manufacturers, electric utilities, government agencies, contractors and distributors. Other job opportunities are available as maintenance people, design and draftspersons, and technical sales representatives.

If you are interested in further studies towards a degree in engineering, you may transfer credit to the University of Manitoba or to Lakehead University, Thunder Bay, Ontario. Credit will be granted on an individual basis. Information regarding the transfer of credits should be directed to the universities.

Note: In order to obtain recognition as a Certified Engineering Technician (C.E.T.) successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSETT) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters "C.E.T." after their names.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $145 for the second academic year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Avenue, Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the electrical technology field.

For information on Electrical Technology and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The first year of the Electrical, Electronic, Computer and Instrumentation Technology courses is also offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

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Red River Community College
In operation by M.C.
MANITObA
DEPARTMENT OF EDUCATION
With financial assistance provided by the
Government of Canada
Electronic Technology

Purpose: To develop a knowledge of electronic fundamentals and the ability to test, repair, and develop a wide variety of electronic equipment.

Entry Date: September
Course Length: Two academic years (ten months each)

Am I Suited For This Course?
An analytical mind and the ability to logically approach and solve problems are definite assets for this course. You should enjoy working with people since you will have close contact with people in professional positions. You should enroll in 300-level mathematics and physics in high school (rather than 301 subjects) if you are planning to pursue a career in Electronic Technology. These 300-level subjects may enhance your likelihood for success in the course since applicants who have had a background in these subjects have been more successful in completing the two-year program.* This course is academically demanding so you should be prepared to spend two to three hours outside of class time per night doing assignments. The workload will vary from term to term.

Entrance Requirements
— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Physics 300 or Physical Science 301;

or

— the equivalent of the above gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

* The College Admissions Committee is currently reviewing the entrance requirements for all technology programs.

Program
The Electronic Technology course has been designed to give you the option of terminating training after your first year and graduating as an Electronic Technician.

This course has an Advisory Committee made up of representatives from the electronic industry and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?
Your first year of training will be common with the Instrumentation, Electrical and Computer Technology courses. Emphasis will be on calculus, report writing, drafting, basic electronics and electric circuits.

You will study courses such as electronic fundamentals, AC (alternating current) and DC (direct current) circuit theory, basic electrical and electronic instruments and transistors, and solid state devices. An introduction to computers will also be taught. You will study support subjects such as calculus, physics, and communications to broaden your scope of learning.

During your second year, emphasis will be placed on practical subjects in a lab environment. You will be taught to repair and to develop a wide variety of electronic equipment.

Your training will progress to more advanced studies of electronic circuits and devices as well as to advanced studies of computers. In the fourth term, you will be required to choose options and therefore specialize in your field of interest. Your training will qualify you for employment anywhere electronic equipment is utilized.

The technologist is often known as a 'super technician'. You will learn to do the practical work of a technician as well as to understand engineering theory so that you will be able to communicate with an engineer. You will work with all types of electronic equipment and will test and build models or prototypes of electronic equipment. Redesigning these models and working directly with the engineer may also be part of your job.
Course Outline

Year 1

Term 1

T09-E101 Electric Circuits
T09-E102 Basic Electronics
T09-E103 Electrical/Electronic Draw
T09-E104 Basic Electrical Instruments
T10-M132 Algebra and Trigonometry
T10-R132 Physics
T14-C116 Communication

Term 2

T09-E206 Basic Electrical Instruments
T09-E201 Electric Circuits
T09-E202 Basic Electronics
T09-E206 Introductory Logic
T09-E207 Introductory Programming
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2

Term 3

T09-E305 Manufacturing Techniques
T09-E302 Electronic Devices
T09-E303 Electronic Measurements
T09-E304 Linear Control Systems
T09-E305 Communication Theory
T09-E306 Digital Theory
T10-M332 Topics in Advanced Mathematics

Term 4

T09-E401 Electronic Circuits & Fields
T09-E402 Electronic Devices
T09-E403 Integrated Circuits
T09-E404 Radio Systems (optional)
T09-E405 Microwave Systems (optional)
T09-E406 Digital Control Systems Using Microprocessors
T09-E407 Television Systems (optional)
T09-E408 Audio Systems (optional)
T09-E409 Radar Systems (optional)
T09-E410 Business Topics (optional)
T09-E411 Systems Project (optional)
T09-E432 Applications Programming for Electronics
T10-S432 Statistics and Quality Control (optional)
T14-P216 Report Writing

What’s In It For Me?

