Red River Community College Calendar
Continuing Education and Support Services Division

Adult Basic Education (ABE)
Correspondence Courses (ABE and Library Technician)
Correspondence Courses (Business, Communications, Social Science & Refresher Nursing)
Correspondence Courses (Child Care Services)
Employment Orientation for Women
Resource Centre for Handicapped Students
Visual Language Interpreter Training Program
Adult Basic Education

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

**Entry Dates:** 3-5 and 5-10 Upgrading Program - Continuous entry
- Part-Time Adult 5-10 - September and February
- Adult 11-A & Adult 11-B - September and February
- Adult 12 - February

**English as a Second Language**
- Monthly entry

**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 3-5 Program will give you an opportunity to acquire Mathematics and Communication skills required to enter the 5-10 program.

The 5-10 Program will give you an opportunity to acquire academic 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:

1) Mathematics — problem solving using whole numbers, fractions, decimals, and percent; introductory algebra and geometry;
2) Communications — reading rate and comprehension, spelling and vocabulary, grammar, sentence and paragraph construction, and writing;
3) 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 5-10 program will be approximately 20 weeks in length.

**Adult 11** is divided into Adult 11-A (Science-Based); Adult 11-B (Arts-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 11-A (Science-Based)** will prepare you to enter the one-year Science-Based courses at Red River Community College.

You will study:

1) Mathematics — algebra, trigonometry, geometry, logarithms, variation, slide rules;
2) Communications — development of writing, spelling, grammar, writing of paragraphs, letters, and research papers;
3) Reading development — speed and comprehension, vocabulary development; and
4) 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 11-B (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:

1) Business Mathematics — personal finance, loans and investments, taxation, business organization;
2) Communications — review of grammar, writing, and reading; writing letters, summaries, and research papers; and
3) 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 a combination of group instruction and individualized instruction.

The course is approximately 20 weeks in length.

**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 RRCC.
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 electrodynamics, etc.

The teaching method, like Adult 11A, is a combination of group and individualized instruction.

Part-Time Courses
1) The 5-10 Upgrading Program will be offered two nights per week. The subjects offered will be Mathematics, Writing Skills and Physical Science.

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

The Basic Course will teach you the alphabet, basic vocabulary related to everyday living situations, basic grammar and mechanics, and elementary reading and writing. The Intermediate Course has two levels of training. You will learn vocabulary development, grammar and mechanics of writing, sentence construction of the words you have mastered in conversation, and newspaper and magazine reading. The Advanced Course will give you the fluency and ability to express yourself correctly in English, to develop knowledge in written composition and specific forms of writing for such things as applications, reports, and business letters. Training will be a combination of classroom instruction and work in language laboratories. The E.S.L. centre is located at Britannia School — 367 Hampton Street, Winnipeg.

General Information
How Much Will it Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a Student athletic fee of $2 a month. Supplies for the Adult 11 and 12 courses will be 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, RRCC, Room C-312, 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 Center.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2955 Notre Dame Ave., Winnipeg R3H 0J9, or by telephoning 632-2327.

For further information and application forms contact the Adult Basic Education office, 1770 King Edward Street, Winnipeg R3R 0M5 or by telephoning 633-4570.

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

ABE is offered at RRCC, at extension centres at Brooklands School, 200 Isabel Street, 906 Cottonwood, the Y.W.C.A.-447 Webb Place, Lansdowne School-715 Wiginton and at various rural areas. ABE courses are also offered by various community-based organizations, 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.
Correspondence Courses (A.B.E. and Library Technician)

**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

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Admissions

An application form may be obtained by writing the Admissions Office, Room C-306, 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 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** — 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.

*For additional information on Correspondence Courses, one may call the Correspondence Coordinator at (204) 632-2451 or write to:

Tutorial Centre & Correspondence Department
CM-25
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9

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Program

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

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

What Will I Study?

There are four correspondence subjects offered in adult upgrading:

1. **S02-M108 Mathematics**
   - **Prerequisites:** Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
   - **Fee:** $119.00
   - Development of problem-solving skills using whole numbers, fractions, decimals and percent; ratio and proportion; positive and negative numbers; square root; introductory algebra and geometry.

2. **S02-C100 Communications**
   - **Prerequisites:** Manitoba Grade 9 or its equivalent and the ability to read and write the English language.
   - **Fee:** $89.00
   - 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:** $89.00
   - 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:** $79.00
   - 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, Geom
etery, 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.

B05-L111 Cataloguing

Prerequisites: High school graduation preferred; mature student standing will also be considered.

Fee: $132.00

This subject is designed to provide the student with the skills and knowledge to do descriptive cataloguing, using ISBO format of monograph materials, and to correctly file author and title cards in a card catalogue, using ALA filing rules. The student will begin to learn the application of AACR2 to the cataloguing of monographic material.

This subject is presented in fourteen (14) module study guides with appropriate assignments. In addition to the assignments, this subject requires that two examinations be taken at the end of the modules.

The course content of this subject as presented through correspondence closely parallels that of the regular day programme. Upon successful completion of this course students may receive credit in the Library Technician programme.

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 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-306, 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 — 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.

*For additional information on Correspondence Courses, one may call the Correspondence Coordinator at (204) 632-2451 or write to:
Tutorial Centre & Correspondence Department
CM-25
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

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

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

What Will I Study?
There are six correspondence subjects offered:
1) T14-C116 Communications and Report Writing
   Prerequisites: English 300 or 301 (or its equivalent); mature student standing will also be considered.
   Fee: $90.00

   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: $177.00

   Upon successful completion of Part 1 in Introductory Accounting, students should have a thorough knowledge of double-entry bookkeeping, the end-of-period adjusting and closing processes, and the preparation of the income statement and balance sheet from a worksheet as they relate to a sole proprietorship. In addition, students should become well versed in accounting for a merchandising firm, cash, and accounts receivable. Students will also receive an introduction to the topic of accounting systems.

   Students who receive a passing grade in the final examination for this subject will be entitled to credit in one of a variety of accounting courses.

3) B11-A261 Financial Accounting — Term 2
   Prerequisites: Completion of Accounting B11-A161 or its equivalent.
   Fee: $174.00

   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: $99.00
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 interpersonal 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: $97.00

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, developmental tasks, environmental influences in the development of the child as a unique individual. Particular emphasis is placed on the interaction of maturational processes and environmental influences in the development of the child.

6) H11-S301 Social Science —
Term 3
(Adult Growth and Development)
Prerequisites: Completion of Social Science H11-S201 or its equivalent.
Fee: $92.00

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.

One year is the maximum time normally allowed to complete the theoretical as well as the clinical portion of the course. The clinical portion which is a minimum of fifteen days and two evening is arranged on an individual basis at a hospital approved by the Continuing Education—Nursing Department.

The Correspondence R.N. Refresher course is suitable for formerly registered nurses who require updating to renew their registration* and for currently registered nurses who want to take an updating course.

At the present time, this course is only available to applicants who are unable to attend the full time R.N. Refresher Course offered by either Red River Community College or Assiniboine Community College due to distance and/or isolated location. Verification of registered nurses status is required with the admission application. Acceptable proof is a letter from the M.A.R.N. (Manitoba Association of Registered Nurses) or other Canadian licensing jurisdiction confirming eligibility for registration or status regarding registration, or last M.A.R.N. (or other Canadian licensing jurisdiction) registration card or photostatic copy. Applicants must also complete a Supplementary application form pertaining to Nursing background. This form is available from the Continuing Education Nursing Department (632-2468) or the Admissions Office, RRCC, Room 306, 2055 Notre Dame Avenue, Winnipeg R3H0J9.

*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: $375.00

Amended: May 55
First Issue: Sept. 70
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
Correspondence Courses
(Child Care Services)

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-306, 2055 Notre Dame Ave., Winnipeg.

All correspondence applicants must apply for the specific correspondence subject, i.e. Correspondence: H06-C200 Preschool Child 1, 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 — 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.

What Will I Study?
There are two correspondence subjects offered:
1) H06-C200 Pre-School Child 1
Prerequisites: High school graduation preferred; mature student standing will also be considered.
Fee: $111.00

This subject provides an introduction to concepts of child development. The approach is multidisciplinary, drawing on studies in anthropology, psychology, sociology, biology and medicine.

The content is presented in eight modules or parts with corresponding assignments. On completion of all assignments a final exam must be written.

