Administrative Secretary - Diploma
(General Major)

Purpose: To develop advanced communication, organization, and typewriting skills. To prepare the graduate for opportunities in administrative office careers by providing general business knowledge and training in management skills. Students may select a variety of general options according to their abilities and interests.

Entry Date: September
Course Length: 10 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 under minimum supervision. Efficiency, tact, sound judgement and the ability to accept responsibility are required.

Entrance Requirements

- Successful completion of the 10-month Secretary-Certificate course (either Machine Transcription or Shorthand Major) at Red River Community College or its equivalent, with a minimum 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 Typing (minimum 50 w.a.m.)
  Office Procedures
  Business Arithmetic
  Office Machines (Machine Transcription and Electronic Calculator)
  English 305/Business Communication * (spelling, grammar, punctuation, correspondence)
  Grade 12 Accounting
  ** Grade 12 Shorthand (minimum 100 w.a.m.)

** Students who do not have shorthand may be acceptable as having equivalent standing with the Secretary-Certificate (Machine Transcription Major) providing they complete the Business Skills-Preparatory course offered during July and August.

Credentials from the high school business education program must be assessed for equivalent standing in Secretary-Certificate 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 by appointment (204-632-2335).

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

Program

The instructional program emphasizes a high degree of secretarial skills training including advanced secretarial procedures, administrative skills, word processing, data processing and general business subjects. Options are available in such subjects as marketing, composition and data entry.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, high schools, business, professional organizations such as Professional Secretaries International 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?

The course material is designed to provide advanced knowledge and techniques to enable you to take additional responsibility as a senior secretary. Such subjects as oral communication, records management, supervision and report writing give you the necessary background to exercise initiative, to organize your work and to work effectively with people.

Although most of your training will take place at Red River Community College, a three-week work experience program is included in the third term of the course. Many students have found employment during this part of the program.
Course Outline

Term 1
B12-E470 Economics
B12-S503 Intro Social Science
B17-A254 Accounting
B18-C224 Oral Communications
B18-R234 Records Management
B18-T235 Executive Typing I
B17-B551 Intro to Business

Secretary-Certificate (Shorthand Major):
B18-S234 Advanced Shorthand Speed I (Optional Extra)

Students who do not hold a Secretary-Certificate from RRCC
B17-E241 Business Communications Refresher (Required Extra)

Term 2
B13-M619 Supervision
B12-E571 Personal Finance
B12-L460 Business Law
B18-O234 Secretarial Procedures I
B18-T235 Executive Typing II
B18-W525 Word Processing - Theory
B18-W535 Word Processing - Practical

Choose one option from the following:
B18-S235 Advanced Shorthand Speed II
B15-S404 Intro Data Processing

Term 3
B13-M620 Applied Management Practice
B12-L561 Business Law II
B16-E311 Report Writing
B18-O236 Secretarial Procedures II
B18-T246 Specialized Typing
B18-W266 Co-operative Work Experience
B18-P550 Professional Development

Choose one option from the following:
B18-S246 Shorthand Specialties
B18-R255 Marketing for Secretaries I
B17-C551 Consumer Education
B17-D550 Data Entry
B18-E252 Canadian Awareness
B17-E550 Composition

What's In It For Me?

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.

Previous graduates have found employment as secretaries in large or small offices working for one or several executives. You may find employment with the federal or provincial government or with private business. Promotion to administrative positions will be available after gaining work experience. Demand is high for graduates of courses offering word processing. Through your training on modern CRT word processors, many employment opportunities are available to you.

General Information

How Much Will It Cost?

You will pay a tuition fee of $39 a month, a Students' Association fee of $2 a month and a student athletic 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, RRCC, Room C119, telephone 632-2437.

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, RRCC, Room C212, 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 the Administrative-Secretary-Diploma course and other College courses, you could contact the Counselling Office at RRCC, Room C116, telephone 632-2335.

Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month
Administrative Secretary -Diploma

(Legal Major)

Purpose: To develop advanced communications, organization, typewriting and shorthand skills and to prepare the graduate with administrative skills. Emphasis is placed on the requirements for work in a legal office.

Entry Date: September
Course Length: 10 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 under minimum supervision. Efficiency, tact, sound judgement and the ability to accept responsibility are required.

Entrance Requirements

— Successful completion of the 10-month Secretary-Certificate (Shorthand Major) course at Red River Community College 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.m.)
  Grade 12 Typing (minimum 50 w.m.)
  Office Procedures
  Business Arithmetic
  Office Machines (Machine Transcription and Electronic Calculator)
  English 305/Business Communication * (spelling, grammar, punctuation, correspondence)
  Grade 12 Accounting

Credentials from the high school Business Education program must be assessed for equivalent standing in Secretary-Certificate (Shorthand Major) 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 by appointment (632-2335).

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

Program

The instructional program emphasizes a high degree of secretarial skills training including advanced secretarial procedures, administrative skills, word processing and general business subjects. The legal office procedures subjects have been designed in conjunction with the requirements of the legal office as determined by the Legal Secretaries Association of Manitoba.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, high schools, business, professional organizations such as Professional Secretaries International 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 is placed on legal office procedures, legal forms and practices.

The course material is designed to provide advanced knowledge and techniques to enable you to take additional responsibility as a senior secretarial. Such subjects as oral communications, records management, supervision and report writing give you the necessary background to exercise initiative, to organize your work and to work effectively with people.

Although most of your training will take place at Red River Community College, a three-week work experience program is included in the third term of the course. Many students have found employment during this part of the program.
Course Outline

Term 1
B12-E470 Economics
B13-S503 Intro Social Science
B17-A254 Accounting
B18-C224 Oral Communications
B18-R234 Records Management
B18-T234 Executive Typing I
B18-S234 Advanced Shorthand Speed I
B18-W525 Word Processing — Theory
B18-W535 Word Processing — Practical

Term 2
B13-M619 Supervision
B12-E571 Personal Finance
B12-L460 Business Law
B18-O235 Secretarial Procedures I
B18-T235 Executive Typing II
B18-S235 Advanced Shorthand Speed II
B18-L254 Legal Office Procedures I

Term 3
B13-M620 Applied Management Practice
B12-L561 Business Law
B18-E311 Report Writing
B18-O236 Secretarial Procedures II
B18-W206 Co-operative Work Experience
B18-S246 Shorthand Specialties
B18-L266 Legal Office Procedures II

General Information

How Much Will It Cost?
You will pay a tuition fee of $39 a month, a Students' Association fee of $6 a month, and a student athletic fee of $6 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, RRCC, Room C119, telephone 632-2357.

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, RRCC, Room 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 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 the Administrative Secretary-Diploma course and other College courses, you could contact the Counselling Office at RRCC, Room C115, telephone 632-2335.

First issue: June 1982
Fees & Content subject to change without notice

Red River Community College
MANITBA
DEPARTMENT OF EDUCATION
with support from the Government of Canada
Administrative Secretary - Diploma
(Medical Major)

Purpose: To develop advanced communication, organization, and typewriting skills. To prepare the graduate for opportunities in administrative office careers by providing general business knowledge and training in management skills. Emphasis is placed on the requirements for work in a medical office.

Entry Date: September
Course Length: 10 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 under minimum supervision. Efficiency, tact, sound judgement and the ability to accept responsibility are required.

Entrance Requirements
- Successful completion of the 10-month Secretary-Certificate course (Medical Transcription or Shorthand Major) at Red River Community College or its equivalent, with a minimum typing speed of 50 words a minute;
- or
- the equivalent of the above standing gained through a high school Business Education program in a private business college. This should include the following subjects:
  Grade 12 Typing (minimum 50 w.a.m.)
  Office Procedures
  Business Arithmetic
  Office Machines (Machine Transcription and Electronic Calculator)
  English 356/Business Communication * (spelling, grammar, punctuation, correspondence)
  Grade 12 Accounting
  **Grade 12 Shorthand (minimum 100 w.a.m.)

** Students who do not have shorthand may be acceptable as having equivalent standing with the Secretary-Certificate (Medical Transcription Major) providing they complete the Business Skills — Preparatory course offered during July and August.

Credentials from the high school business education program must be assessed for equivalent standing in Secretary-Certificate by the chairperson of the business education section of the College.

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

Program

The instructional program emphasizes a high degree of secretarial skills training including advanced secretarial procedures, administrative skills, word processing and general business subjects. The medical office procedures subjects have been designed in conjunction with the requirements of the medical office as determined through consultation with working medical secretaries.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, high schools, business, professional organizations such as Professional Secretaries International 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 in the medical subjects is on terminology and such medical procedures as appointments, medical accounting and patient reception.

The course material is designed to provide advanced knowledge and techniques to enable you to take additional responsibility as a senior secretary. Such subjects as oral communications, records management, supervision and report writing give you the necessary background to exercise initiative, to organize your work and to work effectively with people.

Although most of your training will take place at Red River Community College, a three-week work experience program is included in the third term of the course. Many students have found employment during this part of the program.
What's In It For Me?

Upon successful completion of the Administrative Secretary-Diploma course you will receive a Diploma from Red River Community College.

Special knowledge in handling visiting patients, medical correspondence, travel arrangements, scheduling of patient appointments, preparation of material for speeches or reports, dictation and typing, medical billing procedures, supervision of office personnel and taking minutes of meetings are duties of a medical administrative secretary.

You are not restricted to working in a medical office. The course is sufficiently general to allow you to apply anywhere. Previous graduates have found employment as secretaries in large or small offices working for one or several executives. You may find employment with the federal or provincial government or with private business. Promotion to administrative positions will be available after gaining work experience. Demand is high for graduates of courses offering word processing. Through your training on modern CRT word processors, many employment opportunities are available to you.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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, RRCC, Room C115, telephone 632-2335.

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, RRCC, Room C212, 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 medical secretarial field.

For information on the Administrative Secretary-Diploma course and other College courses, you could contact the Counselling Office at RRCC, Room C115, telephone 632-2335.
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
  - September and January
  - September and February
  - April
  - February
- Adult 11-A & Adult 11-B:
  - September and February
- Adult 11-C:
  - April
- Adult 12:
  - February
- English as a Second Language:
  - Monthly entry
- Part-Time Apprentice Upgrading:
  - September and January

Course Length: Approximately five months

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:
- Mathematics — problem solving using whole numbers, fractions, decimals, and percent; introductory algebra and geometry;
- Communications — reading rate and comprehension, spelling and vocabulary, grammar, sentence and paragraph construction, and writing;
- 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) will prepare you to enter the one-year Science-Based courses at Red River Community College. You will study:
- Mathematics — algebra, trigonometry, geometry, logarithms, variation, slide rules;
- Communications — development of writing, spelling, grammar, writing of paragraphs, letters, and research papers;
- Reading development — speed and comprehension, vocabulary development; and
- Physical Science — matter and energy, force, measurement, motion, atomic structure, energy and machines, etc.

The teaching method is a combination of group and individualized instruction.

The course is approximately 20 weeks in length.

Adult 11B (Arts-Based) will prepare you to enter the one-year and two-year Business and Applied Arts courses at Red River Community College. You will study:
- Business Mathematics — personal finance, loans and investments, taxation, business organization;
- Communications — review of grammar, writing, and reading; writing letters, summaries, and research papers; and
- 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 (Certificate) course at Red River Community College.

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

You will study:
- Communications — grammar, usage, sentence structure, mechanics, paragraph writing, reading and spelling;
- Mathematics — whole numbers, fractions, decimals, ratio and proportion, percent, measurement, algebra and graphs.
III) Science — Chemistry — introduction to chemistry, chemical substances, atomic organization, acids and bases; Physics — matter and energy, energy, heat, heat energy, mechanical energy; microbiology — introduction to microbiology; anatomy — anatomy and physiology.

The course is approximately 12 weeks in length.

Students will be required to complete a reading program and successfully achieve a minimum of Grade 10 level on the prescribed Nursing Certificate reading test before acceptance to the Nursing Certificate course will be granted.

Important: Applicants for Adult 11-C must also apply for Nursing Certificate as early as possible as the Nursing course often is full months in advance of the entry date. You should apply for Nursing Certificate 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:

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

ii) Mathematics — algebra, geometry, trigonometry, logarithms, variation, and slide rule;

iii) 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 a combination of group and individualized instruction.

Part-Time Courses

1) The 7-10 Upgrading Program will be offered two nights per week. The subjects offered will be Mathematics, Writing Skills and Physical Science.

2) The Apprentice Upgrading Program offers Mathematics and Science to students who are preparing to enter an apprenticeship program or to students who are already enrolled in an apprenticeship program and are having academic problems. This course is offered two nights per week.

Occupational English is designed to give landed immigrants and 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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a Student athletic 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-119, telephone 632-2437.

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

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., at extension centres at Brooklands School, 200 Isabel Street, 29 Des Meurons, the Y.W.C.A., 447 Webb Place, Luxton School, Lord Nelson School, 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.

Tuition $39.00 Per Month
Student Fee $6.00 Per Month
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)

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
- B10-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-R283 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-P412 Advertising Photography
- B13-S5532 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 freelance artists.

### General Information

#### How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2337.

### 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.

Tuition $36.00 per month Effective 1 July 83.
Animal Health Technology

Purpose: To train the student to work in many areas of the veterinary field, particularly in private veterinary practices. The program will provide a sound fundamental knowledge of the basic sciences, in order to be able to understand and apply the principles to veterinary areas such as animal care, medical and surgical nursing, laboratory procedures and practice management.

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

Admissions

Am I Suited For This Course?
The student should have an interest and a desire to work with animals. Previous experience with animals or in the veterinary field is not a requirement. However, the prospective student is advised to acquire experience in these areas to determine work aptitude and job suitability.

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 application, 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 program was developed in coordination with an Advisory Committee made up of individuals representing private veterinary practices, government services, research organizations and former graduates now in the field of animal care. The course consists of academic studies with practical skill development.

What Will I Study?
The first year of this two year program will be common with that of the Biological Technology Program. During this year emphasis will be placed on developing a sound fundamental knowledge of the basic sciences. The Animal Health Technology option begins in September of the second year of the program. The subjects in this year will concentrate on developing skills essential to assist veterinarians working in a wide variety of disciplines.