If you graduate as an Electronic Technician, you will have less responsibility than an Electronic Technologist, and you will work with less complicated technological equipment.

Your job opportunities, as a technician or a technologist, will be in research, installation, maintenance, design, production, building, testing, and industrial marketing of electronic equipment. You may also often assist an engineer.

Graduates have found employment in almost every aspect of electronic technology. The Ministry of Transport, the Department of Communications, Manitoba Hydro and Manitoba Telephone System hire people to work throughout Manitoba. Often universities and hospitals have hired graduates as maintenance or design people. You may also find employment in private industry with companies such as IBM or Xerox where you would do service work. Career opportunities exist as well with the Canadian Armed Forces.

If you are interested in further studies towards a degree in engineering, you may transfer credit to the University of Manitoba or to Lakehead University, Thunder Bay, Ontario. Credit will be granted on an individual basis. Information regarding the transfer of credits should be directed to the universities.

The graduate occupies a key and unique position between the engineer and the craftsman. Trained to adapt engineering theory to industrial practice, one is limited only by one’s personal horizon.

Note: In order to obtain recognition as a Certified Engineering Technician (C.E.T.), successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANCETT) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters “C.E.T.” after their names.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $200 for the second academic year.

Students may apply for financial aid from the provincial government’s Student Aid program.

Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6621.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the electronic field.

For information on Electrical, Technology and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The first year of the Electrical, Electronic, Computer and Instrumentation Technology courses is also offered at Assiniboine Community College, Brandon, Manitoba.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students’ Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $200 for the second academic year.

Students may apply for financial aid from the provincial government’s Student Aid program.
Instrumentation Technology

Purpose: To develop an understanding of the way in which electronic, electrical and mechanical components form a controlled system. The graduate will be able to do engineering design on simple process control systems, troubleshoot and maintain most data monitoring and process control systems.

Entry Date: September
Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?
If you are interested in working as an Instrumentation Technologist, you should have an inquiring mind, a mechanical aptitude, and the ability to analyze problems. Manual dexterity is important as you will be working with equipment which will require hand and finger coordination. You should enroll in 300-level mathematics and physics in high school if you are planning to pursue a career in Instrumentation Technology. These 300-level subjects may enhance your likelihood for success in the course since applicants who have had a background in these subjects have been more successful in completing the two-year program.) This course is academically demanding so you should be prepared to spend two to three hours outside of class time doing assignments. The workload will vary from term to term.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, and Physics 300 or Physical Science 301

or

— the equivalent of the above gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Instrumentation is the technology that ties all the electronic, electrical, and mechanical components of a machine together to form a controlled system. These systems are used in almost every area of research, development, and industry to measure, record, analyze, and control product output.

Instrumentation Technology is a multidiscipline course encompassing electronic, electrical, and mechanical subjects. This course will include microprocessors, power electronics and control valves.

This course has an Advisory Committee which includes representatives from industry, university, government, and the College, as well as graduates of the course. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by prospective employers.

What Will I Study?
The first year of training will be common with the Electrical, Computer and Electronic Technology courses. Emphasis will be on calculus, report writing, drafting, basic electronics and electric circuits.