The subject content corresponds to that of the day and evening programs. Upon successful completion, the student will receive credit in the Child Care Program.

2) H06-C230 Creative Experiences in Art
Prerequisites: Successful completion of Pre-School Child 1 (H06-C200).
Fee: $87.00

This subject combines an introduction to curriculum planning with creative experiences in art for pre-school children. Introduction to Curriculum focuses on understanding the relationship between philosophy and curriculum with emphasis on the planning of learning activities in all curriculum areas.

Creative Experiences in Art focuses on the importance of creative self-expression for pre-school children with emphasis on planning the art environment and experiences appropriate to the developmental levels of children.

This subject is presented in a 10 module study guide with corresponding assignments and text readings. On completion of all assignments a final exam must be written.

The content of this course duplicates that of the day and evening program. Upon successful completion the student will receive credit in the Child Care Program.

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.
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 also assists women who are already in the workforce but are under-employed to reassess their situation regarding career choice.

Course Length: 12 weeks

Entry Dates: *September, January, April

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/or their families. However, there are no restrictions because of marital or economic status. To profit from the course, you must be highly motivated and open to change. You must be prepared to spend the time and effort required in examining yourself and the career opportunities available to you.

Entrance Requirements
There is no minimum educational prerequisite, but you should be able to read and write at a minimum of 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, or The Women’s Employment Counselling Centre (Telephone 949-2045).

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

*Contact the Adult Basic Education Office (632-2484) to determine exact entry dates.

Program

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 on-the-job work experiences are included. You will study Employer/Employee Expectations, Women in Employment, Lifestyle and Change, Understanding Yourself and Your Job, and Decision Making.

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

By The Way . . .
The Women’s Employment Counselling Centre (949-2045) is available as a resource and support for this program, and staff there will provide personal counselling throughout the course for those who require it.

In addition, The Women’s Program Coordinator (632-2369) can assist women wishing further information or assistance in entering this course.

There is a follow-up for all graduates after course completion.
The Resource Centre for Handicapped Students 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, note-taking, 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. 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.

Support Services for the Hearing Impaired

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 ongoing 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, note-taking, typing services, special equipment, liaison with off-campus services, assistance with job search and life skills, and orientation.

Preparatory Programme for Physically & Visually Handicapped Students

The Resource Centre for Handicapped Students offers a four week preparatory program. Topics include career explorations, orientation to physical environment, assertiveness training, stress training and other topics to be decided by participants.

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

Amended: May 85
First Issue: Sept. 79
(204) 632-2362

Fees & Contents subject to change without notice.

Red River Community College is operated by
Manitoba Education
with financial assistance provided by the
Government of Canada
Visual Language Interpreter Training Program

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

Entry Date: September or February
Course Length: Ten months

Admissions

Am I Suited For This Course?
You must be confident and able to handle yourself well in a wide variety of situations. Your time must be flexible so that, when required, you will be available evenings and week-ends. You must be able to develop a professional relationship with the hearing-impaired community.

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 in 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 Committee.

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

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

Program

What Is a Visual Language Interpreter?
A visual language interpreter possesses skills in American Sign Language, Manually-Coded English, and oral communication. The interpreter acts as a communication facilitator between hearing and hearing-impaired individuals.

What Will I Study?
The Object of this course is to assist interpreter trainees in expanding sign language skills, developing sign to voice and voice to sign skills used in interpreting and translating and gaining exposure to the hearing impaired community and its culture.

Course Outline

Term 1
B13-S538 Concepts of Psychology
B13-S539 Personal Growth
B16-E206 Communication Skills (Interpreter Training)
S01-R201 Orientation to Hearing Impairment
S01-R202 American Sign Language
S01-R203 Manually Coded English
S01-R204 Reading Lab
S01-R205 English
S01-R206 English
S01-R207 Sign to Voice/Voice to Sign Labs
S01-R208 Interpreting Settings
S01-R209 Special Setting
S01-R210 Sign Expansion
S01-R211 Practicum

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 freelance employment or work as visual language interpreters in schools, agencies and public or private businesses.
General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, 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. 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) 632-2381
(204) 632-2362

Red River Community College is operated by
Manitoba Education
with financial assistance provided by the
Government of Canada
Applied Arts and Business Division

Administrative Secretary — Diploma — General
— Legal
— Medical

Advertising Art
Applied Photography
Barber-Styling
Business Accountancy
Business Administration
Chef Training
Clerical Bookkeeping
Commerce/Industry Sales and Marketing
Commercial Baking
Commercial Cooking
Computer Analyst/Programmer
Creative Communications
Fast Food Service Supervisor
Food Service Supervisor (Institutional)
Graphic Arts
Health Record Technician
Hotel and Restaurant Administration
Legal Assistant
Library Technician
Meatcutting
Pre-Trades for Women
Secretary Certificate — Machine Transcription
— Shorthand
Teacher Education — Business
— Industrial
— Vocational Industrial
Administrative Secretary
-Diploma
(General Major)

Purpose: To develop advanced communications, 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 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:
  Typing 302 (minimum 50 w.a.m.)
  Office Procedures (including filing, machine transcription and electronic calculator)
  Accounting 302
  Mathematics 200 or 201
  English 300, 301 or 305 (Business Communication)

Credentials MUST BE ASSESSED for equivalent standing in Secretary-Certificate by the chairperson of the Business Education section of the College. Students may be required to attend refresher classes in prerequisite subjects.

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

Program
The instructional program emphasizes a high degree of secretarial skills training including advance 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
B17-A254 Accounting
B18-C224 Oral Communications
B18-R234 Records Management
B18-T234 Executive Typing 1
B17-B551 Intro to Business
Optional:
B18-S234 Advanced Shorthand Speed 1

Term 2
B13-M619 Supervision
B15-S404 Intro Data Processing
B12-L460 Business Law
B18-O235 Secretarial Procedures 1
B18-T235 Executive Typing 11
B18-W525 Word Processing — Theory
B18-W535 Word Processing — Practical
Optional:
B18-S235 Advanced Shorthand Speed 11

Term 3
B13-M620 Applied Management Practice
B12-L551 Business Law 11
B18-E311 Report Writing
B18-O236 Secretarial Procedures 11
B18-T246 Specialized Typing
B18-W206 Co-operative Work Experience
B13-S503 Intro Social Science

Choose one option from the following:
B18-S246 Shorthand Specialties
B17-C551 Consumer Education
B17-D550 Data Entry
B16-E252 Canadian Awareness
B17-E550 Composition

NOTE: Students may be required to attend refresher classes in prerequisite subjects.

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.

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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, 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 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 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.
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 course 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:
  Typing 302 (minimum 50 w.a.m.)
  Office Procedures (including filing, machine transcription and electronic calculator)
  Accounting 302
  Mathematics 200 or 201
  English 300, 301 or 305 (Business Communication)

Credentials MUST BE ASSESSED for equivalent standing in Secretary-Certificate by the chairperson of the Business Education section of the College. Students may be required to attend refresher classes in prerequisite subjects.

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 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.
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 1  
B18-W525 Word Processing — Theory  
B18-W535 Word Processing — Practical  
Optional:  
B18-S234 Advanced Shorthand Speed 1

Term 2  
B13-M619 Supervision  
B15-S404 Intro to Data Processing  
B12-L460 Business Law  
B18-O235 Secretarial Procedures 1  
B18-T235 Executive Typing 11  
B18-L254 Legal Office Procedures 1  
Optional:  
B18-S235 Advanced Shorthand Speed 11

Term 3  
B13-M620 Applied Management Practice  
B12-L561 Business Law  
B16-E311 Report Writing  
B18-O236 Secretarial Procedures 11  
B18-W206 Co-operative Work Experience  
B18-L286 Legal Office Procedures 11  
Optional:  
B18-S246 Shorthand Specialties

Note: Students may be required to attend refresher class in prerequisite subjects.

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.

Typing legal forms, performing routine legal procedures, correspondence, travel arrangements, scheduling of appointments, preparation of material for speeches or reports, dictation and typing, supervision of office personnel and taking minutes of meetings are duties of a legal administrative secretary.