These skills will include office procedures, reception area management, handling of medical records, communication skills and employee relations. Emphasis will be placed on practical skills in the areas of sample collection, taking and developing radiographs as well as restraint. Techniques that will be developed include Medical nursing skills such as injection techniques, catheterization, fluid therapy, bandaging techniques, dentistry, routine record keeping as well as observation and care of the patient. The Surgical nursing skills will include sanitation techniques, sterilization, surgical preparation, anesthesia, surgical assistance and surgical cleanup.

Subject material will be presented to the student through lectures and practical laboratory experience. In special subject areas, guest speakers and field trips will be used to enhance the learning experience. Practical training in all areas will be reinforced with work experience in veterinary clinics, animal care facilities and veterinary laboratories during the final term.

Course Outline

Year 1
Term I
- T07-L010 General Chemistry
- T07-L017 Mechanics, Heat & Light
- T07-L018 Zoology
- T07-L019 Botany
- T10-M117 Biological Mathematics
- T14-C118 Communication

Term II
- T07-L203 Analytical Chemistry II
- T07-L204 Organic Chemistry
- T07-L206 Entomology and Parasitology
- T07-L207 Electricity & Radiation Biology
- T07-L211 Biological Data Handling
- T07-L213 Anatomy & Physiology I

Year 2
Term III
- T07-A313 Anatomy & Physiology
- T07-A315 Microbiology
- T07-A320 Animal Husbandry
- T07-A321 Animal Disease & Nursing I
- H03-L314 Clinical Chemistry
- H03-L314 Hematology

Term IV
- T07-A410 Animal Project
- T07-A421 Animal Diseases & Nursing II
- T07-A422 Anesthesia & Surgical Procedure
- T07-A423 Pharmacology
- T07-A424 Practice Management
- *T07-A425 Practical Training
- T14-R216 Report Writing
- H03-D407 Fundamentals of Radiology

*Practical Training (in June) will include the following study areas:
- Small & large animal clinics
- Surgical procedures
- Veterinary lab procedures
What's In It For Me?

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

The graduate technologist may expect to find employment in large and small clinics. The course will provide a broad base of training so that job opportunities may be available in other institutions such as animal care facilities, veterinary and medical schools, zoos, animal production facilities, research institutions and veterinary laboratories.

General Information

How Much Will It Cost?

The tuition fee is $36.00 a month. In addition, there is a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Lab coats, uniforms, safety glasses, supplies and books will cost approximately $500 for the first year and $400 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., telephone 632-2437.

By The Way . . .

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

For Information on Animal Health 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.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, R.R.C.C., Room C-306, 2055 Notre Dame Ave., Winnipeg R3H OJ9, 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.
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

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;

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 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 Systems, or Structural drafting programs.

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 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, circuits, 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 Design
- T03-A013 Architectural Design
- T14-R504 Drafting Math

Term 2
- T03-A015 Quantity Takeoff
- T03-A017 Surveying and Topographical Drawing
- T03-A019 Specifications
- T03-A021 Applied (Arch) Drafting II
- T14-R503 Report Writing

Electrical Drafting (Option)

Term 2
- T03-A017 Surveying and Topographical Drawing
- T03-A011 Electrical Drafting
- T14-R503 Report Writing

Mechanical Systems Drafting (Option)

Term 2
- T03-A017 Surveying and Topographical Drawing
- T03-S011 Mechanical Systems Drafting
- T14-R503 Report Writing

Structural Drafting (Option)

Term 2
- 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

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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $36 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies for Architectural, Electrical, Mechanical Systems, and Structural Drafting will cost approximately $175.

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-119, telephone 632-2437.

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-119, 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, Mechanical Systems Drafting, Structural 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.

TUITION: $36.00 per month effective 1 July 1983.
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 audiovisual 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 — Barbers' 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.
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)

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 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, biology and chemistry or physics) may be necessary.

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

Admissions

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 colony; to feed, breed, and maintain the colony under the supervision of instructors or educational assistants.

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.

Admissions

Eligible applicants are admitted on a first-come, first-served basis.
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-C118 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 biological technology field.

For Information on Biological Technology and other College courses, you could contact the Counseling Office at R.R.C.C., Room C-115, telephone 632-2337.

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.

Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month
Business Accountancy

Purpose: To develop a thorough working knowledge of double entry bookkeeping and accounting. Graduates are capable of maintaining a complete set of books for most businesses.

Entry Date: September
Course Length: Ten months

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 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.

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.

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.
Course Outline

Term 1
B11-A101 Business Mathematics B U A C
B11-A181 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-L289 Business Law II
B17-E852 Business Communications

Term 3
B11-A304 Cost Accounting B
B11-A381 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?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-115, telephone 632-2437.

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

TUITION: $36.00/month effective July 1, 1983

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.

Amended: June 81
First Issue: Sept. 79

Red River Community College is operated by
Manitoba Education
with financial assistance provided by the
Government of Canada
Building Technology

Purpose: To produce technologists who have received a comprehensive training in the field of building construction.

Entry Date: September

Course Length: Two academic years (10 months each)

Admissions

Am I Suited For This Course?

It is important that you have good eyesight, with or without glasses, and have full use of both arms and legs. You must also be mobile as you will have to move from your office location to construction sites. You will require a strong academic background in mathematics and physics, therefore you are advised to enroll in Mathematics 300 and Physics 300 before entering the course. In the past, students who have had a strong background in these subjects have been more successful in completing these courses. These courses are 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*, 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 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.

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

These courses have an Advisory Committee which includes representatives from industry, government 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?

The first year of training is common with Civil and Structural Technology. Emphasis will be on mathematics, engineering graphics, basic mechanics and strength of materials, surveying and communications.

In the second year of the program emphasis will be placed on structural design, soil mechanics, foundation design and site layout, estimating, construction management and building systems.
What's In It For Me?

The building technologist can be employed in the fields of estimating, construction and maintenance supervision, building inspection, materials testing, building products sales and other related areas. The graduate can also expect to work with consulting engineering firms, contractors, builders, fabricators, and suppliers of construction materials. After gaining the necessary experience one may choose to become self-employed as a construction supervisor or as a contractor.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $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-119, telephone 632-2437.

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.

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 these occupations, you could visit people in any of the civil technology fields.

For information on these courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.
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 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

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.

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-A131 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-E121 Oral Communications
General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2347.

TUITION: $36.00/month effective 1 July, 1983.

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 complete 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.

Amended: June 81
First Issue: Sept. 79
BM (C)

Fees & Content subject to change without notice

Red River Community College is operated by Manitoba Education with financial assistance reserved by the
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, 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 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 aim of the course is two-fold. Students just starting in the trade can, after completing the course successfully, enter the apprenticeship program. Students who have worked previously in the trade, and have the required practical experience, can apply on graduation to write the Provincial Examination under the Apprenticeship and Tradesmen's Qualification Act.

This 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?

The course has been designed to teach you the basic skills of carpentry and woodworking required to enter an apprenticeship program in carpentry.

You will be taught the safe and proper use of hand and power tools and woodworking machines, and will become familiar with the various materials used by carpenters. Practical skills taught include concrete forming, house and roof framing, stair and cabinet making, and some exposure to wood finishing, estimating and surveying.
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-G504 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 or two levels 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.

By The Way...

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

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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.

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First issue: Sept. 71
(M:C)
Fees & Content subject to change without notice.

Red River Community College is operated by
Manitoba 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 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.

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 foods services field. In this course, you will have a certain amount of freedom in suggesting topics for your work.

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 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?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-118, telephone 632-2437.

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 Meat-cutting. 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.
Chemical Technology
Biochemical Technology

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

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 materials 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

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300 or 301**, Physics 300 and Chemistry 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 on 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 is required of subjects (English, mathematics, chemistry and physics) will likely be necessary.

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

* Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

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. 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.
Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month

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.

Chemical Technologists are employed in positions requiring research and quality control testing and in positions requiring personal initiative and creative ability. Jobs are available as research assistants, chemical analysts, plant control chemists, laboratory instrumentation specialists, salespeople and service people for chemical products and equipment or as teachers' aids.

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).

Both courses are nationally accredited by the Canadian Society for Chemical Biochemical Technologists — an affiliated society of the Chemical Institute of Canada.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Lab coats, 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-115, telephone 632-2437.

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.
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

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 application, 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.

*Commencing September 1994, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

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.

It is possible for a certified Chemical Technician to return to the College for a second year of training in order to complete a Chemical Technology course.

The main objective of this course 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, qualitative and quantitative 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 0J8, 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, 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.
Civil Technology

Purpose: To produce technologists who have received comprehensive training in the field of hydraulics, soil mechanics, street and highway design and municipal services.

Entry Date: September
Course Length: Two academic years (10 months each)

Admissions

Am I Suited For This Course?
It is important that you have good eyesight, with or without glasses, and have full use of both arms and legs. You must also be mobile as you will have to move from your office location to construction sites. You will require a strong academic background in mathematics and physics, therefore you are advised to enroll in Mathematics 300 and Physics 300 before entering the course. In the past, students who have had a strong background in these subjects have been more successful in completing these courses. These courses are 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*, 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 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) will likely be necessary.

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

*Rounding September 1984, Mathematics 301 will be required for admission. Mathematics 301 will no longer be accepted.

Program

These courses have an Advisory Committee which includes representatives from industry, government 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?
The first year of training is common with Building and Structural Technology. Emphasis will be on mathematics, engineering graphics, basic mechanics and strength of materials, surveying and communications.

In the second year of the program, emphasis will be placed on the study of hydraulics, hydrology, soil mechanics, street and highway design, sewer and water design, photogrammetry and construction practices in the municipal engineering field.
Course Outline

Building Technology

Year 1

Term 1
T05-C102 Mechanics
T05-C103 Surveying
T05-C105 Strength of Materials
T05-C106 Engineering Graphics
T10-M129 Algebra and Trigonometry
T14-C116 Communication

Term 2
T05-C202 Mechanics
T05-C203 Surveying
T05-C205 Strength of Materials
T05-C206 Engineering Graphics
T10-M229 Introductory Calculus
T14-R216 Report Writing

Year 2

Term 3
T05-0305 Architectural Drafting and Design
T05-0306 Structural Design
T05-0311 Building Construction
T05-0312 Theory of Structures
T05-0321 Machine Drafting and Design
T05-0322 Materials and Specifications

Term 4
T05-0405 Architectural Drafting and Design
T05-0408 Structural Design
T05-0412 Theory of Structures
T05-0421 Mechanical Drafting and Design
T05-0422 Materials and Specifications
T05-0424 Quantity Surveying

Surveying Technology

(Term 1 is common with Building Technology)

Term 2
T05-5203 Surveying
T05-5204 Theory and Use of Instruments
T05-5205 Plan Preparation
T05-5206 Computer Application
T05-5215 Survey Camp
T05-5216 Photogrammetry
T10-M227 Surveying Mathematics
T14-R238 Report Writing

Year 2

Term 3
T05-5303 Advanced Surveying
T05-5304 Theory and Use of Instruments
T05-5305 Plan Preparation
T05-5307 Route Surveys
T05-5318 Photogrammetry
T05-5317 Soil Mechanics
T10-M327 Advanced Surveying Mathematics

Term 4
T05-5407 Terrain Classification
T05-5403 Control Surveys
T05-5406 Legal Surveying
T05-5407 Town Planning
T05-5408 Astronomy
T05-5415 Survey Camp
T05-5416 Cartography
T05-5424 Hydraulics

Civil Technology

(Term 1 and 2 are common with Building Technology)

Year 2

Term 3
T05-C312 Hydrauics
T05-C316 Photogrammetry
T05-C317 Soil Mechanics
T05-C320 Structural Design
T05-C321 Street and Highway Design
T10-M329 Calculus and Statistics

Term 4
T05-C401 Job Control
T05-C418 Pavement Mix Design
T05-C419 Terrain Classification
T05-C423 Water Supply and Waste Disposal
T05-C424 Hydrology
T05-C425 Stabilization

Design and Drafting Technology graduates are employed with architects or consulting engineers, contractors, fabricators and service industries.

Structural Technologists could find employment in structural design and analysis with consulting engineering firms, architectural firms, crown corporations or public works departments.

Job opportunities for Building Technologists are available in the fields of estimating, construction, maintenance supervision, building inspection and material testing.

Job opportunities for Surveying Technologists are available with private or legal surveyors, mines departments, resource industries, or with the federal government.

A graduate of the Surveying Technology course can article with a land surveyor for two years and after a series of examinations can obtain a commission as a Manitoba Land Surveyor.

Civil Technology graduates are trained to assist engineers in planning, designing and constructing streets, highways, railroads, airports, drainage and flood protection facilities, sewage disposal and water supply facilities.

General Information

The tuition fee is $30 a month. In addition, there is Students' Association fee of $2 a month. Books and supplies will cost approximately $500.

How Do I Apply?

Application forms for these courses 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.

By The Way...

To find out more about these occupations you could visit people in any of the civil technology fields.

For information on these courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Tuition $36.00 per month, effective 1 July 1983. Amended May 60, First Issue Sept 79.

Red River Community College is operated by Manitoba Education with financial assistance provided by the
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, data entry, 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 Professional Secretaries International 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-E351 Communications
B18-F331 Filing
B17-A301 Accounting 1

Term 2
B17-M352 Maths/Machines
B17-E352 Communications
B18-D331 Office Procedures
B17-A302 Accounting 2
B15-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)

The following may be available as additional subjects in either term.
B17-D550 Data Entry Operator
B18-D553 Machine Transcription
B17-C551 Consumer Education

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will 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-119, telephone 632-2437.

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 Counseling 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 Machines, 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.

** TUITION — $39.00 per month.
STUDENT FEES — $6.00 per month.

Amended: June 81
First Issue: Sept. 79
8M (C)

Fees & Content subject to change without notice.

Red River Community College is operated by
Manitoba Education
with financial assistance
provided by the
Government of Canada
Commerce/ Industry Sales & Marketing

Purpose: To develop the knowledge and skills necessary to become a successful salesperson. The graduate will be able to deal effectively with people and to understand, organize, and solve sales problems in marketing programs and situations.

Entry Date: September
Course Length: Ten months

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);
— 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 ground work. 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-L314 Canadian Business Law
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?
You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $210.

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-119, telephone 632-2437.

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 OJ8, 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 baking procedures and the use of related tools and equipment, and an understanding of sanitation requirements, storage of ingredients and temperature control, through classroom instruction, practical lab training, and off-campus work experience.