The following year consists of electronic, electrical, sensor, mechanical, computer engineering design, control systems, and a number of calculus and physics subjects.
Course Outline

Year 1

Term 1
T09-E101 Electric Circuits
T09-E102 Basic Electronics
T09-E103 Electrical/Electronic Draw
T09-E104 Basic Electrical Instruments
T10-M132 Algebra and Trigonometry
T10-R132 Physics
T14-C116 Communication

Term 2
T08-E206 Basic Electrical Instruments
T09-E201 Electric Circuits
T09-E202 Basic Electronics
T09-E206 Introductory Logic
T09-E207 Introductory Programming
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2

Term 3
T08-I301 Fluid Mechanics
T08-I303 Industrial Electronics
T08-I304 Final Control Elements
T08-I305 Electrical Practices
T08-I308 Process Measurements
T10-M334 Calculus
T14-R215 Report Writing

Term 4
T07-C425 Chemical Instrumentation
T08-I402 Computer Control Systems (Optional*)
T08-I403 Industrial Electronics
T08-I406 Process Measurements
T08-I407 Industrial Control Applications
T08-I410 Process Analysis
T08-I413 Technical Research & Report (Optional*)
*Choose one

General Information

Job opportunities are available in designing, manufacturing, and selling of scientific, engineering, laboratory, and optical instruments for private firms, or in industries such as chemical, petroleum, paper-making, electrical, atomic energy, and air transport. Other careers available would be in the fields of mining, building, design and drafting, nuclear, aeronautical, metallurgical, gas and petroleum engineering, or with the Canadian Armed Forces.

If you are interested in further studies towards a degree in engineering, you may transfer credit to the University of Manitoba or to Lakehead University, Thunder Bay, Ontario. Credit will be granted on an individual basis. Information regarding the transfer of credits should be directed to the universities.

The graduate occupies a key and unique position between the engineer and the crafts-person. Trained to adapt engineering theory to industrial practice, one is limited only by one's personal horizon.

Note: * in order to obtain recognition as a Certified Engineering Technologist (C.E.T.); successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSCETT) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters "C.E.T." after their names.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the instrumentation technology field.

For information on Instrumentation Technology, and other College courses, you may contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

The first year of the Electrical Electronic Technology Computer and Instrumentation courses are also offered at Assiniboine Community College, Brandon.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

How Much Will It Cost?
The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $160 for the second academic year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-5621.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Avenue, Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.
Admissions

Am I Suited For This Course?

You should be fluent in English, as a lack of understanding of the language could lead to difficulty in interpreting technical terminology and in presenting reports. You must have a good background in Mathematics and Physics. Applicants with a background in these subjects at the 300 level generally have a greater chance of success in this program. You should have a good level of abstract reasoning and an interest in how various mechanical devices/principles operate.

This program is academically demanding so you should be prepared to spend a considerable amount of time doing homework. The workload will vary from term to term and the amount of additional work will depend on the individual.

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301, Physics 300 or Physical Science 301;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program

Mechanical Engineering Technology is a two-year program consisting of approximately 28 subjects studied during 2400 hours of instructional time.

This course is designed to prepare a technologist to understand the technical details given by a professional engineer as well as the practical problems of a tradesperson. The technologist may be an assistant to the mechanical engineer in the engineering team concept.

The Mechanical Engineering Technology course has an Advisory Committee made up of representatives from engineering industry, the Manitoba Society of Certified Engineering Technicians and Technologists, and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required in industry on a local and international level.

What Will I Study?

Emphasis is on mathematics, basic electricity, advanced manufacturing processes, heating and ventilation design, and advanced machine shop methods. Scheduling and work methods are important areas.

Approximately 50 to 60 percent of your course hours will be spent on theory with the remainder spent on practical projects and problem-solving workshops.

Some subject options may be available during your second year of training, which will allow for some specialization in the field of Heat and Power Technology or Production Technology.

Heat and Power Technology stresses heat transfer and mechanical power, especially in heating, air conditioning, and refrigeration. Emphasis is on the design of equipment and the efficient use of equipment in the manufacturing, construction, industrial, and mining fields.