You are not restricted to working in a legal office. The course is sufficiently general to allow you to apply anywhere. Previous graduates have found 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, 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 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 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.
Administrative Secretary
-Diploma
(Medical Major)

Purpose: To develop advanced communication, organization, and typing 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 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:
  Typing 302 (minimum 50 w.a.m.)
  Office Procedures (including filing, machine transcription and electronic calculator)
  Accounting 302
  Mathematics 200 or 201
  English 300, 301 or 305 (Business Communication)

Credentials MUST BE ASSESSED for equivalent standing in Secretary-Certificate by the chairperson of the Business Education section of the College. Students may be required to attend refresher classes in prerequisite subjects.

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.
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 1
B18-M254 Medical Terminology 1
Optional:
B18-S234 Advanced Shorthand Speed 1

Term 2
B13-M619 Supervision
B12-L460 Business Law
B15-S404 Intro Data Processing
B18-O235 Secretarial Procedures 1
B18-T235 Executive Typing 11
B18-M255 Medical Terminology 11
B18-W525 Word Processing — Theory
B18-W535 Word Processing — Practical
Optional:
B18-S235 Advanced Shorthand Speed 11

Term 3
B13-M620 Applied Management Practice
B12-L561 Business Law 11
B16-E311 Report Writing
B18-O236 Secretarial Procedures 11
B18-T246 Specialized Typing
B18-W206 Co-operative Work Experience
B18-M256 Medical Office Procedures
Optional:
B18-S246 Shorthand Specialties

Note: Students may be required to attend refresher classes in prerequisite subjects.

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 about 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, 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 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 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.
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 good eyesight and a good imagination. Persistence is a virtue for advertising artists. The ability to clearly express thoughts and ideas orally and in written form is essential. 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 or 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 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. 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 two-year day course offers a balanced program of art instruction and academic subjects. It is designed to develop the technical skills and knowledge essential to professional competence, and to encourage creativity, imagination and a sense of aesthetic discrimination.

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?
You will study design fundamentals, basic drawing, photography and be introduced to art and design history and modern advertising procedures. You will learn to draw with various medium used in the industry and to solve visual design problems. Year two will provide advanced courses in drawing, communication design and illustration. Assignments will be more comprehensive and demanding as students prepare for a career in the industry.

All training will take place at the College in a studio or art lab. Assignments in design and illustration may require a considerable amount of time outside of class hours.

Advertising Art plays a vital part in the effective communication of information about ideas, services and products. The field is more sophisticated than it once was and graphic designers are now increasingly involved in the sciences and humanities for more relevance and direction in their visual statements. The artists of today must assume a new leadership role in which they function as a vital intellectual and aesthetic force in the community.
Course Outline

Term 1
B01-A101 Basics of Form
B01-A102 Principles of Drawing
B01-A103 Basic Art Production Techniques 1
B01-A105 Art & Design History
B02-P118 Introduction to Fundamentals of Photography
B10-C109 Introduction to Advertising

Term 2
B01-A201 Analysis of Form
B01-A202 Life Drawing
B01-A203 Basic Art Production Techniques 11
B01-A206 Advertising Design
B01-A207 Graphic Design
B01-A208 Reproduction Methods & Materials
B02-P217 Fundamentals of Photography
B10-C209 Introduction to Advertising

Term 3
B01-A306 Advertising Design
B01-A307 Graphic Design
B01-A308 Reproduction Methods & Materials
B01-A310 Sketching for Illustration
B01-A311 Art and Design History
B01-A313 Production Art
B02-P220 Advertising Photography
B10-C309 Introduction to Advertising

Year 2

Term 4
B01-A406 Advertising Design (Optional)
B01-A407 Graphic Design
B01-A409 Advertising Illustration (Optional)
B01-A411 Rendering Techniques
B01-A416 History of Art and Design
B02-P120 Advertising Photography
B13-S532 Human Relations

Term 5
B01-A506 Advertising Design (Optional)
B01-A507 Graphic Design
B01-A509 Advertising Illustration (Optional)
B01-A510 Rendering Techniques
B01-A513 Television Production (Optional)
B01-A515 Audio Visual Production (Optional)
B01-A518 Computer Graphics
B14-M231 Basic Marketing

Term 6
B01-A606 Advance Advertising Design (Optional)
B01-A609 Advanced Advertising Illustration (Optional)
B01-A611 Advance Rendering Techniques
B01-A613 Television Production (Optional)
B01-A615 Audio Visual Production (Optional)
B01-A616 Advanced Graphic Design Problems
B01-A617 Portfolio Presentation
B01-A618 Computer Graphics

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

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

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $800 for the first term and $400 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, RRCC, Room C-312 telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 advertising art field.

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

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

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

Amended: May 85
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
Applied Photography

Purpose: To provide training for the occupation of General Photographer as well as specialties in Advertising/Commercial photography and Photojournalism. Additional training is provided for film processing and darkroom occupations.

Entry Date: September
Part-time students may be considered for entry on a limited basis as space becomes available.

Course Length: Two years

Am I Suited For This Course?

Some of the factors used to make admission decisions are academic ability, maturity of thought and an aptitude for creative detail. Previous work experience or training would benefit students in this program.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including a completed vocational high school photography program.

or

— the equivalent of the above standing gained through an adult education program (Adult 11B) and equivalent photographic experience (as determined by the selection committee);

and

B — submission of a specified portfolio of photographs. (Portfolio requirements are sent to the applicant after submission of application with proof of academic standing). Portfolio specifications are changed annually.

If you do not have the academic requirements listed in A above, you may be able to qualify for admission to this course as a mature or exceptionally talented 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 requirements B above.

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

Program

Learners will use individualized learning packages under the supervision and direction of a staff instructor. Lecture/lab methods will be incorporated into the program. In the second year, training for the specialties will be provided through a series of lectures and critiques by guest lecturers who are specialists in their fields. In-studio and lab assignments will be supervised by regular college staff.

This course has been developed and will be monitored with the help of an Advisory Committee comprised of representatives from the various specialty areas of the photography profession. Through this committee and instructor contact with professional photographers, the College will be able to keep pace with the current standards required in the field.

What Will I Study?

Applied Photography teaches the skills, techniques and processes that are in demand within the photography profession. In the first year, you will learn to process film and to make images in black and white and in colour. Skills taught include control analysis and process monitoring, studio techniques, business and creative problem solving.

In the second year you will select one area of specialization. Photojournalism and Advertising are two examples of areas of specialization. In photojournalism you study news and sports photography, feature events, magazine journalism and photography for in-house publications. In the advertising specialty, you will study photographic illustration techniques, product photography, architectural and industrial photography. Other specialties to be offered if there is sufficient demand, include Portrait Photography and Scientific Photography.

This course is academically challenging so you should be prepared to spend a considerable amount of time doing home assignments.
Outline of Competencies Studied

First Year
- Black & White Production
- Colour Materials & Processes
- Photographic Evaluation & Criticism
- Sensitometry & Tone Control
- Lighting Problems
- Introduction to Business
- History of Photography
- Colour Print Production
- Studio Management

Second Year
- Core Program: Audio Visual Production
  Colour Print Production
  Black & White Print Production
  Learner Initiated Projects
  Marketing
  Accounting and Business Procedures
  Media Reproduction Methods
  Publication Design
- Photojournalism: News & Sports Photography
  Feature Event Photography
  Magazine Journalism
  Photography for In-house Publications
  Story Research
  Precis Writing
- Advertising: Visual Problem Solving
  Photo Illustration Techniques
  Product Photography
  Architectural Photography
  Industrial Photography
  Advertising Procedures

What's In It For Me?

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

Graduates of the Applied Photography Course will find work in a photography studio, newspaper or magazine or as a self-employed photographer. The opportunities for a career in this profession appear to be exciting and unlimited. The responsibility given to a graduate of this program and the salary offered will vary considerably depending on the calibre of the portfolio presented, technical skill, and creative talent displayed.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 per month and a student athletic fee of $2 per month. Books and supplies will cost approximately $1200 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 . . .

To find out more about this occupation, you could contact people in the photography profession.

For more information on the Applied Photography and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

Amended: May 85
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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.
Barber-Styling

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 haircutting 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. Any allergies to these chemicals, such as perm and hair colour solutions, would be problematic.

Entrance Requirements
A — 7 high school credits (Manitoba Grade 10 or equivalent) including English 100 or 101 and Mathematics 100 or 101;
   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 a considerable degree of instruction and practical experience is obtained in cutting and dressing ladies' hair. This is required in today's industry, especially in modern unisex salons.