Entry Dates: September and March
Course Length: Ten 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 you must provide proof of good health as required by sanitation regulations; good physical condition is essential. Commercial Baking can be very demanding as it involves working long hours, working late-night and early-morning shifts 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;

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 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.

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

This is a Special Selection Course. The committee looks for applicants who have a sincere desire to work in the baking industry and an understanding of the hours involved and the working conditions. Some working experience in a bakery or a related area is preferred.

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?

Sixty percent of your practical training will take place at the College in the College’s baking shop.

You will acquire knowledge and develop skills related to breads, rolls and sweet dough, plain and sweet pastry, Danish and puff pastry, cookies, short breads and cakes. Your training will also include sanitation and safe equipment usage and inspection. Baking theory and basic bakery management will also be studied.

You will spend the balance of your course hours as a full-time employee in a Manitoba bakery, gaining both work experience and course credit. Your co-operative education job placement may also provide valuable employer contacts for future permanent employment opportunities.
Tuition $39.00 per Month
Effective 1 July 84
Student Fee $6.00 Per Month

Course Outline

Term 1
B31-B123 Bakery Management
B31-B124 On-The-Job Training 1
B31-B125 Specialty Baked Goods Theory
B31-B126 Specialty Baked Goods Practical
B31-B127 Advanced Production of Bakery Products — Practical
B31-B128 Advanced Production of Bakery Products — Theory
B31-B129 On-The-Job Training 2
B31-B130 Basic Bakery Products — Theory
B31-B131 Basic Bakery Products — Practical
B31-B132 Intro to Sanitation, Safety and Basic Trade Knowledge

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 in both large in-store bakeries and smaller bakery operations.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $120.

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-119, telephone 632-2437.

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.

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 and hotels 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

General Information

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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per 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-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 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.

A Basic Cooking course is offered at Keewatin Community College, The Pas.

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: June 81
First Issue: Sept. 79
Red River Community College
is operated by
Manitoba Education
with financial assistance
provided by the
Government of Canada

 Fees & Content subject to change without notice.
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 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 student applicants must complete entrance requirement (B) above.

*Mathematics 300 is strongly recommended.

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, Basic, RPG II, FORTRAN and PUI. 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 for the 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.
Course Outline

General Information

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 Economic Principles I
B13-S505 Humanistic Psychology (CAP)
B15-C291 Data Processing II
B16-E289 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
B15-C405 RPG II Programming
B15-C406 File Structures
B15-C407 Systems Analysis and Design II
B15-M901 Statistics

Term 5
B15-C502 PL/I Programming
B15-C505 Computer Topics I
B15-C506 Co-operative Project in Industry I
B15-C507 Business Applications
B15-M501 Quantitative Methods I

Term 6
B11-A681 Managerial Accounting (CAP)
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 many companies which require computers for business purposes such as accounts payable, accounts receivable, payroll, inventory, general ledger, sales order forecasting and credit authorization. Other job opportunities are with the government, computer manufacturers and consulting firms.

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per 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-119, telephone 632-2437.

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.

** TUITION AND STUDENT ASSOCIATION FEES $45.00 PER MONTH EFFECTIVE 1 JULY 1984.
Computer Technology

Purpose: To prepare the graduate to function in the dynamic and challenging world of digital electronics, microprocessors, computer systems, data communications systems as well as in the general electrical/electronic environment. Provides a broad general background in electronics with specialty training in the hardware and software of modern computer technology.

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 or older 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.

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

Computer Technology provides a broad general background in the appropriate traditional electrical/electronic field with in-depth training in microelectronics (specifically microprocessors), digital electronic minicomputers and large system concepts. The course is heavily "hands-on", with considerable lab and project time on our selection of microcomputers and time-shared minicomputer. Our lab complement includes sophisticated testing and troubleshooting facilities including several menu driven logic analyzers. Lab stations include microcomputer stations with dual floppy disks, CRT terminals and printers. Students design, assemble, test and program a microcomputer which they then use to implement programmed solutions to real world problems including remote data acquisition, supervisory control and computer to computer multiprotocol communications.

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, computer application, data communications and fibre optics.
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 Technologist (C.E.T.) successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSET) 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.

** TUITION AND STUDENT ASSOCIATION FEES $45.00 PER MONTH EFFECTIVE 1 JULY 1984.
Correspondence Courses (A.B.E.)

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 Dates: 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: S02-M108 Mathematics, Correspondence: S02-C100 Communications, etc. A completed mark sheet 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 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.

*For additional information on Correspondence Courses, one may call the Correspondence Co-ordinator at (204) 632-2451 or write to:
Tutorial Centre & Correspondence Department
C-615
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9

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 gives the tutor 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 three correspondence subjects offered:
1) 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 per-cent; ratio and proportion; positive and negative numbers; square root; introductory algebra and geometry.

2) S02-C100 Communications
Prerequisites: Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
Fee: $74.00
Grammar; usage and mechanics; sentence and paragraph construction; expository paragraph writing.

3) S02-S100 Physical Science
Prerequisites: Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
Fee: $85.00
Basic scientific concepts; measurement of forces; temperature; heat; pressure; density; work; electricity; systems of measurements; anatomy and physiology; problem-solving.

4) S03-L001 Mathematics (Adult 11A)
Prerequisites: Manitoba Grade 10 or its equivalent and the ability to read and write the English language.
Fee: $77.00
This course will provide the student with an opportunity to develop a mastery of mathematical concepts equivalent to the public school math 200. This course is designed chiefly to give the student an orientation to the applied and technical aspects of mathematics. The course will include the use of the calculator and deal with concepts from the following areas: Introduction to Algebra, Equations, Word Problems, Fractions and Graphs, Geometry, Introduction to Trigonometry, Solution of Right Angles, Systems of Equations and Quadratic Equations.

The student will be required to write a final exam.

NOTE: It is essential that the student obtain a scientific calculator for this course.
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 six weeks of mailing course material to the student. Where notice is provided within the six-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 Correspondence Coordinator.
   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.

Amended: June 82
First Issue: Sept. 79
3MIC

Fees & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada
Correspondence Courses
(Business, Communications, Social Science & Refresher Nursing)

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 Dates: 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, 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.

*For additional information on Correspondence Courses, one may call the Correspondence Coordinator at (204) 632-2451 or write to: Tutorial Centre & Correspondence Department C-615 Red River Community College 2055 Notre Dame Avenue Winnipeg, Manitoba R3H 0J9

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 fees.

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; 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) 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 entit-
ed to credit in one of a variety of accounting courses.

3) B11-A261 Financial Accounting — Term 2
Prerequisites: Completion of Accounting B11-A161 or its equivalent.
Fee: $120.00
This course provides the student with an opportunity to acquire a good working knowledge of: accounting for inventory on both a periodic and perpetual basis; the four main methods of pricing inventory on hand; estimating inventories; the costing, depreciation, disposal, and exchange of plant assets; accounting for the repair, replacement, and betterment of plant assets; accounting for intangible assets; payroll accounting; accounting for partnerships; departmental and responsibility accounting; and accounting for current and long-term liabilities. This course also introduces the topic of Accounting for Natural Resources, and the topic of Joint Costs.

4) H11-S101 Social Science — Term 1
(Introductory Social Science)
Prerequisites: High school graduation preferred; mature student standing will also be considered.
Fee: $58.00
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.

5) H11-S201 Social Science — Term 2
(Child Growth and Development)
Prerequisites: Completion of Social Science H11-S101 or its equivalent.
Fee: $100.00
This course traces the psychological, social, and physical development of the individual from conception to late childhood. Topics include inherited influences, pre-natal factors, principles of growth and development, educational tasks, environmental effects, major theories (e.g. Piaget, Erikson, Freud), behavioral patterns and need fulfillment. Particular emphasis is placed on the interaction of maturational processes and environmental influences in the development of the child as a unique individual.

6) H11-S301 Social Science — Term 3
(Adult Growth and Development)
Prerequisites: Completion of Social Science H11-S201 or its equivalent.
Fee: $90.00
This course is a continuation of the life cycle study from puberty through adolescence, early adulthood, middle age, old age and life ending. Again, emphasis is placed on the interaction between the environment and maturational processes in the ongoing development of the individual. The physical, social and psychological landmarks of each stage of the life-cycle are examined in detail.

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 six weeks of mailing course material to the student. Where notice is provided within the six-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 Correspondence Coordinator.

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 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 College or Assiniboine Community College due to distance and/or isolated location.

Verification of registered nurses status is required with the admission application. Acceptable proof is a recent 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. A copy of the M.A.R.N. 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: $327.00
Red River Community College correspondence courses are available from the Admissions Office, R.R.C.C., Room C212, 2055 Notre Dame Avenue, Winnipeg.
Creative Communications

Purpose: To give students who have considerable writing skill 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
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
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 — Completion of a home assignment;

and

E — An entrance test.

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 D) 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 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, and journalism. Support subjects such as creative writing, radio, television, 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 Grammar and Style Review
B10-C125 Oral Communications
B13-S518 Introduction to Political Science
B16-E351 Canadian Literature

Term 2
B01-A209 Design & Graphics for Creative Communications
B10-C221 Creative Writing
B10-C222 Journalism
B10-C224 Advertising
B10-C225 Oral Communications
B10-C435 Introduction to Radio
B13-S519 Introduction to Psychology (Cr Comm)
B16-E252 Canadian Awareness

Term 3
B10-C321 Creative Writing
B10-C322 Journalism
B10-C324 Advertising
B10-C332 Introduction to Public Relations
B10-C338 Introduction to Television/Television Workshop
B12-E375 Economics
B13-S524 Canada and the World
B16-E451 Manitoba Literature

Year 2

Term 4
B10-C422 Journalism
B10-C424 Copywriting
B10-C432 Public Relations
B10-C438 Television
B10-C428 Practical Layout
B10-C428 Audio-Visual Methods
B12-E475 Economics for the media

Term 5
B02-P218 Photo Journalism Option
B10-C538 Broadcast: Radio
B10-C539 Broadcast: Television
B10-C540 Advanced Writing Project
B10-C545 Journalism Option
B10-C577 Advertising Option
B10-C580 Public Relations Workshop Option
B10-C583 Free Lance Writing Option
B10-C584 Mass Media & Society Option
B16-E553 Theatre Arts Option
B10-C541 Cultural History Option
B16-E511 Modern Literature Option
B16-E552 Children's Literature Option

Term 6
B02-P318 Advanced Photojournalism
B10-C538 Broadcast: Radio
B10-C539 Broadcast: Television
B10-C540 Advanced Writing Project
B10-C545 Journalism Option
B10-C577 Advertising Option
B10-C589 Public Relations Workshop Option
B10-C583 Free Lance Writing Option
B10-C584 Mass Media & Society Option
B10-C589 Mass Media and Society Option
B13-S520 Introduction to Psychology (Cr Comm)
B10-C589 Mass Media and Society Option
B13-S520 Introduction to Psychology (Cr Comm)
B10-C589 Mass Media and Society Option
B16-E551 Business Communication
B16-E553 Theatre Arts Option
B10-C541 Cultural History Option
B16-E555 Dramatic Literature Option
B16-E552 Children's Literature Option

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?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies are approximately $475 for the first academic year and approximately $275 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-119, telephone 632-2437.

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 0J8, 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 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 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.
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 — 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 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 are required to complete the Reading Skills Test (entrance Requirement B).

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.

A certificate of dental health is required by all registrants.

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.

An evening/Saturday session in Expanded Duties is scheduled when there is adequate demand. This course, equivalent to the weekday course, takes place two evenings per week from September to January, and then on Saturdays from February to the end of June. The prerequisite for the evening course is a certification in Dental Assisting — Chairside.

These courses are 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 pa-
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.

### General Information

#### How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per 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-119, telephone 632-2437.

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.

A Dental Assisting course is also offered at Keewatin Community College, The Pas.

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.

### Course Outline

#### Chairside

**Term 1**
- H01-Z102 First Aid
- H07-C101 Life Sciences
- H07-C102 Clinical and Laboratory Sciences
- H07-C103 Supervised Clinical Practice
- H07-C106 Dental Practice Management
- H11-S101 Social Science

#### Expanded Duties

**Term 1**
- H07-E201 Community Dental Health
- H07-E205 Preclinical and Clinical Practice A
- H07-E206 Intra-Oral Techniques for Dental Assistants
- H11-S201 Social Science
- H11-S301 Social Science

#### 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.
Design and Drafting Technology

Purpose: To produce technologists who have received comprehensive training in the field of Architectural and Mechanical Drafting.

Entry Date: September

Course Length: Two academic years (10 months each)

Admissions

Am I Suited For This Course?

It is important that you have good eyesight, with or without glasses, and have full use of both arms and legs. You must also be mobile as you will have to move from your office location to construction sites. You will require a strong academic background in mathematics and physics, therefore you are advised to enroll in Mathematics 300 and Physics 300 before entering the course. In the past, students who have had a strong background in these subjects have been more successful in completing these courses. These courses are 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*, 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. Applicant's 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) will likely be necessary.

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

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

These courses have an Advisory Committee which includes representatives from industry, government 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?

The first term of training is common with Building, Civil, Structural and Surveying Technology. Emphasis will be on mathematics, engineering graphics, mechanics and strength of materials, basic architectural and mechanical drafting.

In the second year of the program, emphasis will be placed on the structural design and layout of commercial buildings. This will include the design of mechanical and structural building systems and the use of a variety of building materials and construction techniques.

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

**Design and Drafting Technology**

**Year 1**

**Term 1**
- T05-C102 Mechanics
- T05-C103 Surveying
- T05-C105 Strength of Materials
- T05-C106 Engineering Graphics
- T10-M120 Algebra and Trigonometry
- T14-C116 Communication

**Term 2**
- T05-D205 Architectural Drafting
- T05-D206 Strength of Materials
- T05-D210 Materials
- T05-D212 Basic Building Science
- T05-D221 Machine Drafting
- T10-M220 Introductory Calculus
- T14-R216 Report Writing

**Year 2**

**Term 3**
- T05-D305 Architectural Detailing and Design
- T05-D306 Structural Design
- T05-D311 Building Construction
- T05-D312 Theory of Structures
- T05-D321 Machine Drafting and Design
- T05-D322 Materials and Specifications

**Term 4**
- T05-D405 Architectural Detailing and Design
- T05-D406 Structural Design
- T05-D412 Theory of Structures
- T05-D421 Mechanical Drafting and Design
- T05-D422 Materials and Specifications
- T05-D424 Quantity Surveying

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**What's In It For Me?**

The rapid absorption of new scientific knowledge into the engineering sciences and the increasing complexity of modern structures increases the need for clear, concise presentation of technical information.