Production Technology stresses industrial management. It deals with planning and controlling the manufacturing of consumer, industrial, military, and scientific products to required specifications at minimum cost.
Course Outline

Year 1

Term 1
T06-M102 Electrical Fundamentals
T06-M103 Manufacturing Processes
T06-M104 Mechanical Drafting
T06-M105 Applied Mechanics (Statics)
T06-M106 Management Methods
T06-M107 Industrial Materials
T10-M146 Algebra, Trigonometry, Analytic Geometry
T14-C116 Communication

Year 2

Term 2
T06-M202 Industrial Electronics
T06-M204 Pert & CPM
T06-M205 Applied Mechanics (Dynamics)
T06-M207 Production Welding
T06-M208 Stress Analysis
T06-M209 Industrial Fluid Mechanics
T10-M246 Introductory Calculus and Programming
T14-R216 Report Writing

Term 3
T06-H327 Library Research
T06-H326 Thermodynamics
T05-P302 Metallurgy
T06-P403 Advanced Manufacturing Processes
T06-P407 Technical Research and Report
T06-P411 Production Planning & Layout
T06-P430 Management Studies

Term 4
T06-H413 Heating & Ventilation
T06-M405 Automation
T06-P403 Advanced Manufacturing Processes
T06-P407 Technical Research and Report
T06-P411 Production Planning & Layout
T06-P430 Management Studies

What's In It For Me?

Upon successful completion of this course you will receive a Diploma from Red River Community College.

Job opportunities are available in all areas of design, manufacturing, equipment installation, and technical sales. Your job could be related to hydraulic and pneumatic power; heating and ventilating systems; noise and vibration analysis; atomic energy research; design of solar energy units; low-cost automation equipment; and the specification of internal combustion engines. These positions are available in consulting engineering offices, plant engineering offices, rocket propulsion, research labs, manufacturing plants, atomic energy research labs, the aerospace industry, the agricultural industry, and general manufacturing plants.

Job opportunities cover a very broad field. Graduates have found employment as technical sales people, designers, consumer advisors, instructors, administrators, and plant management personnel. Jobs have been found in all parts of Canada, the United States, and as far away as Australia.

In order to obtain recognition as a Certified Engineering Technologist (C.E.T.) graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSCETT) as associate members. After completion of two years of relevant engineering work experience you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters “C.E.T.” after their name.

If you are interested in further studies towards professional engineering, you may transfer credit from the College to Lakehead University, the University of North Dakota, or to the Faculty of Engineering, University of Manitoba. Lakehead University may grant up to two years credit, the University of North Dakota may grant up to one and a half years credit, and the University of Manitoba will grant credit on an individual basis. Credits will depend upon your progress, your standings in the Red River Community College course, and on the program you choose to complete at the University of Manitoba. Information about the transfer of credit should be directed to the universities.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition, there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $300 for the two year program.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C., Room C-116, telephone 633-6821.

Amended. May 80

First Issue: Sept. 79

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Fees & Diment subject to change without notice.

Red River Community College is operated by the
MANITBA
DEPARTMENT OF EDUCATION

with financial assistance provided by the
Government of Canada
Power Engineering

Purpose: To prepare the graduate for the responsibilities of safe operation of major equipment in commercial or industrial buildings. This equipment includes boilers for both process and heating, turbines, and refrigeration equipment. Operation of this equipment is very closely regulated by Manitoba's Dept. of Labour, and depending on the physical size of the plant (rated in horsepower) requires licensing at the 1st, 2nd, 3rd, or 4th Class level. The smaller plant requires the 4th Class.

Entry Date: September and February. Please check with the College Registration office for exact entry dates. For the next calendar year, Fourth Class and Co-op will register in September, and Third Class and Second Class in February.

Course Length: 4th Class — 5 months
3rd Class — 5 months (after 4th Class Certification)
2nd Class — 5 months (after full 3rd Class Certification)
(See also Course Outlines)

Admissions

Am I Suited For This Course?
You should be mechanically inclined as you will be dealing with major equipment including some complex machinery, and you will have to understand this equipment in order to troubleshoot it. This course requires that a person be physically mobile. While the work of a power engineer will be primarily indoors, it will involve exposure to hot temperatures, noise, dampness, fumes, odours and related conditions.

If you are considering a career as a power engineer, you should be prepared for shift work as the majority of power plants operate 24 hours-a-day, seven days-a-week.