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

What Will I Study?
The learning experience in most areas of the course, such as hairstyling, blowdrying, shaving, perming and colouring, will be given in lectures supported by audio-visual presentations or demonstrations on live models. Student practice will follow, consisting of first applying the techniques and methods to mannequins, ultimately followed by practice on live models. Clients come from within and outside the College. Although basic techniques will be featured in most areas, more advanced study may be made available to students with previous hairstyling experience or who demonstrate an above-average capacity in this field.
Course Outline

B07-B111 Health and Sanitation
  (includes Phys Ed)
B07-B112 Shaving (includes barber-styling implements)
B07-B113 Hairstyling-Men's (includes conventional cutting)
B07-B114 Hairstyling-Ladies'
B07-B115 Anatomy and Physiology
B07-B116 Skin Treatments and Disorders
B07-B117 Hair Treatments and Disorders
B07-B118 Chemistry
B07-B119 Permanent Waving
B07-B120 Haircolouring
B07-B121 Hairpieces
B07-B122 Shop Management (includes Bookkeeping)
B07-B123 Work Experience (in field)

General Information

What's In It For Me?
Upon successful completion of the Barber-Styling 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 Barber-Styling 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 styling 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.

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $325.

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 C-312, 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 for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 barber-styling field.

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

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

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**Admissions**

**Am I Suited For This Course?**

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

**Entrance Requirements**

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

  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.**

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**Program**

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

**What Will I Study?**

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

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

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

Term 1
B11-A103 Business Mathematics
B11-A161 Financial Accounting A
B12-L159 Business Law 1
B15-S102 Introduction to Data Processing
B17-E841 Business Communications

Term 2
B11-A204 Cost Accounting A
B11-A261 Financial Accounting B
B12-L269 Business Law 11
B15-S204 Computer Applications in Business
B17-E852 Business Communications

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

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

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

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

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

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Student's Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $280.

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 C-312, 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 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.

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 RRCC, 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.

RRCC 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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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.
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 RRCC 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.

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-A191 Introductory Accounting A
B12-E171 Economic Principles I
B13-M612 Introduction to Business
B13-R713 Business Mathematics
B14-M101 Basic Marketing
B16-E121 Oral Communications
Term 2
B11-A291 Introductory Accounting B
B12-A272 Economic Principles II
B12-R703 Financial Mathematics
B13-S501 Psychology
B14-M202 Basic Marketing
B16-E221 Basic Business Communications

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

Year 2
Term 4
Required Subjects
R13-R707 Statistics II
B16-E312 Report Writing
Optional Subjects
Students must elect any 4 of the following:
B11-A491 Intermediate Accounting A
B12-E471 Economic Issues in Canada
B11-A520 Canadian Income Tax
B12-E472 International Economics & Business
B12-L466 Business Law II
B12-P555 Entrepreneurship
B13-R708 Business Finance
B13-S517 Introduction to Political Science
B15-C401 Consumer Selling

Required Subjects
B13-M615 Business Seminar I
Optional Subjects
Students must elect 5 of the following:
B11-A605 Cost Accounting A
B12-E670 Public Finance
B12-G888 General Studies
B12-M614 Canadian Real Estate
B13-M618 Credit Management
B13-S515 Contemporary Issues in Canadian Society
B14-A501 Advertising
B14-M601 Merchandising
B15-S601 COBOL Programming

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

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

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

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

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $460.

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 C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

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

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

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

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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 or 101 (or 103) and Mathematics 100 or 101 (102 or 103) and Science 100 or 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.

Program

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

What Will I Study?

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

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 Science (HRA)
B30-A301 Kitchen Management
B30-A302 Garde Manager
B30-A303 Patisserie
B30-A304 Practicum
B30-A305 Nutrition
B30-A306 Serving Foods and Beverages

What's In It For Me?
Upon successful completion of the Chef Training Course you receive a Certificate from RRCC.
Restaurants, hotels, institutions, specialty houses, chain stores, catering companies, resorts, clubs, lodges are able to provide year-round employment to the qualified and motivated graduates.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.
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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.
Other courses of interest to you might be Commercial Cooking, Commercial Baking or Meating. These courses are all offered at RRCC.
RRCC 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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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
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 or 201 and Mathematics 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 older as of 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 these committees 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 the basics of accounting. After studying the basics in Accounting, the student applies the knowledge learned to the IBM P.C., so that the student will have a "hands-on" approach to solving accounting problems using a micro-computer. Other subjects you will study are Typing, Business Machines, Business Communications, Office Procedures, Business Mathematics, and Computers.

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. RRCC 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.

Eligible applicants are admitted on a first-come first-served basis.
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-O531 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
B18-T353 Intermediate Typing (Half Course)

Chose one of the following optional subjects:
B17-D550 Data Entry Operator
B18-D553 Machine Transcription
B17-C551 Consumer Education

What's In It For Me?

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

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

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

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $270.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

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

By The Way...

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

For information on Clerical Bookkeeping and other College courses, you could contact the Counselling Office at RRCC, 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.

RRCC 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.
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

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 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 in English and mathematics.

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 and the College keeps in contact with the rapidly changing trends in the industry.

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

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

There are different levels of skills required in the sales field — from taking orders in a store to acting as a regional representative for a company. For this reason, each term is essentially a comprehensive course in itself and is organized so that a student may complete one term and return sometime in the future to complete other terms of the course.
Included in the course are basic and advanced in-service training. One afternoon a week is devoted to special films, guest speakers from industry and tours of manufacturing plants and business firms. You will spend one week in the second term and another week in the third term with companies, familiarizing yourself with business procedures. In the third term, special projects will require contact with companies for information about a product or service which you will use frequently in a simulated sales situation.

The resource material used in the course includes professionally designed training programs which companies buy and use to update the skills of their own sales force.

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

Course Outline

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

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

Term 3
B14-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 RRCC 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 $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

Amended: May 85
First Issue: Sept. 79
8M (C)0

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
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

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 or 101 (or 103), Mathematics 100 or 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) — will likely be necessary.

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

This is a Special Selection Course. The committee looks for applicants who 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 cooperative education job placement may also provide valuable employer contacts for future permanent employment opportunities.
Course Outline

Term 1
B31-B123 Bakery Management
B31-B124 On-The-Job Training I
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 successful 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 exists in both large in-store bakeries and smaller bakery operations.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $190.

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 C-312, 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 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 baking field.

For information on Commercial Baking and other College courses, you could contact the Counseling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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. 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 or 101 (or 103), Mathematics 100 or 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 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 workforce 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.

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

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

Term 1
B23-C103 Aspects of Kitchen Mgmt
B32-C206 On-The-Job Training
B32-C207 On-The-Job Training
B32-C209 Restaurant Cooking
B32-C210 Restaurant Cooking
B32-C212 Pastry Shop Theory
B32-C213 Pastry Shop Practicum
B32-N507 Nutrition
B32-C510 Basic Food Prep. — Theory
B32-C511 Basic Food Prep. — Practicum
B32-C512 Quantity Cooking — Theory
B32-C513 Quantity Cooking — Practicum
T14-C502 Communication

What's In It For Me?

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

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

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $230.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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, you could contact the Counseling Office at RRCC, Room C-115, telephone 632-2335.

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

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

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

Entry Dates: September and December
Course Length: Two academic years (ten months each)

Admissions

Am I Suited For This Course?
You should have a sound aptitude for logical reasoning, mathematical ability and analytical thought. Patience and persistence are two traits necessary for success as an analyst/programmer while keyboarding 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
— 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 the industry.

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 main computer languages you will learn will be ASSEMBLER, COBOL, BASIC, RPG II, FORTRAN and PL/I. Other important subjects will be systems analysis and design and advanced computer topics such as operating systems, file structures, data base and 4th generation software.

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. During the last two terms, students are placed in industry for on-the-job training.
## Course Outline

### Year 1

#### Term 1
- B11-A191 Introductory Accounting A
- B13-M611 Introduction to Business (CAP)
- B15-C101 Data Processing I
- B15-M102 Math of Finance
- B16-E129 Communications I
- B18-T100 Keyboarding (Optional)

#### Term 2
- B11-A291 Introductory Accounting B
- B12-E276 Economic Principles I
- B13-S505 Humanistic Psychology (CAP)
- B15-C201 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-M301 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-C607 Data Base

#### Term 6
- B11-A681 Managerial Accounting (CAP)
- B15-C605 Computer Topics II
- B12-C606 Co-operative Project in Industry II
- B15-C608 4th Generation Software
- B15-M602 Quantitative Methods II

### 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 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.

### General Information

#### How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300 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, RRCC, Room C-312, telephone 632-2437.