This continuing change demands that design and working drawings — the working language of engineering and architecture — be prepared in order to convey this information from the designer to the fabricator, owner, financing agency, etc.

The Design and Drafting Technology program, which has a wide and varied content in the fields of both engineering and architecture, permits graduates of this program to be gainfully employed in a wide variety of job opportunities.

Graduates of this program have found employment with architects, consulting engineers, contractors, fabricators and service industries as well as a variety of positions with the various departments of municipal, provincial and federal government services.

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**General Information**

**How Much Will It Cost?**

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $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-119, telephone 632-2437.

**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.

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**By The Way...**

To find out more about this occupation, you could visit people in any of the civil technology fields.

For information on these courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

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**Effective 1 July 1984**

Tuition $39.00 Per Month
Student Fee $5.00 Per Month

Amended: June 81
First Issue: Sept. 79
Vol. (C)

Fees & Contents subject to change without notice.

Red River Community College
operated by the

MANITBA
DEPARTMENT OF EDUCATION
with funds provided by the
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 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.

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 Power-shift Transmissions Overhaul and Adjustment
T01-D021 Heavy Duty Power Train
T01-D023 Engine Overhaul I
T01-D024 Engine Overhaul I
T01-D025 Engine Overhaul II
T01-D028 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
T01-D035 Laboratory Training in Industry
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-M510 Related Machine Shop
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 a Heavy Equipment Mechanic apprenticeship. As a graduate, you may be granted 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 one eight-week and two five-week periods for additional theoretical and practical training.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower for one eight-week and two five-week periods for additional theoretical and practical training.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, Winnipeg, telephone 632-2437.

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 diesel mechanics field.

For information on Diesel Mechanics 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 Motor Vehicle Mechanics or Motor Vehicle Body Repair. Diesel Mechanics is offered at Assiniboine Community College, Brandon and 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 college courses. You could contact people in the diesel mechanics field.

For Information on Diesel Mechanics 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 Motor Vehicle Mechanics or Motor Vehicle Body Repair. Diesel Mechanics is offered at Assiniboine Community College, Brandon and 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 college courses. You could contact people in the diesel mechanics field.

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower for one eight-week and two five-week periods for additional theoretical and practical training.

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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: 12 months

Admissions

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 or on 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 physics) 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 and the College. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in Industry.

What Will I Study?

During the first 3½-month block, emphasis is on electronic theory. You will learn about AC (alternating current) and DC (direct current) fundamentals. You will learn how to use electronic instruments, meters, oscilloscopes, and signal generators.

In the second 2½-month block, you will learn about electronic devices, diodes, transistors, and integrated circuits. You will study and do laboratory and repair projects involving AM (amplitude modulated) and FM (frequency modulated) and FMX (frequency modulated stereo) receivers, amplifiers, and speaker systems.

In the third 3½-month block, you will learn about record turntables and changers and cassette decks. You will learn about the NTSC color television systems, deflection circuits and AGC and sync circuits, power supplies and digital logic. You will learn to use color bar generators and deflection analyzers and how to repair color television sets.

In the last two-month block, you will learn about the picture circuits, the chroma circuits and color sync and microprocessors. You will learn how to use sweep and marker generators to align and adjust color television sets. You will repair your own and customers television sets.
Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month

Course Outline

Block 1
Basic Electricity & Electronics
T12-D001 D.C. Fundamentals
T12-D003 AC Fundamentals
T13-M518 Electronic Calculations

Block 2
High Fidelity Receivers and Amplifiers
T12-D005 Electronic Fundamentals
T12-D007 A.M. Radio Receivers
T12-D007 Amplifiers
T12-D008 F.M. & A.M. Stereo
T12-D006 Speakers and Speaker Systems

Block 3
Turntables, Cassettes, and Television Deflection
T12-D005 Changers and Turntables
T12-D007 Cassette Recorders
T12-D072 NTSC System
T12-D055 Deflection Circuits
T12-D057 Auxiliary Circuits
T12-D069 Digital Logic

Block 4
Television Signal & Color Circuits
T12-D003 Signal Circuits
T12-D005 Chroma Circuits
T12-D073 Color Sync
T12-D074 Microprocessors

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 with retail outlet service departments, manufacturers, electronic wholesale and distribution centres, or colour television service shops, repairing televisions, radios and other audio equipment. Graduates also have opened their own businesses.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 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 colour coded. You should have good manual and finger dexterity.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201*; and Physical Science 100 or 101;

or

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

*(Applicants with a strong background in Mathematics 100 may be considered for admission subject to testing by the College in Mathematics.)

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 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 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.
Course Outline

T04-M510 Related Machine Shop
T11-E001 Fundamentals of Electricity
T11-E003 D.C. Machines and Controls
T11-E006 Electrical Laboratory
T11-E007 Residential Blueprint Reading
T11-E009 Residential Wiring
T11-E051 Alternating Current Fundamentals
T11-E053 Three Phase and Transformers
T11-E055 A.C. Machines and Controls
T11-E057 Electrical Laboratory A.C.
T11-E059 Commercial Blueprint Reading
T11-E061 Commercial Wiring
T11-E062 Solid State
T11-E063 Electric Motor Repair (Theory)
T11-E065 Electric Motor Repair (Practical)
T13-M517 Electrical Construction P/E Math
T13-S517 Electrical Construction P/E Science
T14-EC02 Communications

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 electrical 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.

Upon successful completion as a graduate you may be granted one or two levels of in-school training toward the Construction Electrician 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 and Manpower, Room 802, Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $36 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $375.

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., telephone 632-2437.

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-306, 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 electrical field.

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

An Electrical course is offered at Assiniboine Community College, Brandon and an Electrical (Construction General) 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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month
Electronic Technology

Purpose: To develop a broad knowledge of electronic theory 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)

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 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 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.

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

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 also be taught theory and application for 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 of 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-C118 Communication

Term 2
T08-E206 Basic Electrical Instruments
T08-E201 Electric Circuits
T08-E202 Basic Electronics
T08-E206 Introductory Logic
T08-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-P432 Applications Programming for Electronics
T10-S432 Statistics Quality Control (optional)
T14-R216 Report Writing
* optional — select two

What's In It For Me?

Successful completion of the two-year course will give you an Electronic Technology Diploma from Red River Community College.

Your job opportunities, as a technologist, will be in research, installation, maintenance, design, production, building, testing, and industrial manufacturing 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 I.B.M. 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 (MANSCET) 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies are approximately $300 for the first academic year and approximately $280 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-119, telephone 632-2437.

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.

Acceptances are made in 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 electronic field.

For information on Electrical Technology and other College courses, you could 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.

Amended: June 81
First Issue: Sept. 79
8M (C)
Employment Orientation for Women

Purpose: To provide women with the information, self-confidence and skills required for entering or re-entering the workforce. This course will assist clients who wish 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
Entry Dates: * October
January
April

Am I Suited For This Course?
This course is offered primarily for women who must seek employment to maintain an adequate standard of living for themselves and their families. However, there are no restrictions because of marital or economic status. To profit from the course, you must be highly motivated and prepared to spend the time and effort required in examining yourself and the career opportunities available for you.

Entrance Requirements
There is no minimum educational prerequisite, but you should be able to read and write at a Grade 8 or 9 level. You may apply whether or not you have had work experience and/or skill training. Interested applicants should contact their local Canada Employment Centre, Program Division, telephone 949-2500 or contact the Adult Basic Education Office, telephone 632-2346.

All applicants will be interviewed and given a course orientation to assess their suitability for the program.

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

What Will I Study?

Personal Growth
This component of the course includes exercises in self-awareness and confidence-building as well as the study and practice of communication and assertiveness skills. You will also examine and develop techniques in problem-solving, decision-making, stress management and goal-setting. As the focus of these studies relates to you as a woman, you will develop a deeper understanding of the status and changing role of women in society.

Career Exploration
This section of the program includes the following activities: an assessment of your interests, needs and preferences, a realistic appraisal of your skills and abilities, the gathering of information about occupations and the labour market, an examination of alternative training routes and sources of financial assistance; and the making and testing of career choices. Two one-week work experiences are included. Employment-related topics with a focus on women in employment are also studied.

What’s In It For Me?
Upon successful completion of the program, you will be prepared to make a decision for entry into employment or training, and you will have achieved the level of self-confidence required to pursue your goals.

By The Way . . .
Women’s Employment Counselling Services (telephone 943-0473) are available as a resource and support for this program and will provide personal counselling throughout the course for those who require it.

R.R.C.C. also offers professional career and personal counselling through its Counselling Services (telephone 632-2335). In addition, the Women’s Programs Coordinator (telephone 632-2451) can assist women wishing further information or assistance in entering this course.

There is a follow-up for all graduates after course completion.

Admissions

Am I Suited For This Course?
This course is offered primarily for women who must seek employment to maintain an adequate standard of living for themselves and their families. However, there are no restrictions because of marital or economic status. To profit from the course, you must be highly motivated and prepared to spend the time and effort required in examining yourself and the career opportunities available for you.

Entrance Requirements
There is no minimum educational prerequisite, but you should be able to read and write at a Grade 8 or 9 level. You may apply whether or not you have had work experience and/or skill training. Interested applicants should contact their local Canada Employment Centre, Program Division, telephone 949-2500 or contact the Adult Basic Education Office, telephone 632-2346.

All applicants will be interviewed and given a course orientation to assess their suitability for the program.

* Contact the Adult Basic Education Office (632-2346) to verify entry dates.
Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
Admissions

Am I Suited For This Course?
You should enjoy working in a dynamic and growth oriented industry which requires enthusiastic and hard-working people. As the emphasis is on people skills, you must be able to motivate others. 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, good physical condition is essential. Willingness to work evenings, weekends and holidays is a prime requirement for a job in this field.

Entrance Requirements
A — 7 high school credits (Manitoba Grade 10 or equivalent);
    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 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 science) will likely be necessary. All mature student applicants must complete entrance requirements B and C above.
Course Outline

Term 1
B11-A230 Accounting Procedures
B13-M621 Intro. to Business Practices
B14-F211 Basic Salesmanship
B15-E101 Business Education
B32-F103 Personnel
B32-F104 Food and Beverage Control
B32-F105 Sanitation and Safety
B32-F107 Food Service Skills
B32-F108 On-The-Job Training

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. Employment may be found in a wide variety of typical fast food service operations.

General Information

How Much Will It Cost?
The tuition fee is $33 a month. In addition, there is a Students’ Association fee of $2 per month and student athletic fee of $2 per month. Books and supplies will cost approximately $45.

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-119, telephone 632-2437.

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 fast food industry.

For information on this course 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.
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

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.

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

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per 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-119, telephone 632-2437.

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 OJ9, 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.

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: June 81
First Issue: Sept. 79

Fees & Content subject to change without notice.

Red River Community College
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

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 50 w.a.m. with a maximum of three errors on a five-minute timing. Typing tests must be validated after April 1 of the year of entry 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 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-S754 Statistics for Health Record Technician
B19-R741 Health Records Science I

Term 2
B19-E752 Communications
B15-M752 Medical Terminology
H03-L213 Anatomy & Physiology
B15-S105 intro to Data Processing
B19-N751 Medical Transcription
B19-T752 Health Records Science II

Term 3
H03-L313 Anatomy & Physiology
B19-C781 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?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per 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-119, telephone 632-2437.

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 OJ9, 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.
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

— 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.*

Part-Time Study

Subjects within this course are open to part-time study by students who have the prerequisites. Persons interested in part-time study must obtain the approval of the course Department Head.

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 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.

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.

*The Selection Committee retains the right to interview applicants for clarification of information with regard to education, health status, and facility in the use of the English language.
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?
You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will be approximately $275 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-119, telephone 632-2437.

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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month
Nursing (Practical)

Purpose: To prepare graduates who will enter the workforce as beginning practitioners of practical nursing. Graduates will be able 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 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

— 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.

*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.

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 (Practical) 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 direct-ly 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.

Part-Time Study

Subjects within this course are open to part-time study by students who have the prerequisites. Persons interested in part-time study must obtain the approval of the course Department Head.
Course Outline

Nursing (Practical)

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 (Practical), you will receive a Certificate from Red River Community College.

Graduates of Nursing (Practical) may choose to write the licensed practical nursing examinations and seek employment or continue into Nursing (Diploma) sequentially or at a later date, Nursing (Practical) graduates will enter the work force as beginning practical nurses 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?

You will pay a tuition fee of $33 a month, an Students Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will be approximately $450 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-212, 2055 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

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.C.C., Room C-115, telephone 632-2335.

A Practical Nursing course is also offered at Assiniboine Community College, Brandon, Manitoba and 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: June 82
First Issue: Sept. 79

Fees & Content subject to change without notice.

Red River Community College

is operated by

Manitoba Education

with financial assistance provided by the

Government of Canada
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: 20 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 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 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 operations. 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 Introductory Accounting A-HRA
- B12-E181 Economics
- B13-E502 Introduction to Social Sciences
- B16-E184 Oral Communications

**Terms 2 and 3**
- B09-H215 Housekeeping
- B09-H412 Front Office Management
- B09-H416 Purchasing
- B09-H423 Building Engineering
- B11-A221 Introductory Accounting B-HRA
- B13-S514 Human Behaviour in Organizations
- B14-M101 Basic Marketing
- B16-E311 Report Writing
- B15-S106 Introduction to Data Processing
- B09-H230 Cooperative Education Work Term

**Terms 4 and 5**
- B16-E161 Business Communications
- B11-A421 Hospitality Management Accounting A
- B09-H614 Personnel
- B09-H213 Food and Beverage Control
- B09-H616 Hospitality Sales
- B09-H214 Design and Physical Layout
- B09-H403 Seminar
- B09-H450 Cooperative Education Work Term

**Term 6**
- B09-H615 Management Seminar
- B09-H431 Tourism
- B10-C995 Public Relations and Advertising
- B09-H613 Bartending and Beverage Management
- B09-H681 Gourmet Preparation
- B09-H652 Bartending Practicum
- B09-H663 Dining Room Service
- B11-A619 Hospitality Management Accounting B
- B09-H617 Decision Making
- B12-L260 I

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### General Information

#### How Much Will It Cost?

You will pay a tuition fee of $36 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $500. 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-119, telephone 632-2437.