You should have a strong background in mathematics and physics. It is recommended that you take Mathematics 200 and Physics 200 if you are considering the Power Engineering courses. Past applicants who have had a strong background in these subjects have been more successful in completing these courses.

Entrance Requirements
— 14 high school credits (Manitoba Grade 11 or equivalent) including English 200 or 201, Mathematics 200 or 201, and Physics 200 or Physical Science 201;

or

— the equivalent of the above standing gained through an adult education program.

If you do not have the academic requirements, you may be able to qualify for admission to this course as a mature student.

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

Eligible applicants are admitted on a first-come, first-served basis.

Program
The courses in Power Engineering are intended to prepare a student for the applicable Dept. of Labor examination level and consequently the type of plant the graduate will be able to work in. At each level, students are encouraged to progress to the next level with the ultimate goal of becoming a 1st Class Power Engineer.

The courses are set up in consultation with an Advisory Committee. This Advisory Committee includes power engineering representatives from Industry, government licensing representatives, and College staff. Through the Advisory Committee, the College keeps up to date with the ongoing changes in industry.

What Will I Study?
Each course stresses theory and practical training. Power Plant operation is the main objective. Emphasis is also placed on subjects such as the construction of boilers, commercial refrigeration equipment, compressors, and heating systems. Of prime importance in our energy conscious world is to learn the proper operation and maintenance requirements for the most efficient use of power plant equipment.

Course Outline

1) 4th Class — 5 months (academic)

*Prerequisite: as per Admission Requirements

T10-M161 Mathematics
T06-S101 Elementary Thermal Studies and Mechanics I
T06-S107 Blueprint Reading
T06-S103 Plant Services I
T06-S104 Steam Generation I
T06-S105 Prime Movers I
T14-C124 Communications I
At this point the student is eligible to write the Dept. of Labour — 4th Class Exams.
ii) 3rd Class — 5 months (academic and practical)

*Prerequisite: 4th Class Certificate

T10-M261 Mathematics
T06-S201 Thermal Studies and Mechanics II
T06-S202 Drafting
T06-S203 Plant Services II
T06-S204 Steam Generation II
T06-S205 Prime Movers II
T14-C224 Communication II

At this point, the student is eligible to write the Dept. of Labour 3rd Class Exams. On passing the Exams, the student will receive an endorsed 3rd Class Certificate. This will become a full 3rd Class Certificate after completion of the 5 month Co-op Training or equivalent work experience as determined by the Dept. of Labour.

iii) 2nd Class — 5 months (academic)

*Prerequisite: 3rd Class Certificate
— Course content being developed.

These courses are academically demanding and require a considerable amount of study outside of the College.

What's In It For Me?

Upon successful completion of each class level, you will receive a Certificate from Red River Community College. Each classification is recognized by industry and licensed by the Manitoba Department of Labour, Mechanical and Engineering Division upon completion of their inter-provincial examinations.

Job opportunities are available in industrial plants, food processing plants, cold storage plants, private and public buildings, etc.

Opportunities for advancement are available mainly by certification level. Successful completion of each classification will normally bring additional responsibilities and remuneration.

For further information about licensing, you should contact the Mechanical and Engineering Division, Room 500, Norquay Bldg., Winnipeg, Telephone 944-3373.

General Information

How Much Will It Cost?

The tuition fee is $30 a month. In addition there is a Students' Association fee of $2 a month. Books and supplies will cost approximately $250 for each year.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, R.R.C.C. Room C-116, telephone 633-6621.

The Canada Employment and Immigration Commission may sponsor students to take the first year of this course. Enquiries should be made at your nearest Canada Employment Centre.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

Acceptances are made in the order in which completed applications are received, so you are encouraged to apply early. An application is considered completed when all entrance requirements have been met, thus qualifying the applicant for admission to the course.

By The Way...

To find out more about this occupation, you could contact people in the power engineering field.

For information on Power Engineering and other College courses, you could contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

R.R.C.C. offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

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64¢ (C)

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Bookstore Manageress
Staff Services Supervisor
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