#### How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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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**Amended: May 85**

**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.
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)

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

C — Successful completion of an entrance test of vocabulary, reading comprehension, aptitude and current information;

and

D — Completion of a home assignment — provided at the time that the entrance test is written. This assignment must be submitted within two weeks from the date the assignment is received;

and

E — An interview with the Creative Communications Selection Committee;

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.

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 student applicants must complete Entrance Requirements B, C, D and E above.

Program

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

What Will I Study?

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

Emphasis during your two years of training will be on advertising, public relations, journalism, and writing activities. Support subjects such as creative writing, 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 will 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 may also visit various radio stations in Winnipeg to gain on-the-job experience.

During your second year you will spend 2 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
B10-C125 Oral Communications
B13-S518 Introduction to Political Science (Cr Comm)
B16-E351 Canadian Literature

B10-C121 Creative Writing
B10-C122 Introduction to Journalism
B10-C123 Introduction to Marketing and Advertising
B10-C124 English Grammar
B10-C125 Oral Communications
B13-S518 Introduction to Political Science (Cr Comm)
B16-E351 Canadian Literature

Term 2
B01-A209 Design & Graphics for Creative Communication
B10-C221 Creative Writing
B10-C222 Journalism
B10-C224 Advertising
B10-C225 Oral Communications
B10-C235 Introduction to Radio
B13-S519 Introduction to Sociology (Cr Comm)
B16-E252

B01-A209 Design & Graphics for Creative Communication
B10-C221 Creative Writing
B10-C222 Journalism
B10-C224 Advertising
B10-C225 Oral Communications
B10-C235 Introduction to Radio
B13-S519 Introduction to Sociology (Cr Comm)
B16-E252

Term 3
B10-C321 Creative Writing
B10-C322 Journalism
B10-C324 Advertising
B10-C325 Oral Communications
B10-C338 Introduction to Television/Television Workshop
B12-E375 Economics
B13-S524 Canada and the World
B16-E451

B10-C321 Creative Writing
B10-C322 Journalism
B10-C324 Advertising
B10-C325 Oral Communications
B10-C338 Introduction to Television/Television Workshop
B12-E375 Economics
B13-S524 Canada and the World
B16-E451

Year 2

Term 4
B10-A414 Audio-Visual Methods
B10-A415 Practical Layout
B10-C422 Journalism
B10-C424 Copywriting
B10-C432 Public Relations
B10-C438 Television
B12-E475 Economics For the Media

B10-A414 Audio-Visual Methods
B10-A415 Practical Layout
B10-C422 Journalism
B10-C424 Copywriting
B10-C432 Public Relations
B10-C438 Television
B12-E475 Economics For the Media

Term 5
B02-P318 Advanced Photojournalism (Option)
B10-C536 Broadcast: Radio (Option)
B10-C539 Broadcast: Television (Option)
B10-C530 Work Project in Media I

B10-C541 Cultural History (Option)
B10-C542 Business Practice
B10-C566 Journalism Major
B10-C577 Advertising Major
B10-C590 Public Relations Workshop (Option)
B10-C593 Free Lance Writing (Option)
B16-E551 Modern Literature (Option)
B16-E552 Children's Literature (Option)
B16-E553 Theatre Arts (Option)
B16-E560 Business Communication

B02-P318 Advanced Photojournalism (Option)
B10-C536 Broadcast: Radio (Option)
B10-C539 Broadcast: Television (Option)
B10-C541 Cultural History (Option)
B10-C590 Public Relations Workshop (Option)
B10-C593 Free Lance Writing (Option)
B16-E551 Modern Literature (Option)
B16-E552 Children's Literature (Option)
B16-E553 Theatre Arts (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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $475 for the first academic year and approximately $250 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, RRCC. Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-308, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

RRCC 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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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
**Fast Food Service Supervisor**

**Purpose:** To provide the basic knowledge and skills required to function effectively in a fast food service setting.

**Entry Dates:** September, February and May

**Course Length:** Four months

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**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 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.

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**Program**

The Fast Food Service Supervisor course is designed to enable the students to acquire the basic knowledge and skills required to function effectively in the industry. This is a co-operative training course; work experience is an integral part of the course, hence allowing for the acquisition of real insights and skills.

**What Will I Study?**

As a Fast Food Service Supervisor student, you will be introduced to a wide variety of subjects ranging from an Introduction to Business Practices and Food and Beverage Control to the necessary food preparation and serving skills.

You will spend thirty percent of your course hours as a full-time employee in the fast food industry, gaining both work experience and course credit. Your co-operative education job placement may also provide valuable employer contacts for future permanent employment opportunities.
Course Outline

Term 1
B11-A230 Accounting Procedures
B13-M621 Intro to Business Practices
B14-F211 Basic Salesmanship
B16-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?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a 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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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.
Food Service Supervisor (Institutional)

Purpose: To provide the basic knowledge and skills required to function effectively at the supervisory level within an institutional or health care facility.

Entry Date: September
Course Length: 10 months

Admissions

Am I Suited For This Course?
You should have a genuine liking for and ability to work with people, a desire to develop supervisory skills and an interest in the preparation of nutritious food. Good physical condition and the ability to stand for long periods of time are critical factors.

Entrance Requirements

A — 14 high school credits (Manitoba Grade 11 or equivalent) including English 200 or 201, mathematics 200 or 201 and science 200 or 201;

or

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 Food Service Supervisor (Institutional) course is designed to enable the students to acquire the basic knowledge and skills required to function effectively in the industry. Work experience is an integral part of the course, hence allowing for the acquisition of real insights and skills.

What Will I Study?
As a student you will be exposed to a wide variety of subjects; in particular, food service management, supervisory techniques, food and beverage control, basic nutrition, modified diets, food science as well as other related subjects.

You will spend approximately nine weeks of your course as an employee in a health care institution, gaining both work experience and course credit. Your work experience placement may also provide valuable employer contacts for future employment opportunities.
Course Outline:

Term 1
B09-F200 Elements of Food Science
B09-N200 Introductory Nutrition
B09-F201 Intro. to Food Service Management I
B14-B116 Business Mathematics
B18-T100 Typewriting — Keyboarding
B13-S502 Intro. to Social Science
B16-E184 Oral Communications
B13-M612 Intro. to Business

Term 2
B09-F100 Food Prep. Skills (Lab)
B09-F101 Quantity Food Production & Service
B09-F102 On-The-Job Training

Term 3
B14-M101 Marketing & Promotion
B13-S514 Human Behavior in Organizations
B11-A121 Basic Accounting
B09-F300 Supervisory Techniques
B09-F203 Food and Labor Controls
B09-F202 Food Service Management II
B15-S207 Intro. to Data Processing
B09-S105 Forum or Project
B09-N101 Modified Diets

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

Employment may be found in a wide variety of food service operations such as hospitals, other health care facilities and institutions eg. governmental, commercial caterers, etc.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $420.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 care facilities and institutions.

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

RRCC 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 develop skills in the following operations and processes — camera and paste up, typography and photocomposition, and negative assembly, presswork and bindery.

Entry Date: September
Possible Entry Dates: December and March
Course Length: Ten months

Purpose: To develop a working knowledge of the printing trade. The graduate will develop skills in the following operations and processes — camera and paste up, typography and photocomposition, and negative assembly, presswork and bindery.

Entry Date: September
Possible Entry Dates: December and March
Course Length: Ten months

Admissions

Am I Suited For This Course?

The various subject areas of the course will require different skills: mechanical ability, manual dexterity, and some artistic ability, although this is not an "Art" course.

The student should have good eyesight, color blindness will limit employment opportunities. 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 or 201 (or 203) and Mathematics 200 or 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 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) 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 the 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: paste-up, camera and darkroom; layout, typography and typesetting; negative assembly, 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?

In the paste-up section, you will learn how to prepare mechanical artwork consisting of type blocks, pictures, ruling, line drawings into an assembly for reproduction by camera. During the camera block of instruction you will learn how to photograph the various kinds of copy and produce the negatives required for platemaking.

Typography involves layout and typesetting of written material. You will learn the hot metal casting systems and the advanced methods of typesetting photographically (computerized). As well, the student will "layout" many varied printed products.