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

**TUITION:** $36.00 per month effective 1 July 1983.

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### How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, P.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.

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### 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.

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Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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

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 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 physics) may be necessary.

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

What Will I Study?
In your first trimester you will learn the fundamentals of DC (direct current) and AC (alternating current) and electronics. You will learn how to use meters, oscilloscopes and signal generators in hands-on electrical and electronic projects.

In the second trimester you will learn about the bi-polar transistor and IC's (integrated circuit chips) and their applications in amplifiers, oscillators, multivibrators and logic circuits. You will learn the different number systems and perform many digital logic laboratory projects.

In the third trimester you will learn about the thyristor family, electronic devices that are capable of controlling very large currents with small control currents. You will learn about light activated photo devices and their applications. You will also study the field effect transistor and operational and differential amplifiers and the use of electronics for precise time control. You will learn the principles of operation and programming of microprocessors.

Course Outline

Term 1
T12-1001 DC Fundamentals
T12-1003 AC Fundamentals
T12-1005 Test Equipment
T12-1009 Power Supplies
T13-M520 Electronics Math
T14-C512 Communications

Term 2
T03-R041 Blueprint Reading & Sketching for Electronics I
T12-1060 Digital Logic & Numbering Systems
T12-1054 BJT Amplifier Theory/Operation
T12-1062 Pulse and Switching Circuits
Term 3
T12-1051 Timing Fundamentals
T12-1058 Thyristors
T12-1061 Photo Sensitive Devices
T12-1063 Relays
T12-1065 Voltage Regulators
T12-1067 Field Effect Transistors
T12-1068 Operational Amplifiers
T12-1070 Microprocessors
T12-C522 Communications

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.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 0J8, 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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month
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 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.

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

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
T08-1301 Fluid Mechanics
T08-1303 Industrial Electronics
T08-1304 Final Control Elements
T08-1305 Electrical Practices
T08-1306 Process Measurements
T10-M334 Calculus
T14-R216 Report Writing

Term 4
T07-C425 Chemical Instrumentation
T08-1402 Computer Control Systems (Optional*)
T08-1403 Industrial Electronics
T08-1406 Process Measurements
T08-1407 Industrial Control Applications
T08-1410 Process Analysis
T08-1413 Technical Research & Report (Optional*)
* Choose one

What's In It For Me?
Successful completion of the two-year course will give you an Instrumentation Technology Diploma from Red River Community College.

If you graduate as an Electronic Technician, you will have less responsibility than an Instrumentation Technologist, and you will work with less complicated technological equipment.

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 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 Technologist (C.E.T.), successful graduates must register with the Manitoba Society of Certified Engineering Technicians and Technologists (MANSCE), as associate members. After completion of two years of relevant work experience, you may apply for full membership.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 instrumentation technology field.

For information on Instrumentation Technology, and other College courses, you could 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.
Library Technician

Purpose: To offer training in the basic public service and technical functions of a library, enabling the graduate to provide support and assistance to professional staff in various types of libraries.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?

Since most library positions require personal contact with the public, you should be interested in working with people, helping them to use the informational, recreational and cultural resources of libraries. You must also have the ability to do detailed and exacting work.

If you are seriously considering a career as a Library Technician, you should be prepared for some evening and weekend work. This applies especially to jobs in public libraries.

Throughout the course, you will have to set aside about two hours every evening to work on projects and assignments.

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 statement of career objectives including (1) your reasons for wanting to take the Course, (2) your understanding of library work, and (3) your concept of the type of work performed by a Library Technician;

and

C — successful completion of a reading comprehension and vocabulary test;

and

D — a selection interview with the Library Technician Selection Committee.

This is a Special Selection Course. The Selection Committee chooses candidates on the basis of educational background and potential suitability for a library career. Applicants are encouraged to do some research on libraries and library technicians before attending the interview.

Program

The Library Technician course is set up under the direction of a Course Advisory Committee composed of college instructors and representatives from all types of libraries in Manitoba. This Committee has been organized to suggest course content, and to advise instructors on changing trends in library work.

What Will I Study?

As a student you will gain a general knowledge of library systems, a practical background in basic, day-to-day library procedures, and an understanding of the relationships of the different procedures throughout the library. Specifically, the course teaches you how to order and to organize print and audio visual materials. You will also learn how to circulate the materials and how to use them to find information.

Learning the operation of audio visual equipment and the preparation of audio visual aids such as transparencies and posters is also part of the course. You will study Psychology to help you work with the public, and Children's Literature to give you a better understanding of the reading interests of children. Typing and office practice are also taught.

The course emphasizes practical training. Much of your training will take place at the College in a simulated library. This practical work will help you learn the organization and operation of the Acquisitions, Cataloguing, Circulation, Reference and Audio Visual Departments of a library. Five weeks will be spent working in various libraries across Manitoba to give you actual on-the-job training and experience. The course uses a variety of approaches such as lectures, assignments and workshops to teach you the skills and techniques required in library work.

All of the practical subjects in the Library Technician course are also available through the Evening Program at R.R.C.C. Subjects are offered on a rotating basis, and credits may be transferred to the day program should you decide to enroll as a full-time student, or you can earn your Library Technician Certificate on a part-time basis by attending evening and Saturday classes over several years.

This course will prepare you to work as a middle-level library employee who has knowledge of library techniques beyond that of a clerk, but without the theoretical background or subject knowledge of a librarian.
Course Outline

Library Technology Diploma Program

Graduates of the ten-month Library Technician course are eligible to enroll for the equivalent of an additional 10 months in a program leading to a Diploma in Library Technology. The Diploma program provides the graduate with the opportunity to continue training in specific interest and career-related subjects. The program is optional, with subjects being offered in evening and Saturday sessions. There will be ten subjects offered at Red River on a rotating basis in the fall and spring sessions. Each will be a 40-hour credit course.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $120.

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 employed as library technicians.

For information on Library 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.

Tuition $39.00 per month
Effective 1 July 84
Student Fee $6.00 Per Month

Amended: June 81
First Issue, Sept. 79
6M (CI)
Fees & Content subject to change without notice.

Red River Community College
is operated by
Manitoba Education
with financial assistance
provided by the
Government of Canada
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

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**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 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.

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**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

Term 1
- T03-M11 Fundamentals of Delineation
- T03-M013 Applied Machine Drafting 1
- T13-M14 Drafting Math

Term 2
- T03-M015 Applied Machine Drafting 2
- T03-M017 Applied Drafting Science
- T14-R503 Report Writing

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

Job opportunities are available as junior draftspersons with machinery manufacturers and in tool and die production shop offices. You may find work with structural fabricators, equipment manufacturers or in the aircraft industry. Some graduates are working in consulting engineering offices. After gaining experience, many have found employment as technical representatives or salespeople for metalworking equipment and product companies or as shop inspectors and estimators.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.

Tuition $36.00 per month
Effective 1 July 1983

Amended: June 81
First issue: Sept. 79
9M (C)

Fees & Content subject to change without notice.

Red River Community College is operated by
Manitoba Education
with financial assistance
provided by the
Government of Canada
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

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 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.

Program

This 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 trade, 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-G050 Related Gas Welding
T04-M010 In-Plant Training
T04-M012 Bench Work
T04-M014 General Operation & Control of Machine Tools
T04-M018 Power Saws
T04-M020 Lathe Operation
T04-M022 Milling Machine Operation
T04-M028 Grinding Machine Operation
T04-M029 Shaper, Planer Slotter
T13-M511 Machine Shop Math
T13-S511 Machine Shop P/E 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?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic fee of $2 a month. Textbooks and supplies, including glasses or safety goggles, could cost up to $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-119, telephone 632-2437.

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 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 632-2335.

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.
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 Dates: September and February
Course Length: Ten months

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 license 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 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 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 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-G510 Related Gas Welding
T04-M510 Related Machine Shop
T11-A001 Fundamentals of Electricity
T11-A003 A.C. Fundamentals
T11-A005 A.C. Motors
T11-A007 Electrical Code
T11-A009 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
T11-A031 Domestic Dishwashers
T13-M515 Appliance Servicing Math
T13-S515 Appliance Servicing Science
T15-A301 Appliance Repair — Gas

What's In It For Me?

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

You could find employment with national manufacturers, independent service companies and dealer operated service departments. With experience you could become self-employed.

Successful graduates will receive 18 months credit towards their provincial licence. You will have to work an additional six months in a related field and then apply to write your licensing examination. For further information regarding this examination, contact the provincial Department of Labour and Manpower, Room 609 Norquay Building, Winnipeg, telephone 944-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.

Amended: June 81
First issue: Sept. 79
5M (G)

Fees & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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

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 application, 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 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 trade, 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 pilers; 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 this 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 Bricklayer 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, draftsperson, 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 0J8, 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 632-2335.

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.

Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada
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, November 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 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 two 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-M117 Carcasses of Lamb Practicum
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?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 per month and a student athletic fee of $2 per 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-119, telephone 632-2437.

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.

Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month

Amended: June 81
First Issue: Sept. 79
5M (C)

Fees & Content subject to change without notice.

Red River Community College
Department of Education

MANITOBA
DEPARTMENT OF EDUCATION
with financial assistance provided by the Government of Canada
Mechanical
Engineering
Technology

Purpose: To develop abilities in the application of engineering principles to the problems of conventional design, production techniques, and mechanical systems in the broad field of mechanical engineering. This includes such activities as product modification and systems design.

Entry Date: September
Course Length: Two years of ten months each (approximately 2400 hours)

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 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 (English, mathematics and physics) may be necessary.

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

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

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 60 to 70 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 specialization in the field of design or industrial work. The design portion 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.

The industrial portion 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-C118 Communication

Term 2
T06-M202 Industrial Electronics
T06-M204 Pert & CPMP
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

Year 2
Term 3
T06-H326 Thermodynamics
T06-H327 Library Research
T06-H350 Air Conditioning & Instrumentation
T06-H304 Work Study
T06-M311 Fluid Power
T06-M321 Machine Design
T06-P302 Metallurgy
T10-M346 Calculus and Programming

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. These positions are available in consulting engineering, plant engineering, 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 (MANSCEET) as associate members. After completion of two years of relevant engineering technology 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 two 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?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 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 mechanical engineering field.

For information on Mechanical Engineering 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.

Tuition $36.00 per month
Effective 1 July '83

Amended: June '81
First Issue: Sept. '79
6M (C)

Fees & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada
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: two 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 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 — Successful completion of the prescribed reading skills test with achievement of a minimum of Grade 10 level, and testing to assess personal suitability as required by hospital training facility;

and

C — completion of hospital application form, training preference sheet and autobiography of 1 to 1½ pages;

and

D — 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 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) will be necessary. All mature student applicants must complete Entrance requirements B, C and D.

This is a Special Selection course. After fulfilling the academic requirements, the application will be forwarded to the hospital training centre for consideration. The Selection Committee of the hospital 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 Association of Medical Radiation Technologists. The society, through which the Medical Radiological Technologist must be licensed, verifies that the applicant meets the education requirements of the society before entering the course.

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 Association of Medical Radiation Technologists 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

Term 1 (12 weeks)
H04-B101 Anatomy & Physiology I
H04-B102 Radiographic Positioning I
H04-B103 Radiation Physics, Radiobiology & Protection I
H04-B104 Apparatus Accessory Equipment I
H04-B105 Basic Sciences I
H04-B106 Image Recording in Radiography I
H11-R101 Social Sciences
H11-R102 Patient Care in Radiography

Term 2 (11 weeks)
H04-B201 Anatomy & Physiology II
H04-B202 Radiographic Positioning II
H04-B203 Radiation Physics, Radiobiology, & Protection II
H04-B204 Apparatus Accessory Equipment II
H04-B205 Basic Sciences II
H04-B206 Image Recording in Radiography II
H01-T101 Safety Oriented First Aid
H11-R101 Social Sciences
H11-R102 Patient Care in Radiography

Year 2

Term 3 (six weeks)
H04-D301 Anatomy & Physiology III
H04-D302 Radiographic Positioning III
H04-D303 Radiation Physics, Radiobiology & Protection III
H04-D304 Apparatus Accessory Equipment III
H04-D305 Basic Sciences III
H04-D306 Image Recording in Radiography III

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 Association of Medical Radiation Technologists.

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 Association of Medical Radiation Technologists and the Canadian Association of Medical Radiation Technologists offer courses which may help you to advance to higher levels of training.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $350. This does not include your student membership fee in the Manitoba Association of Medical Radiation Technologists, uniforms, shoes and certification examination fee.

The hospital will pay you a training allowance for the time you spend at the centre. The amount 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 Students' Aid Office, R.R.C.C., Room C-119, telephone 622-2437.

Tuition: $36.00/month effective 1 July 83.

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 622-2327.

Completely 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 training centre. The training centre is notified of the applicant's eligibility and makes its selection after conducting personal interviews. The training centre 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

* Manitoba Health Services Commission (M.H.S.C.)
X-ray Training School
c/o Cadham Provincial Laboratory
750 William Avenue
P.O. Box 8450
Winnipeg, Manitoba R3C 3Y1

Victoria General Hospital
2340 Pembina Highway
Winnipeg, Manitoba R7T 2E8

Misericordia General Hospital
99 Cornish Avenue
Winnipeg, Manitoba R3C 1A2

St. Boniface General Hospital
409 Tache Avenue
St. Boniface, Manitoba R3H 2A8

Grace General Hospital
300 Booth Drive
Winnipeg, Manitoba R3J 3M7

Advanced Standing

Credit for studies completed prior to enrolling in this course in the College may be considered by the department on a subject by subject basis if the applicant makes a written request accompanied by suitable documentation: transcripts and course description to the Admissions Office within three weeks of the published start date for the course. In some instances applicants for advanced standing may be required to write challenge examinations.

Students who have valid First Aid Certificates may be excused from the First Aid course after they have submitted the certificate to the Department Head.