In the presswork block, you will learn how to assemble negatives, layout the forms, and make plates for the press. You will also learn how to reproduce good printed copies of written, drawn, or photographic material. Bindery will give you a working knowledge of paper and ink as well as practice in assembling the printed job.

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

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

Block I
B03-G102 Phototypesetting
B03-G103 Design & Layout
B03-G104 Type Composition
B16-E105 English
B18-G641 Graphic Arts Typing

Block II
B03-G108 Paste Make Up
B03-G109 Camera & Darkroom
B16-E215 Graphic Arts English — Intermediate
B18-G642 Graphic Arts Typing

Block III
B03-G107 Platen and Cylinder Press
B03-G110 Offset Imposition and Platemaking
B03-G111 Offset Press
B03-G112 Bindery Operations
B16-E315 Graphic Arts English — Advanced
B18-G643 Graphic Arts Typing

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 that a high percentage of graduates are working in course related fields. Previous graduates have found jobs as typesetters, paste-up artists, presspeople, salespeople, production controllers, and cost estimators. Others have found employment in allied service industries such as paint and ink companies, machinery suppliers, and advertising departments. You may find employment in specialized shops as typesetters for custom work for industry or in a printing/publishing shop. Jobs are available in union and non-union shops. Financial growth and technical progress have made the graphic arts industry the fourth largest employer in Manitoba.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, 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 C-312, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.
RRCC offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

Amended: May 85
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
Health Record Technician

Purpose: To prepare skilled Health Record Technicians for an important role in the preparation, analysis, and preservation of health care information required to meet the needs of patient care, research and education.

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.

Admissions

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 administrators 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 health records science, medical terminology, physiology, medical transcription and medical coding.

This course is demanding academically so you should be prepared to spend a considerable amount of time doing homework. The workload will vary from term to term and the amount of homework will depend on the individual.
Course Outline

Term 1
B19-E751 Communications
B19-M751 Medical Terminology
B19-T751 Typing
H03-L113 Anatomy & Physiology
B13-S504 Humanistic Psychology
B13-R704 Statistics for Health Record Technician
B19-R741 Health Records Science I

Term 2
B19-E752 Communications
B19-M752 Medical Terminology
H03-L213 Anatomy & Physiology
B15-S105 Intro. to Data Processing
B19-N751 Medical Transcription
B19-R752 Health Records Science II
B19-W535 Word Processing Practical

Term 3
H03-L313 Anatomy & Physiology
B19-C761 Medical Coding
B12-L367 Legal Aspects of Health Records
B13-M610 Organization and Management
B19-N702 Medical Transcription
B19-P303 Hospital Practicum

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

A Health Record Technician is a trained health professional who works in the health 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 health 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $325. Students are required to purchase a uniform in Term III for practicum purposes.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

Amended: May 85
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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
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;

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

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);

D — an interview by the Hotel and Restaurant Selection Committee.

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

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College 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 operation. You will act as host or hostess to other students, college personnel and guests; prepare and serve food; and carry out required accounting procedures.

To broaden your knowledge of the operational aspects of the hospitality industry, you will take courses in purchasing, personnel, building and equipment maintenance, managerial accounting, and increasingly-sophisticated kitchen and dining room training. All of these subjects are designed to assist you when you reach an administrative position.

In the last phase of the course, the emphasis is on special management situations, sales, public relations and advertising, and financial management.

Course Outline

Term 1
B09-H112 Front Office Procedures
B09-H110 Catering
B09-H113 Introduction to Food and Beverage
B11-A121 Introductory Accounting A-HRA
B12-E181 Economics
B13-S502 Introduction to Social Sciences
B16-E194 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
or
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
or
B09-H450 Cooperative Education Work Term

Term 6
B09-H615 Management Seminar
B09-H431 Tourism
B10-C695 Public Relations and Advertising
B09-H613 Bartending and Beverage Management
B09-H661 Gourmet Preparation
B09-H662 Bartending Practicum
B09-H663 Dining Room Service
B11-A621 Hospitality Management Accounting B
B09-H617 Decision Making
B12-L266 Law

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

Most graduates have had little difficulty in finding employment in junior-to-middle management positions in various sectors of the hospitality industry. Some graduates have found employment in hotels as front desk supervisors, coffee shop managers, food and beverage controllers, banquet managers, or sales representatives. Supervisory opportunities are available in restaurants, private clubs as well as in catering and banquet services. The level of management position attained after graduation is dependent on the individual graduate's industry employment record, attitude, motivation and maturity.

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $550. 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, RRCC, Room C-312, 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 C-306, 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 this occupation, you could contact people in the hotel and restaurant field.
For information on Hotel and Restaurant Administration and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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?

Fees & content subject to change without notice.
Legal Assistant

Purpose: To prepare skilled men and women for administrative positions in law offices and other related settings. The program is designed to provide students with specific knowledge of the procedural aspects of legal practice, basic knowledge of related substantive aspects of the law, general knowledge of law office management and relevant clerical skills.

Entry Date: September
Part-time students may be considered for entry on a limited basis as space becomes available.

Course Length: Two years

Admissions

Am I Suited For This Course?

Some of the factors used to make admission decisions are academic ability, maturity of thought and an aptitude for detail. Previous work experience would benefit students in this program.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301 and Mathematics 200 or 201;

or

— The equivalent of the above standing gained through an adult education program (Adult 11B);

and

B — successful completion of the prescribed tests measuring ability in written communication, vocabulary, reading comprehension and an aptitude for detail;

and

C — attendance at a group orientation/information session to be held for all applicants to the course;

and

D — an interview by the Legal Assistant Selection Committee.

If you do not have the academic requirements listed in A above, 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 requirements B - D 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. Because much of the course is taught by practicing lawyers, the legal subjects may be offered late in the day, so you should be prepared to attend classes within a flexible time frame. In the latter part of your training, you will spend four of five weeks gaining practical work experience in a legal office.

This course has been developed and will be monitored with the help of an Advisory Committee comprised of representatives from the legal profession and in the business community. Through this committee and instructor contact with the legal profession, the College will be able to keep pace with the current standards required in the legal field.

What Will I Study?

One of the functions of a Legal Assistant is to relieve the lawyer of many routine legal procedures and administrative responsibilities. Students, therefore, learn to prepare legal documents, carry out investigations and examinations, handle legal correspondence, and act in a supportive capacity within the law firm or legal department.

Specific examples of Legal Assistant duties could include: handling real estate transactions, preparing common forms of wills, estate and probate work, collections, litigation, corporate and commercial functions, and preparing trial books. Legal Assistants also perform general office and clerical duties.

This course is academically challenging so you should be prepared to spend a considerable amount of time doing homework.
Course Outline

First Year
Term I
- Introduction to Legal System
- Legal Vocabulary
- Real Estate I
- Litigation I
- Typing
- Communications

Term II
- Contracts I
- Legal Research
- Real Estate II
- Litigation II
- Typing
- Communications

Term III
- Corporate Law
- Law Office Management I
- Real Estate III
- Litigation III
- Typing
- Communications

Second Year
Term 4
- Estate Practice
- Litigation IV
- Real Estate IV
- Accounting
- Word Processing

Term 5
- Family/Domestic Law
- Litigation V
- Probate
- Commercial Law I
- Contracts II
- Law Office Management II

Term 6
- Criminal Law
- Commercial Law II
- Accounting Computer Applications
- Law Office Management and Practicum

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

This is a relatively new and developing profession. Graduates receiving diplomas as legal assistants should find status and a future awaiting them in law offices, government departments, financial institutions and in many other related business fields.

Although the demand for legal assistants is a relatively recent professional development in Manitoba, the future for this profession appears exciting and unlimited. The responsibilities given to a graduate of this program and the salary offered will vary widely, depending on the calibre of the graduate.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 legal profession.

For information on the Legal Assistant and other College courses, you could contact the Counseling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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 — successful completion of a test which measures ability in reading comprehension, ability to transcribe accurately and numerical competency;

and

C — a selection interview with the Library Technician Selection Committee.*

*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 vocabulary and reading comprehension (typing in 1986) will likely be necessary. All mature student applicants must complete Entrance Requirements B and C.

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, or Children's Literature to give you a better understanding of the reading interests of children. Typing is also taught.
The course emphasizes practical training. Much of your training will take place at the College. 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 RRCC. 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

#### Term I

- B01-A131 Audio Visual Materials Production and Equipment
- B05-L111 Cataloguing
- B05-L112 Reference and Public Service
- B05-L113 Acquisitions
- B05-L114 Library Practicum
- B05-L115 Work Practice
- B15-S103 Introduction to Data Processing
- B18-L641 Library Technician Typing

#### Term II

- B05-L211 Cataloguing
- B05-L212 Reference and Public Service
- B05-L215 Work Practice
- B05-L218 Organization and Preparation of Materials
- B13-S521 Psychology (optional)
- B16-E656 Children’s Literature (optional)
- B18-L642 Library Technician Typing
- B16-E299 Introduction to Canadian Literature

### Term 3

- B05-L311 Cataloguing
- B05-L315 Work Practice
- B05-L316 Issues in Canadian Society
- B05-L317 Administration of Libraries
- B13-S531 Psychology (optional)
- B16-E351 Canadian Literature
- B16-E656 Children’s Literature (optional)
- B18-L643 Library Technician Typing

### 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 $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $275.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

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

Purpose: To develop techniques for cutting and merchandising various types of meat, fish and poultry. Graduates will be able to use power and hand tools, set up counter displays, tie, wrap and sell meats.

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 or 101 (or 103), Mathematics 100 or 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-rays and medical and dental certificates (done within the past year) indicating proof of good health.

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

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

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

Program

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

What Will I Study?

Approximately 75 percent of your learning experience will be spent gaining practical experience. The academic skills acquired will be related directly to the meatcutting industry.

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

This course will teach you the techniques required by a meatcutter. You will learn to cut and merchandise beef, pork, veal, lamb and poultry, set up counter displays, tie, wrap and sell various types of meat, make cutting tests to determine profit or loss, learn basic sausage making and learn the grading of meats, safety in the trade, personnel and shop sanitation.
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 Meatscoring Math
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.

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 $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $125.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 meatscoring field.

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

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

Amended: May 85
First Issue: Sept. 79
8M (C)
Fees & Content subject to change without notice.
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, RRCC, Room C-306, 2055 Notre Dame Avenue, Winnipeg, Manitoba R3H0J9 or by telephoning 632-2327.

Interviews will be arranged with prospective students prior to acceptance into the program.

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 trades 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 trades 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 trades 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, electronics, small motors, drafting, construction, manufacturing (metal, plastics and wood), printing and photography.
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

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**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. Fingertip 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.

*Successful completion of Mathematics 200 or 201 is strongly recommended by the course Advisory 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 may be necessary.

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

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**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.
Course Outline

Term 1
B18-T501 Typing — Basic
B17-E151 Business Communications
B17-M551 Math/Machines
B18-F131 Filing
B17-V151 Vocabulary Building I

Term 2
B18-T102 Typing — Intermediate
B17-E152 Business Communications
B18-O531 Office Procedures
B17-A451 Introductory Accounting
B18-D551 Machine Transcription I
B17-V152 Vocabulary Building II

Term 3
B18-T583 Typing — Advanced
B17-E153 Business Communications
B18-D532 Machine Transcription II
B17-E550 Composition
B17-V153 Vocabulary Building III

Choose one option from the following:
B15-S404 Introduction to Data Processing
B17-A452 Introductory Accounting II **
B17-C551 Consumer Education
B17-D550 Data Entry
B16-E252 Canadian Awareness
B18-W525 Word Processing Theory & B18-W535 Practical

**Compulsory for entry into Administrative Secretary-Diploma

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.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 Secretary-Certificate course and other College courses, you could contact the Counselling Office at RRCC, Room C-115, 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 (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.
Secretary - Certificate
(Shorthand Major)

**Purpose:** To develop speed and accuracy in shorthand and typing and to develop the ability to transcribe shorthand 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

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**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.

*Successful completion of Mathematics 200 or 201 is strongly recommended by the course Advisory 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 and mathematics) may be necessary.

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

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**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 Forkner 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.
Course Outline

Term 1
B18-T501 Typing — Basic
B17-E151 Business Communications
B17-M551 Math/Machines
B18-F131 Filing
B18-P101 Shorthand (Programme 21)
or
B18-S101 Shorthand (Forkner)

Term 2
B18-T102 Typing — Intermediate
B17-E152 Business Communications
B17-D533 Office Procedures
B17-A451 Introductory Accounting I
B18-P102 Shorthand (Programme 21)
or
B18-S102 Shorthand (Forkner)

Term 3
B18-T582 Typing — Advanced
B18-E153 Business Communications
B18-D533 Basic Machine Transcription
B18-P103 Shorthand (Programme 21)
or
B18-S103 Shorthand (Forkner)

Choose one option from the following:
B15-S404 Introduction to Data Processing
B17-A452 Introductory Accounting II
B17-C551 Consumer Education
B15-D550 Data Entry
B16-E252 Canadian Awareness
B18-W525 Word Processing Theory & Practical

**Compulsory for entry into Administrative Secretary—Diploma

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $300.

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 C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 Secretary-Certificate course and other College courses, you could contact the Counselling Office at RRCC, Room C-115, 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 (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.

What’s In It For Me?
Upon successful completion of 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.
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) (RRCC/UoM)

Introduction

An individual choosing to become a business teacher is interested in working with young people. The primary purpose of the business education profession is to help our youth understand and appreciate the techniques 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 placed on developing your knowledge and skills in the areas of general business and the area in which you select from the specializations of marketing, accounting, or secretarial. Your teacher education program will assure you that you have knowledge in business skills and in educational methods.

The teacher education program is a four year integrated Bachelor of Education degree program presented "jointly" by Red River Community College and the University of Manitoba, Faculty of Education. A professional certificate is awarded by the Department upon completion of the requirement for the Bachelor of Education Degree at the University of Manitoba.

The following regulations shall apply to your program. However, for 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 committee criteria committee. The admission committee reserves the right to accept only the best qualified applicants.

All students may be required to take basic skill tests prior to being admitted. The results of the tests must be acceptable level to be considered for admission.

Application Procedure: Information on the program and application forms are available at the following locations:

- Teacher Education
  - Red River Community College
  - 2055 Notre Dame Avenue
  - Winnipeg R3H 0J9
  - Phone 932-2222

- Information Office
  - Faculty of Education
  - University of Manitoba
  - 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, R3H0J9.

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.
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 on or before September 30 of the year of registration, may apply as a mature student. Mature applicants, without a grade twelve standing, will be required to achieve a grade twelve standing on the General Educational Development (G.E.D.) tests. Applications from mature students will be reviewed on an individual basis.

Academic Regulations

Students are expected to maintain the following academic standards throughout the completion of the requirements of the program. The grade point average is computed on the basis of grades earned at both institutions.

Grade Point Average

Students must achieve a cumulative grade point average of 2.0 to meet the minimal requirements for a Bachelor of Education degree. This average must also be reached at the following critical points:

a) At the end of the first year.

b) At the end of a probationary period.

c) Prior to student teaching.

Probation

If a student has a grade point average between 1.5 and 1.99 at the end of the first year, the student will be placed on probation. The student must raise the cumulative grade point average to 2.0 or better.

Prerequisites

You must receive a minimum of a "D" grade in the introductory technical subjects to be eligible to take the advanced technical laboratory subjects.

Course Repeats

If a required subject is failed, the same or similar (approved) subject must be repeated in order to get it cleared.

If an optional subject is failed, it may be repeated or replaced by an approved alternate subject.

A subject may be repeated to obtain a higher grade. The repeated subject must occur in the next regular session in which student is enrolled.

Incomplete

Incomplete (Inc) or did not write (DNW) in any subject must be completed by the end of the following term otherwise the "incomplete" or "did not write", will be changed to the grade 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.

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.

Business Education Degree and Certification Program

You may choose one of the three majors in this area — Secretarial, Accounting or Marketing.