Amended: June 82
First Issue: Sept. 79
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Fees & Content subject to change without notice
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: 28 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 — Successful completion of the prescribed reading skills test with achievement a minimum of Grade 10 level; and testing to assess personal suitability as required by hospital training facility;

and

C — completion of a hospital application form and autobiography of one to one and one-half pages;

and

D — interview with the Manitoba Health Services Commission (MHSC).

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 the sciences) may be necessary.

This is a Special Selection Course. After fulfilling the academic requirements, the application 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 Association of Medical Radiation 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 three-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 chemotherapy, 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 Association of Medical Radiation Technologists.

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 Diagnostical Technology is widely recognized in Canada, U.S.A., Britain, Holland and Switzerland. The lab assistant training is not officially recognized outside MHSC administration.

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.

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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $200 for the first year and $110 for the second year (3 months). During your training a student membership in the Manitoba Association of Medical Radiation Technologists will cost $24, 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-119, telephone 632-2437.

Tuition: $36.00 per month effective 1 July, 1983.

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 786-7395.

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.

Advanced Standing

Credit for the studies completed prior to enrolling in this course in the College may be considered by the department on a subject by subject basis if the applicant submits a written request (accompanied by suitable documentation: transcripts and course descriptions) to the Admissions Office within three weeks of the published start date for the course. In some instances applicants for advanced standing may be required to write challenge examinations.

Students who have valid First Aid Certificates may be excused from the First Aid course after they have submitted the certificate to the Department Head.

Amended: June 81
First Issue: Sept. 79
BM (C)

Fees & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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 humanitarian interests of the patient.

Entry Date: August
Course Length: 24 months (23 weeks at R.R.C.C.)

Admissions

Am I Suited For This Course?
You must be technically oriented and be able to empathize with cancer patients in the best humanitarian interests 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 — successful completion of the prescribed reading skills test with achievement at a minimum of Grade 10 level; and testing to assess personal suitability as required by hospital training facility.

and

C — 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 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 the sciences) will be necessary. All mature student applicants must complete Entrance Requirements B and C.

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. 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 Association of Medical Radiation Technologists. The Society, through which the Medical Radiotherapy Technologist must be licensed, verifies that the applicant meets the education requirements of the Society before entering the course.

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 in 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.

Course Outline

H01-Z102 Safety Oriented First Aid
H04-D101 Anatomy & Physiology
H04-D103 Radiation, Physics, Radiology & Protection
H04-D105 Basic Science
  Physics
  Bacteriology
  First Aid
H04-T109 Human Relations and Patient Care
H04-T110 Image Recording In Radiography
H11-R101 Social Sciences
H11-R102 Patient Care in Radiography

Further courses in Treatment Planning and Radiotherapy Technique are given at the Cancer Foundation.

What’s In It For Me?

Upon successful completion of the course, you will write the qualification examinations set by the Canadian Association of Medical Radiation Technologists. Successful candidates are awarded R.T.T.) Registered Technologist (Therapy) certificates. This certificate indicates that you are a properly trained and competent person who meets the professional standards of, and is eligible for membership in, the Canadian Association of Medical Radiation Technologists. There are opportunities for you, as a technologist, to advance to higher levels of certification.

As a graduate, you will have opportunities to advance both in knowledge and status. The Canadian qualification is recognized internationally, allowing you to accept a position in almost any radiotherapy centre in the world.

The earnings of the experienced radiotherapy technologist compares favourably with earnings of other medical services personnel.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 per month and a student athletic fee of $2 per month, and a Manitoba Society of Radiological Technologist (M.S.R.T.) fee of $24. Books and supplies will cost approximately $200 in the first year; uniforms and shoes approximately $150 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-119, telephone 632-2437.

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.

Advanced Standing

Credit for studies completed prior to enrolling in this course may be considered by the department on a subject by subject basis, if the applicant submits a written request (accompanied by suitable documentation: transcripts and course descriptions) to the admissions office within three weeks of the published start date for the course. In some instances, applicants for advanced standing may be required to write challenge examinations.

Students who have valid First Aid Certificates may be excused from the First Aid course after they have submitted the certificate to the Department Head.
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, 101 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

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-B056 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-M510 Related Machine Shop
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 this 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 Repairer or the Body Repairer (Paint) 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 and Manpower, Room 609, Norquay Building, Winnipeg, 944-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 0J5, 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 632-2325.

A Motor Vehicle Body Repair course is 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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month

Amended: June 81
First Issue: Sept. 78
6M (C)

Fees & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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 auto 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 Sciences 100, 101 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

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 in some subject areas.

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

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?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic fee of $2 a month. Textbooks, 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-119, telephone 632-2437.

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-208, telephone 632-2335.

A Motor Vehicle Mechanic course is offered at Assiniboine Community College, Brandon and 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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month

Amended, June 81
First issue: Sept. 79

Red River Community College
is operated by
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provided by the
Government of Canada
Nuclear Medicine Technology

Purpose: To develop skills in performing diagnostic tests with the knowledgeable use of active materials to aid physicians in medical diagnosis. Nuclear Medicine Technology is a rapidly growing and changing health science field. The graduate will be proficient in positioning patients, and in operating imaging equipment and other instruments.

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 tour of a Nuclear Medicine Department;

and

C — Attend a personal interview with the selection committee from the College and the various training hospitals.

This is a Special Selection Course. The Selection Committee selects on the basis of personal interviews, 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 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 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 three 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.
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 Technologist. 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. Graduates are employed in hospitals, medical clinics, and with some commercial companies.

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $275, 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-119, telephone 632-2437.
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 — 7 weeks
R.N. Refresher — 8 weeks

Admissions

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 update course.

There are three approaches through which requirements for updating and demonstrating competency in practice can be met:

1. A full-time, eight-week course held two or three times a year.
2. Challenge for credit: The competencies expected on successful completion of approach #1 must be demonstrated by successful completion of examinations (including lab and clinical).
3. Correspondence: Theory is studied at home with the guidance of a tutor by mail or telephone. Clinical practice is arranged individually. At present this method is available only to persons unable to utilize approach one or two because of distance or isolated location.

Entrance Requirements

L.P.N. Refresher:
- Verification of practical nurse status is required with the admission application. Acceptable proof is: A letter from the Registrar for Licensed Practical Nurses or the last license held or photo stat of same.*

R.N. Refresher:
- Verification of registered nurse status is required with the 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.*

Admission fees are subject to change without notice.

Red River Community College

Amended: June 85
First Issue: Sept. 79
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Fee & Content subject to change without notice.

Red River Community College

Manitoba Department of Education

Government of Canada

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.

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 audiovisual 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 or license, a copy of their final theory and clinical evaluation is sent to the appropriate licensing body.
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 courses for maternity and psychiatric nursing 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 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 Diploma 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 Diploma, 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 Diploma at R.R.C.C.

General Information

You will average 5 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 9:00 a.m. and conclude at 4:00 p.m. You will work evenings periodically, and a Saturday or Sunday period may be scheduled.
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 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 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 Committees 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 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 reasons 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 interior

T02-P006 Preparation & application of coating exterior

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 Painter and Decorator 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.

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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month

Amended: June 81
First issue: Sept. 79
Red River Community College
is operated by
Manitoba Education
with financial assistance provided by the
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, piping and fire protection 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, and often in trenches and on scaffolds.

Entrance Requirements
- 7 high school credits (Manitoba Grade 10 or equivalent) with Mathematics 100, 101, 102 or 103 and Science 100, 101 or 103;
- 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

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 layout 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 and plastic; 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 P/E
T04-G521 Related Gas Welding Theory
T04-G522 Related Gas Welding Practice
T13-M513 Plumbing P/E 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
T15-P009 Basic Sprinkler/Fire Protection Theory
T15-P010 Basic Sprinkler/Fire Protection Practical

For further information about the apprenticeship program, contact the provincial Department of Labour and Manpower, Room 605, Norquay Building, Winnipeg, telephone 944-3337.

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.

Job opportunities at the journeyman level are as plumbers, steamfitters or sprinkler and fire protection installers. After gaining work experience, you could find employment as a foreman, estimator, plumbing contractor or building inspector. You could also become self-employed.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 652-2395.

This course is also offered at Assiniboine Community College, Brandon, Manitoba.

Other courses of interest to you might be Carpenter 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.

Amended: June 81
First Issue: Sept. 79

Fees & Content subject to change without notice.
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 Dates: September — Fourth and First Class
February — Third and Second Class

Course Length: 4th Class — 5 months
3rd Class — 5 months
2nd Class — 5 months
1st Class — 5 months

Admissions

Am I Suited For This Course?

You should be mechanically inclined as you will be dealing with major equipment including some very complex machinery. 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 the Fourth Class 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 relevant 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 Labour and Manpower 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)

T10-M161 Mathematics
T06-S101 Elementary Thermal Studies and Mechanics I
T06-S102 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  
(College or Inter-provincial)

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 ex  
perience as determined by the Dept. of Labour.

iii) 2nd Class — 5 months (academic)

*Prerequisite: 3rd Class Certificate  
(College or Inter-provincial)

T06-S301 Thermal Studies and Mechanics III  
T06-S304 Steam Generation III  
T06-S305 Prime Movers III  
T06-S311 Control Instrumentation  
T06-S312 Electro Technology  
T06-S314 Codes, Safety & Fire Prevention  
T10-M361 Mathematics

iv) 1st Class — 5 months (academic)

*Prerequisite: 2nd Class Certificate  
(College or Inter-provincial)

T06-S410 ASME Codes, Applied Mechanics  
T06-S411 Thermodynamics  
T06-S412 Boilers and Control Instrumentation  
T06-S413 Fuels, Combustion, Water Treatment  
and Pumps  
T06-S414 Prime Movers, Safety  
T06-S415 Metallurgy, Testing, Welding,  
Lubrication  
T06-S416 Industrial Admin., Refrig., Industrial  
Plants  
T06-S417 Electrotechnology, Compressors,  
Nuclear Power

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 com  
pletion of each classification will normally  
bring additional responsibilities and remunera  
tion.

For further information about licensing, you  
should contact the Mechanical and Engineer  
ing Division, Room 500, Norquay Bldg., Win  
nipeg, Telephone 944-3373.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a  
Students' Association fee of $2 a month and  
a student athletic 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-115,  
telephone 632-2335.

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 ob  
tained 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 power engineering  
field.

For information on Power Engineering and  
other College courses, you should 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  
a complete set of social and academic skills  
needed 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: September, January, April
Course Length: Twelve 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.). A limited number of applicants may be accepted into the course as fee-paying students. The application form may be obtained by writing the Admissions Office, R.R.C.C., Room C-212, 2055 Notre Dame Avenue, Winnipeg, Manitoba R3H 0J9 or by telephoning 632-2327.

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.

What's In It For Me?

Upon completion of this course, you will be prepared for entry into a trades training program leading towards a specific trade.

By The Way ...

R.R.C.C. has a day care centre which may have openings. There is a fee for these services and lunches must be provided for each child.

College counsellors are available for support and advice throughout the course.

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.).
Red River Community College
is operated by
Manitoba Education
with financial assistance
provided by the
Government of Canada

Effective 1 July 1984
Tuition $39.00 Per Month
Student Fee $6.00 Per Month
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 Minister 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 application, 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.

The course has been set up with guidelines from officials of the federal Department of Communications and Transport Canada.

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 Radio Operator's General Marine Certificate (RGMC). 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, life boat 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 RGMC Certificate.
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-R031 Basic Electronic Circuits
- 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
- T14-C503 Communication

What's In It For Me?

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

Examinations for your RGMC 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 (Transport Canada).

Those who obtain their RGMC certificate qualify for employment as communication specialists in Transport Canada at coast stations, flight service stations or on Transport Canada ships such as ice-breakers and weather ships.

R.R.C.C. is the only school in Canada that teaches radio operating to a RGMC level in the English language.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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 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.
The purpose of the centre is to help you, as a student, to do well in your courses. It is geared to enabling you to make the most effective use of your reading, study and class time.

Any student enrolled in a full-time program at Red River Community College may use the centre free of charge.

Five types of programs are offered by the centre.

1. College Reading and Study Skills is a 40 hour course designed for people who wish to develop effective college-level vocabulary, reading comprehension, speed, flexibility, listening and study skills. It is offered several times each school year, during the day, evening, and on Saturday. It is also offered during the summer. Please inquire about starting dates and fees. Phone 632-2451.

2. Noon Hour Study Skills Workshops will focus on the following topics:
   - Organization for Study
   - Concentration
   - Time Management
   - Textbook Reading Techniques
   - Note-taking from Lectures
   - Remembering
   - Writing Papers
   - Preparing for Exams
   - Writing Exams
   - Relaxation Techniques
   - Introduction to Developing Reading Skills

   These workshops will be offered several times throughout the year. Dates will be posted on the door of D213 in September.

3. Individualized Programs will be designed to meet your particular needs. Make an appointment by coming to D213 or phoning 632-2280. At this initial appointment you will be able to talk with the instructor and, if it seems advisable, write one or two tests which will show your areas of strengths and weaknesses. You may wish to develop your reading comprehension speed, vocabulary, spelling, listening, or study skills with individual assistance. You will be scheduled to come regularly as often as your timetable allows. Your needs will determine the length of your program.

4. Special Workshops will be held for some classes upon the request of your instructors. These workshops will be part of your regular schedule.

Come to D213 or call 632-2280 to register for one of the above programs or to receive further information.

Further Student Services

—FREE TUTORIAL SERVICES for Red River Community College students. Appointments can be made in Room C615 or by calling 632-2451.

—WOMEN’S COORDINATOR support services for female students. Appointments can be made in Room C515 or by calling 632-2369.
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

Admissions

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 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 physics) may be necessary.

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

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-M510 | Related Machine Shop |
| T11-R001 | Safety Fundamentals Theory |
| T11-R003 | Safety Fundamentals Practical |
| T11-R005 | Refrigeration Systems Theory |
| T11-R007 | Refrigeration Systems Practical |
| 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 enter 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 repetitious, at least until your work record shows that you can be given more challenging jobs.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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., Room C-119, telephone 632-2337.

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 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.

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.
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 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 OJ9
Telephone: (204) 632-2362
(204) 633-6329 TTY

Amended: June 81
First issue: Sept. 79
BM (C)

Fees & Content subject to change without notice.
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 Care and Personal Services
Management Development and Health Care
Management
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.

Courses are available three times during the academic year: Fall, Winter, and Spring Trimesters. For information on subjects being offered and tuition fees, call the Evening Program office at 632-2332.

Fall Trimester — 1982
Register during regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including September 15, 1982. A special registration will be held Tuesday, September 7, 1982 from 7:00 p.m. to 8:30 p.m. Fall Trimester classes will start September 20, 21 and 25, 1982.

Winter Trimester — 1983
Register during regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including January 12, 1983. A special evening registration will be held Monday, January 10, 1983 from 7:00 p.m. to 8:30 p.m. Winter Trimester classes will start January 17, 18 and 22, 1983.

Spring Trimester — 1983
Register during regular office hours 9:00 a.m. - 4:00 p.m. Monday through Friday, up to and including April 6, 1983. A special evening registration will be held Tuesday, April 5, 1983. Spring Trimester classes will start April 11, 12 and 16, 1983.

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 0J8.
Secretary-Certificate
(Shorthand Major)

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: 10 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 under minimum supervision. Neatness, concentration, a good memory and tact are important qualities for a secretary. 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 application, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subject (English) may be necessary.

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

Program

The Secretary-Certificate 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. Testing is based on a unit mastery system. Group instruction will follow the traditional methods of instruction with a preset pattern of learning and a planned completion date. Evaluation is based on term tests and final examinations.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, high schools, business, professional organizations such as Professional Secretaries International 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 forker or Programme 21 shorthand, and you will practice transcribing dictation into typewritten form.

Other subjects you will study are Office Procedures, Filing, Basic Accounting, and Business Mathematics with the use of calculators. Communications includes both grammar and business correspondence.

All your training will take place at Red River Community College 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.
Students wishing to offer the Legal Major of the Administrative Secretary-Diploma course must achieve a shorthand speed of 100 words a minute.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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, RRCC, Room C119, telephone 632-2437.

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, RRCC, Room C212, 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 the Secretary-Certificate course and other College courses, you could contact the Counselling Office at RRCC, Room C115, telephone 632-2335.

A Secretarial course is offered at Assiniboine Community College in Brandon and a Stenography course at Keewatin Community College in The Pas, Manitoba.

RRCC offers an Adult Basic Education (ABE) 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 the Secretary-Certificate course you will receive a Certificate from Red River Community College.

Previous graduates have found employment as stenographers in large or small offices working for one or several executives. You may find employment with the federal or provincial government or with a private business. Promotion to private or executive secretary may be available after gaining work experience.

As a graduate, you will be eligible for admission into the Administrative Secretary-Diploma course.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month
Secretary Certificate
(Machine Transcription Major)

Purpose: To develop speed and accuracy in typing and to develop the ability to transcribe from machine dictation into typewritten form at a high level of proficiency. Graduates will be familiar with general office procedures including terminology, correspondence, filing, accounting, and the use of business machines.

Entry Date: September
Course Length: 10 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 under minimum supervision. Neatness, concentration, a good memory and tact are important qualities for a secretary. Finger dexterity is necessary for typing.

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 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 subject (English) may be necessary.

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

Program

The Secretary-Certificate 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. Testing is based on a unit mastery system. Group instruction will follow the traditional methods of instruction with a preset pattern of learning and a planned completion date. Evaluation is based on term tests and final examinations.

The Business Education section of the College is set up under the direction of a Course Advisory Committee which includes representatives from the College, high schools, business, professional organizations such as Professional Secretaries International 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 a sound vocabulary, transcription and typing skills.

Other subjects you will study are Office Procedures, Filing, Basic Accounting, and Business Mathematics with the use of calculators. Communications includes both grammar and business correspondence.

All your training will take place at Red River Community College 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.
General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students’ Association fee of $2 a month and a student athletic 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, RRCC, Room C119, telephone 632-2437.

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, RRCC, Room C212, 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 the Secretary-Certificate course and other College courses, you could contact the Counselling Office at RRCC, Room C115, telephone 632-2335.

A Secretarial course is offered at Assiniboine Community College in Brandon and a Stenography course at Keewatin Community College in The Pas, Manitoba.

RRCC offers an Adult Basic Education (ABE) 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.

Tuition $39.00 Per Month
Effective 1 July 84
Student Fee $6.00 Per Month
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 Dates: 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 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 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-S006 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 Worker apprenticeship program. You, as a graduate, may be granted one level of in-school training toward the four-year Sheet Metal Worker 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 metals work in areas of hospital and restaurant equipment production, signmaking, shipbuilding, and aircraft maintenance and repair.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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.
Structural Technology

Purpose: To produce technologists who have received comprehensive training in the field of structural design for commercial buildings including soil investigation, foundation design, concrete and steel design.

Entry Date: September
Course Length: Two academic years (10 months each)

Am I Suited For This Course?
It is important that you have good eyesight, with or without glasses, and have full use of both arms and legs. You must also be mobile as you will have to move from your office location to construction sites. You will require a strong academic background in mathematics and physics, therefore you are advised to enroll in Mathematics 300 and Physics 300 before entering the course. In the past, students who had a strong background in these subjects have been more successful in completing these courses. These courses are 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*, 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 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) will likely be necessary.

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

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program
These courses have an Advisory Committee which includes representatives from industry, government 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?
The first year of training is common with Building and Civil Technology. Emphasis will be on mathematics, engineering graphics, basic mechanics and strength of materials, surveying and communications.

In the second year of the program, emphasis will be placed on bridge design, soil mechanics, foundation design, estimating, economics and structural design in concrete, wood and steel.
Course Outline

Structural Technology

Year 1

Term 1
T05-C102 Mechanics
T05-C103 Surveying
T05-C105 Strength of Materials
T05-C106 Engineering Graphics
T10-M129 Algebra and Trigonometry
T14-C118 Communication

Term 2
T05-C202 Mechanics
T05-C203 Surveying
T05-C205 Strength of Materials
T05-C206 Engineering Graphics
T10-M229 Introductory Calculus
T14-R214 Specifications and Reports

Year 2

Term 3
T05-B304 Economics
T05-B305 Building Construction
T05-B306 Concrete Construction
T05-T301 Testing Materials
T05-T308 Theory of Structures
T05-T311 Timber Design & Formwork
T05-T317 Soil Mechanics

Term 4
T05-T403 Job Control and Costing
T05-T406 Reinforced Concrete Design
T05-T410 Foundation Design
T05-T412 Structural Steel Design
T05-T414 Bridge Design
T05-T415 Estimating
T05-T422 Theory of Structures

What's In It For Me?
The structural technologist is trained to assist
the structural engineer in the formulation and
calculations of engineering design. Every com-
cmercial, industrial, and large residential
building, every highway and railroad bridge,
every hydro-electric power plant and power
transmission line, or any similar structure
requires the services of structural engineers and
structural technologists.

The Structural Technology graduate can find
job opportunities in structural design and
analysis with consulting engineering firms, ar-
chitectural firms, crown corporations or public
works departments. After gaining the
necessary experience, the graduate could also
find an interesting career in sales, or as a
manager in the building materials or construc-
tion equipment fields.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a
Students' Association fee of $2 a month and a
student athletic fee of $2 a month. Books and
supplies will cost approximately $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-119,
telephone 632-2437.

How Do I Apply?
An application form for this course may be ob-
tained 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 these occupations, you
could visit people in any of the civil technology
fields.

For information on these course, contact the
Counselling Office at R.R.C.C., Room C-115,
telephone 632-2335.

Amended: June 81
First Issue: Sept. 79
SM (C)
Fee & Content subject to change without notice.

Red River Community College
Department of Education
with technical assistance provided by the
Government of Canada
Surveying Technology

Purpose: To produce technologists who have received comprehensive training in the legal and engineering survey field.

Entry Date: September

Course Length: Two academic years (10 months each)

RED RIVER COMMUNITY COLLEGE
2050 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

Admissions

Am I Suited For This Course?

It is important that you have good eyesight, with or without glasses, and have full use of both arms and legs. You must also be mobile as you will have to move from your office location to construction sites. You will require a strong academic background in mathematics and physics, therefore you are advised to enroll in Mathematics 300 and Physics 300 before entering the course. In the past, students who had a strong background in these subjects have been more successful in completing these courses. These courses are 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*, 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) will likely be necessary.

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

*Commencing September 1984, Mathematics 300 will be required for admission. Mathematics 301 will no longer be accepted.

Program

These courses have an Advisory Committee which includes representatives from industry, government 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?

The first term of training is common with Building, Civil, Design and Drafting and Structural Technology. Emphasis will be on mathematics, engineering graphics, mechanics and strength of materials, computer programming, communications, surveying, photogrammetry, theory and use of instruments and survey field work.

During the second year, emphasis will be placed on advanced survey techniques in control and legal surveying, use of complex survey equipment such as EDM and the theory and use of precise levels and theodolites. Emphasis will also be placed on advanced photogrammetry, cartography, town planning and plan preparation.
Course Outline

Surveying Technology

Year 1

Term 1
T05-C102 Mechanics
T05-C103 Surveying
T05-C105 Strength of Materials
T05-C106 Engineering Graphics
T10-M129 Algebra and Trigonometry
T14-C116 Communication

Term 2
T05-S203 Surveying
T05-S204 Theory and Use of Instruments
T05-S205 Plan Preparation
T10-P203 Computer Application
T05-D215 Survey Camp
T05-S216 Photogrammetry
T10-M227 Surveying Mathematics
T14-R238 Report Writing

Year 2

Term 3
T05-S303 Advanced Surveying
T05-S304 Theory and Use of Instruments
T05-S305 Plan Preparation
T05-S307 Route Surveys
T05-S316 Photogrammetry
T05-S317 Soil Mechanics
T10-M327 Advanced Surveying Mathematics

Term 4
T05-S402 Terrain Classification
T05-S403 Control Surveys
T05-S406 Legal Surveying
T05-S407 Town Planning
T05-S408 Astronomy
T05-S415 Survey Camp
T05-S416 Cartography
T05-S424 Hydraulics

What's In It For Me?

The Surveying Technology course is designed to provide a broad scope of employment opportunities in the construction and resource industries and in government. The various fields include land, topographic, construction, mining, hydrographic and geodetic surveying.

A graduate also has the opportunity for further technical advancement by obtaining a commission as a Manitoba land surveyor by serving a term of articles and successfully passing further examinations. This would open up the specialized field of cadastral surveying which is concerned with the registration of the extent of ownership of land.

General Information

How Much Will It Cost?

You will pay a tuition fee of $33 a month, a Student's Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $500.

Students may apply for financial aid from the provincial government's Student Aid Program. Information can be obtained from the Student Aid Office, R.R.C.C., Room C-115, telephone 632-2437.

TUITION: $36.00 per month effective 1 July 1983.

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 these occupations you could visit people in any of the civil technology fields.

For further information on these courses, contact the Counselling Office at R.R.C.C., Room C-115, telephone 632-2335.

Red River Community College

Department of Education

Government of Canada
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, December and March

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;

— 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

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 the first 3½ months of training you will study electrical fundamentals of AC (alternating current) and DC (direct current) and the electronic fundamentals of semiconductor devices, transistors and integrated circuits.

For the second 3½ months, emphasis is on radio communication. AM (amplitude modulation) and FM (frequency modulation) transmitters and receivers, antennas, frequency and time division multiplexing and data communication are studied.

The final 3½ months will include telephone systems and exchanges, digital logic and multiprocessors.

Approximately 50 percent of your training will be spent on practical projects. You will construct an eight-transistor radio and align and troubleshoot VHF transmitters and receivers and work on crossbar and computer controlled telephone exchanges. You will use digital and analog meters, oscilloscopes, signal and function generators.

Other related subjects are mathematics, 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
T13-S520 Science
T13-M523 Mathematics
T12-T002 Electrical Fundamentals
T12-T004 Semiconductor Devices

Term 2
T12-T006 Communications Transmitters and Receivers
T12-T008 Transmission Lines, Antennas
T12-T010 Telecommunications Concepts
T13-M623 Mathematics
B18-T651 Typing

Term 3
T12-T012 Telephony and Telephone Switching Principles
T12-T014 Digital Techniques
T12-T016 Micro Processors
T14-C504 Communications
T13-M723 Mathematics
B18-T652 Typing

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 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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

Tuition: $36.00 / month effective 1 July 1983.

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 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: June 82
First Issue: Sept 79
5M (C)

Fees & Content subject to change without notice.

Red River Community College

MANITOBA
DEPARTMENT OF EDUCATION

With funds provided by the Government of Canada.
Upholstery

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

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 application, 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

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, Practical
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 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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-122, 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.

Tuition $39.00 per month
Effective 1 July 84
Student Fee $6.00 Per Month
Visual Language Interpreter Training Program

Purpose: To provide a thorough working knowledge of the skills necessary to function as a visual language interpreter for the hearing impaired. The course will focus on developing expressive and receptive interpreting in a wide variety of settings.

Entry Date: September
Course Length: Ten months

Am I Suited For This Course?
You must be completely comfortable working with a wide variety of people in public settings. As you will be "speaking" with your hands, you should have good manipulative skills. You should also be prepared to work some evenings and weekends.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301; or
— the equivalent of the above standing gained through an adult education program; and
B — an interview by the Visual Language Interpreter Training Program Selection Committee; and
C — an intermediate level of sign language ability, as determined by an individual evaluation by the Selection Committee.

This is a Special Selection Course. The Selection Committee selects applicants on the basis of sign language skills and potential suitability for a career as a visual language interpreter, according to specific criteria as established by the Selection Committees.

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 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 may be necessary. All mature student applicants must complete Entrance Requirements B and C above.

What Is A Visual Language Interpreter?
A visual language interpreter possesses skills in sign language, finger spelling, and oral communication. The interpreter acts as a communication facilitator between hearing and hearing-impaired individuals.

What Will I Study?
The objective of this course is to assist you in expanding sign language skills, developing receptive and expressive interpreting and translating skills, as well as providing exposure to the hearing impaired community.

Course Outline

Term 1
Orientation to Hearing Impairment
American Sign Language
Signed English Systems
Psychology of Hearing Impairment
English
Introduction to Interpreting
Finger spelling

Term 2
American Sign Language
English
Expressive Interpreting
Reverse Interpreting
Expressive Translating
Reverse Translating
Practicums/Group Seminars
Interpreter Settings

Term 3
English
Expressive Interpreting
Reverse Interpreting
Expressive Translating
Reverse Translating
Practicums
Special Problems Interpreting

RED RIVER COMMUNITY COLLEGE
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311
What's In It For Me?

Upon successful completion of the Visual Language Interpreter Training Program, you will receive a Certificate from Red River Community College.

Graduates of this course may find employment as visual language interpreters in schools, hospitals and public or private businesses.

General Information

How Much Will It Cost?
You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $150.

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 field of visual language interpretation.

For further information on the Visual Language Interpreter Training Program, contact: Coordinator Resource Centre for Handicapped Students Red River Community College D102A, 2055 Notre Dame Avenue Winnipeg, Manitoba, R3H 0J9.
Telephone: (204) 632-2981 (204) 632-2362
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

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 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.

Entrance Requirements

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

Entrance Requirements

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

Entrance Requirements

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

Entrance Requirements

— 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100, 101, 102 or 103 and Science 100, 101 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.
Course Outline

T03-R033 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-A052 Tungsten Inert Gas Welding Tig.
T04-A062 Structural Welding
T04-A072 Pipe Welding
T04-A082 Special Welding Applications
T04-A092 Projects and Field Trips
T04-G011 General Principles of the Oxy-Acet. Welding Process
T04-G012 Oxy-Acetylene Welding and Brazing of Ferrous Alloy
T04-G021 Oxy-Acetylene Cutting
T04-G022 Oxy-Acetylene Cutting
T04-G031 Miscellaneous Applications (Basic)
T04-M511 Related Machine Shop Theory
T04-M512 Related Machine Shop (Practical)
T13-M504 Welding Math
T13-S504 Welding Science
T14-C531 Communication

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 in the area of aircraft maintenance, in the manufacturing of farm equipment, and in heavy equipment repairs. Highway construction, northern mines and hydro-electric 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. These tickets entitle 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?

You will pay a tuition fee of $33 a month, a Students' Association fee of $2 a month and a student athletic 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-119, telephone 632-2437.

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

TUITION: $36.00 per month effective 1 July 1983.

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 seven-month Welding course is also offered at Assiniboine Community College, Brandon, and a 16-week Welding course is offered at Keewatin Community College, The Pas.

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.
TRAINING FOR OFFICE CAREERS

The Business Education Section offers a wide range of courses leading to employment in an office. Following is a brief synopsis of these courses. Brochures giving more specific information about each course on admission requirements, course content and financial considerations are available by contacting the Admissions Office 632-2328. Career information and educational guidance are available from the Counselling Services Office 632-2335.

NOTE: Except where otherwise indicated, fees are based on a tuition rate of $33 a month plus a Student Association fee of $2 a month and a student athletic fee of $2 a month.

SECRETARY-CERTIFICATE

A 10-month course providing training for job entry at the junior secretary level. Subjects taught include communications, typing, office procedures, business math, accounting, filing and machine transcription. Admission requirement is Grade 11. In addition to the subjects already mentioned, students will select one of the following majors:

Shorthand Major - Students receive instruction in either Programme 21 or Forkner shorthand. The passing grade in shorthand is 80 words a minute.

Machine Transcription Major - Students taking this major will get extensive training in vocabulary, advanced machine transcription, composition, and terminology.

ADMINISTRATIVE SECRETARY-DIPLOMA

A two-year course. The first year is the Secretary-Certificate course described above or its equivalent attained through a high school business education program or other post-secondary institution.

Training in the Administrative Secretary-Diploma course places emphasis on the secretary as an administrative assistant. A broad knowledge of business principles, economics, business law and human behaviour provides the necessary background to graduates who aspire to administrative positions.

HEALTH RECORD TECHNICIAN

A 10-month course requiring high school Grade 12 and 50 words a minute in typing for admission. Graduates will work in health record departments in hospitals, clinics and nursing homes. This is an academically challenging course with emphasis placed on medical terminology, medical coding, health record science, data processing and medical transcription.

WORD PROCESSING

A two-week (30-hour) course providing hands-on training on Wang System 25 CRT equipment. Students attend classes from 9 a.m. to 12 noon. Complete knowledge of typing production and a typing speed of 50 words a minute are required for admission. Only four students are admitted into each course. Tuition for this course is $253. Several start dates are available throughout the summer and fall.

DATA ENTRY OPERATOR

A five-week (75-hour) course designed to provide hands-on training on Sperry Univac Cade 1900 Key-to-Disc equipment. Speed is developed on both the typewriter and data entry system. Skills are easily transferable to all other systems. Grade 10 and a minimum typing speed of 35 words a minute are required. Several start dates in the fall and winter are available. Tuition is $33 plus a Student Association fee of $2.00 and a student athletic fee of $2.00.
GENERAL INFORMATION

ADDITIONAL OPTIONS:
In addition to the core programs outlined for each of the courses, the Business Education department endeavours to provide training in as many options as possible, including data processing, data entry, machine transcription, consumer education and a variety of other subjects. This depends on the student's ability, ambition and enthusiasm to learn more than is required for certification.

WORD PROCESSING TRAINING:
The College has four CRT (screen-based) Wang System 25 word processing workstations. All Administrative Secretary-Diploma students receive training on the equipment as well as a theory course in the new communications technology. Secretary-Certificate students who have mastered their typing skills will be given the opportunity to get hands-on training when equipment is available.

GRANTING OF CREDITS:
Because standards vary significantly from one training institution to another, the business education section does not give credit in certificate courses for individual subjects taken elsewhere. Students who have had previous training should elect to be enrolled in our individualized program. The Clerk Typist, Clerical Bookkeeping and Secretary-Certificate courses are all offered by the method of individualized instruction for students who so desire. In this program students are allowed to move ahead at their own rate and benefit from previous training.

Typing students are placed in classes according to their typing speeds. Enriched programs or additional free time may be granted to those students who demonstrate proficiency in typing.
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)

Entrance Requirements

1. High school standing with a minimum of 20 credits or an equivalent Grade 12 standing on the General Educational Development (G.E.D.) tests offered by the Department of Education.

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 (G.E.D.) 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 and a minimum of 6 years approved work experience in that trade, including the apprenticeship period;

or

Evidence of satisfactory trade training in a non-designated trade and a minimum of 6 years approved work experience in that trade, including the training period;

or

Evidence of satisfactory training in an approved technical or industrial area other than the trades and a minimum of 6 years approved work experience including the training period specific to the technical or industrial area.

3. Applicants must submit verification of all work experience.

4. Applicants are required to attend a personal interview with the Vocational Industrial Admissions Committee.

Students may be required to take remedial programs in reading and mathematics, if weaknesses are indicated in these areas.

With your application please provide the following:

a. High school mark statement or your G.E.D. mark statement
b. Letters of reference verifying 6 years of work experience in your area of specialty
c. Your journeyman's license or in the case of a non-designated trade, documents which will verify trade or technical training
d. A personal resume

Fees and Other Costs:

The tuition fee of the course is $330 per school year plus a Students' Association fee of $2 per month and a student athletic fee of $2 per month.

Books and supplies for the ten month course will cost approximately $150.

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-119
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba
Telephone 632-2437

Student Services

Board and Room:
There are no dormitories at Red River Community College but the Students' 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-E202 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
Phone 632-2222

...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...
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.J.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 continue 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 University of Manitoba, Faculty of Education. 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 692-2277

University of Manitoba
Faculty of Education
2600 Library Road Winnipeg R3T 2N2
Phone 474-9092

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
   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.

2. 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.

3. Recommendation of satisfactory standing, high school scholastic record, employment reviews 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 must complete the following requirements for the Bachelor of Education degree.

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.

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.

Incompletes

Incompletes (I) or did not write (DNW) in any subject may 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 the "incomplete" and "did not write" will be changed to an "F".

Certification and Degree

Certification

A student is eligible for a Professional 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.

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.

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

1. B23-M102 Manufacturing Introduction 6
2. B23-C102 Construction Introduction 6
4. B23-G102 Graphic Communications Introduction 6
5. B23-E105 General Teaching Methods I 3
7. B23-T102 Seminar & School Experience 4

Second Year - Industrial Arts - University of Manitoba

1. 63.202 Communication 3
2. 43.202 Psychology of Learning & Instruction 3
### 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>13.122/228</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>16.120</td>
<td>Principles of Economics</td>
<td>6</td>
</tr>
<tr>
<td><strong>ELECT</strong></td>
<td><strong>Either a</strong> 16.125, or b 27.111, 27.337</td>
<td>6, 6</td>
</tr>
<tr>
<td>a) 16.125</td>
<td>Physical Aspects of Environment</td>
<td>6</td>
</tr>
<tr>
<td>b) 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>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>3.004</td>
<td>Creative Arts</td>
<td>3</td>
</tr>
<tr>
<td>3.102</td>
<td>Computer Science</td>
<td>3</td>
</tr>
<tr>
<td>3.305</td>
<td>Special Topics in Management</td>
<td>3</td>
</tr>
<tr>
<td>3.400</td>
<td>History of Industrial Arts</td>
<td>3</td>
</tr>
<tr>
<td>3.500</td>
<td>Industrial Arts and Society</td>
<td>3</td>
</tr>
<tr>
<td>3.600</td>
<td>Industrial Arts and Technology</td>
<td>3</td>
</tr>
<tr>
<td>3.700</td>
<td>Industrial Arts and Design</td>
<td>3</td>
</tr>
<tr>
<td>3.800</td>
<td>Industrial Arts and Marketing</td>
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</tr>
<tr>
<td>3.900</td>
<td>Industrial Arts and Policy</td>
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### Industrial Arts Science Option

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<thead>
<tr>
<th>Course Code</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>2.123</td>
<td>General Chemistry</td>
<td>3</td>
</tr>
<tr>
<td>OR</td>
<td>Elementary Theoretical Chemistry</td>
<td>6</td>
</tr>
<tr>
<td>2.120</td>
<td>Calculus for Physics and Mathematical Sciences</td>
<td>3</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>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>13.140</td>
<td>Calculus for Physics and Mathematics Sciences</td>
<td>3</td>
</tr>
</tbody>
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### 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>Elementary 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>

### Fourth Year - Industrial Arts

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>81.305</td>
<td>Topics in Industrial Education</td>
<td>3</td>
</tr>
<tr>
<td>81.407</td>
<td>Advanced Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

### Credit Hours

**Program Total:** 134 Credits

### Tuition and Other Costs

**Tuition Fee:** $330 per school year plus a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies for the two years, 1st and 3rd, will cost approximately $200 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.*

### Student Services

#### Board and Room

**Red River Community College:** There are no dormitories at Red River Community College but the Students' Association Office has a list of accommodations for students who wish to obtain board and room in the city.

**University of Manitoba:** Students wishing to apply for accommodation in residence on campus should apply early. Residence applications are available from:

- Director of Residences  
  100 Dufresne Road  
  Winnipeg, Manitoba  
  R3T 2N1

**Off-campus accommodation information is available from:**

- Off-Campus Housing Office  
  Room 111 University Centre  
  The University of Manitoba  
  Winnipeg, Manitoba  
  R3T 2N2

### 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.

### Red River Community College

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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 students 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 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 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:

- Teacher Education
  - Red River Community College
  - 2055 Notre Dame Avenue
  - Winnipeg R3J 1X9
  - Phone 632-9092

- 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 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 or before September 30 in the year of registration, may apply as a mature student. Mature applicants must have met the entrance requirements established by the admissions criteria committee for the integrated program. The grade point average required to achieve 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, the student 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 skill subjects to be eligible to take the advanced skill subjects.

Course Repeats

a) If a subject is repeated, 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 subject.

c) A subject may be repeated to obtain a higher grade. The subject in which "D" standing is obtained may not be repeated except by students on probation or where a grade of "C" or better is required as a prerequisite subject.

Certification and Degree

Certification

A student is eligible for a Professional 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.
Accounting Major
B22-B220 Data Processing II ........................................... 3
B22-M102 Marketing ......................................................... 3

Marketing Major
B22-M102 Marketing ......................................................... 3
B22-B220 Data Processing II ............................................. 32

2nd Year - Business Education - University of Manitoba
43.202 Principles of Business Education .................................. 3
83.202 Communication Skills .............................................. 3
83.207 Business and Industrial Enterprise ..................................... 3
116.101 Social Foundations of Education ................................. 3
116.301 Elective for second teachable or area of specialization in business education (3) (3) 33

3rd Year - Business Education - RRCC
Common Core for all students
B22-E203 Course Development ........................................... 3
B22-E213 Methods of Teaching Basic Business ......................... 3
B22-E204 Educational Testing & Evaluation .............................. 3
B23-E103 Audio Visual Education ...................................... 3
B22-E220 Methods of Teaching Accounting & Data Processing ............... 3
B22-E212 Teaching Typing & Office Systems Management ................. 3
B22-T211 Student Teaching .................................................. 9

Secretarial Major
B22-B207 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
81.308 Topics in Business Education ................................... 3
81.408 Curriculum Development in Business Education ............... 3
81.409 To be selected in consultation with Faculty Advisors in areas of second teachable or indepth business education 21

Suggested second teachables
English
Mathematics
Geography
Economics
History/Canadian Studies
Computer Studies
Science
Selected areas Administrative Studies
(See University of Manitoba Calendar for other acceptable teachables)

Program Total: 128 credits

Fees and Other Costs

Red River Community College
Tuition fee: $330 per school year plus a Students' Association fee of $2 per month and a student athletic fee of $2 per month. Books and supplies for the two years, 1st and 3rd, will cost approximately $200 per year.

University of Manitoba
Please check with the University of Manitoba for tuition fees and other costs.

Financial Assistance
For information in regard to scholarships, bursaries, prizes and loans students should contact:

a) Red River Community College:
   Student Aid Office
   Room C119 RRCC
   Winnipeg, Manitoba
   R3H 0J9
   Telephone 632-2437

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 Students' Association Office has a list of accommodations for students who wish to obtain board and room in the city. University of Manitoba: Students wishing to apply for accommodation in residence on campus should apply early. Residence applications are available from:
   Director of Residence
   100 Dalles Road
   Winnipeg, Manitoba,
   R3T 2N1

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 . . .

Fees are subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.