Subject Listing

First Year-Business Education—RRCC Credit Hours

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Length</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>B22-B111</td>
<td>Fundamentals of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>B22-B206</td>
<td>Business Organization &amp; the Consumer</td>
<td>3</td>
</tr>
<tr>
<td>B22-B205</td>
<td>Management Accounting Systems</td>
<td>3</td>
</tr>
<tr>
<td>B22-B120</td>
<td>Data Processing</td>
<td>3</td>
</tr>
<tr>
<td>B22-B112</td>
<td>Keyboarding and Basic Formatting</td>
<td>3</td>
</tr>
<tr>
<td>B22-B113</td>
<td>Keyboarding and Advanced Formatting</td>
<td>3</td>
</tr>
<tr>
<td>B22-T111</td>
<td>Seminar &amp; School Experience</td>
<td>4</td>
</tr>
<tr>
<td>B23-W102</td>
<td>Cooperative Business/Industrial Education</td>
<td>4</td>
</tr>
</tbody>
</table>

Common Core for all students

- B22-B111 Fundamentals of Accounting | 3
- B22-B206 Business Organization & the Consumer | 3
- B22-B205 Management Accounting Systems | 3
- B22-B120 Data Processing | 3
- B22-B112 Keyboarding and Basic Formatting | 3
- B22-B113 Keyboarding and Advanced Formatting | 3
- B22-T111 Seminar & School Experience | 4
- B23-W102 Cooperative Business/Industrial Education | 4
Secretarial Major
B22-B110 Shorthand I ...................... 3
B22-B220 Data Processing II .............. 3

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

Second Year-Business Education-
University of Manitoba Credit Hours
81.202 Psychology of Learning & Instruction .... 3
81.216 Principles of Business Education ...... 3
81.217 Business and Industrial Enterprise ...... 3
63.202 Communication Skills ............... 3
116.101 Social Foundations of Education ...... 3
116.301 School Organizations ............... 3
28.203 Commercial Law I .................. 3
18.120 Principles of Economics ............. 6

Elective for second teachable or area of specialization in business education
(3) (3)

822-E203 Course Development 3
822-E213 Methods of Teaching Basic Business 3
B22-E204 Educational Testing & Evaluation 3
B23-E103 Audio Visual Education ........... 3
B22-E220 Methods of Teaching Data Processing 3
B22-E212 Teaching Typewriting & Office Systems Management ........ 3
B22-T211 Student Teaching .................. 9

Secretarial Major
B22-222 Records Management .............. 3
B22-222 Comparative Shorthand Systems .... 3

Accounting Major
B22-B209 Intermediate Accounting I ....... 3
B22-B210 Intermediate Accounting II ....... 3

Marketing Major
B22-B222 Methods of Teaching Retailing .... 3
B22-E222 Retail Management ............... 3

4th Year-Business Education-
University of Manitoba Credit Hours
Program Organization
81.306 Topics in Business Education ........ 3
81.408 Curriculum Development in Business Education ........ 3

81.409 Issues in Business Education .......... 3
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
(Specialization Business Education)
(See University of Manitoba Calendar for other acceptable teachables)
Program Total: 128 credits

3rd Year-Industrial Arts-RRCC Credit Hours
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 Data Processing .... 3
B22-E212 Teaching Typewriting & Office Systems Management .......... 3
B22-T211 Student Teaching .................. 9

Red River Community College

Tuition fee: $410 per school year plus a Students' Association fee of $4 per month and a student athletic fee of $2 per month. Books and supplies for the two years, 1st and 3rd, will cost approximately $400 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 C012 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

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 and Other Costs

Red River Community College

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 Dalce 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

Book Departments

Red River Community College and the University of Manitoba have bookstores where students may purchase books and supplies.

Employment Opportunities

After successful completion of this program you will be able to teach in the secondary schools in Manitoba. The majority of job opportunities are available in rural areas of the province.

Amended: May 85
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
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) (RRCC/UofM)

Introduction

An individual choosing to become an industrial arts teacher is interested in working with young people. The primary purpose of the profession is to teach about the industrial technologies which are rapidly changing within our society. Your interest in working with people in the industrial arts laboratory is an important personal qualification.

Industrial arts continues to develop as an important component of the school curriculum in Manitoba. Emphasis in the teacher education program is directed at the four areas: manufacturing, power and energy, graphic communications and construction. Technical skills, teaching skills and a broad general knowledge about society are all important components in the program.

The teacher education program is a four year degree program presented "jointly" by Red River Community College and the 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:

Teacher Education
Red River Community College
2055 Notre Dame Avenue
Winnipeg R3H 0J9
Phone 662-2222

Information Office
Faculty of Education
University of Manitoba
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, R3H0J9.

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. Five (5) of these credits held at the 300 level, so that these five:
   a) Include a standing in English 300 or 301, and
   b) cover four (4) different subject areas, and
   c) Include a minimum of three (3) subjects at the 300 level.

3. All applicants will be interviewed by the admissions committee. Notification of time, date and location shall be given to you from Red River Community College.

4. Letters of recommendation, high school scholastic record, and employment records are reviewed during the admission process.

Anyone who does not meet these education requirements, but is 21 years of age on or before September 30 in the year of registration, may apply as a mature student. Mature applicants, without a grade twelve standing, will be required to achieve a grade twelve standing on the General Educational Development (G.E.D.) 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.

Probation

If a student has a grade point average between 1.5 and 1.98 at the end of the first year, he/she may be granted a one-year probationary period during which time the student must raise the cumulative grade point average to 2.0 or better.

Prerequisites

You must receive a minimum of a "D" grade in the introductory technical laboratory subjects to be eligible to take the advanced technical laboratory subjects.

Course Repeats

a) If a required subject is failed, the same or similar (approved) subject must be repeated in order to get it cleared.
     b) if an optional subject is failed, it may be repeated or replaced by an approved alternate subject.
     c) A subject may be repeated to obtain a higher grade. The subject in which "D" standing is obtained need not be repeated except by students on probation or where a grade of "C" or better is required as a prerequisite subject.
     d) A student will be required to repeat student teaching if a failing grade has been received in student teaching. This repeat must occur in the next regular session in which student teaching is offered.

Incomplete

Incompletes (InC or did not write) in any subject must be completed by the end of the following term otherwise the "incomplete" or "did not write", will be changed to the grade 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.

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

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Subject Listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year-Industrial Arts-RRCC</td>
<td></td>
</tr>
<tr>
<td>B23-M102</td>
<td>Manufacturing Introduction</td>
</tr>
<tr>
<td>B23-C102</td>
<td>Construction-Introduction</td>
</tr>
<tr>
<td>B23-P102</td>
<td>Power &amp; Energy-Introduction</td>
</tr>
<tr>
<td>B23-G102</td>
<td>Graphic Communications-Introduction</td>
</tr>
<tr>
<td>B23-E105</td>
<td>General Teaching Methods I</td>
</tr>
<tr>
<td>B23-W102</td>
<td>Cooperative Business/Industrial Education</td>
</tr>
<tr>
<td>B23-T102</td>
<td>Seminar &amp; School Experience</td>
</tr>
</tbody>
</table>

Phone 474-9092

Information Office
Faculty of Education
University of Manitoba
Winnipeg R3T 2N2
Phone 474-9092
Second Year-Industrial Arts - University of Manitoba 

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>63.202 Communication</td>
<td>3</td>
</tr>
<tr>
<td>43.202 Psychology of Learning &amp; Instruction</td>
<td>3</td>
</tr>
<tr>
<td>81.215 Industrial Education in Technology</td>
<td>3</td>
</tr>
<tr>
<td>43.202 Industrial Education in Technology</td>
<td>3</td>
</tr>
<tr>
<td>63.202 Industrial Education in Technology</td>
<td>3</td>
</tr>
</tbody>
</table>

*Minor Area

Select one 3 credit hr. Foundations Course

77.120
7.228

Select one 3 credit hr. Foundations Course

Minor Area

Industrial Arts Social Science Option - Credit Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>17.120 Introduction to Psychology</td>
<td>6</td>
</tr>
<tr>
<td>17.231 Adolescent Psychology</td>
<td>3</td>
</tr>
<tr>
<td>77.120 Introduction to Sociology</td>
<td>6</td>
</tr>
<tr>
<td>Sociology or Psychology</td>
<td>12</td>
</tr>
</tbody>
</table>

Program Total: 134 Credits

Fees and Other Costs

Red River Community College

Tuition fee: $410 per school year plus a Students' Association fee of $4 per month and a student athletic fee of $2 per month. Books and supplies for the two years, 1st and 3rd, will cost approximately $400 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 C312 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 Residences
100 Dafoe 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

Book Departments

Red River Community College and the University of Manitoba have bookstores where students may purchase books and supplies.

Employment Opportunities

After successful completion of this program you will be able to teach in the secondary schools in Manitoba. The majority of job opportunities are available in rural areas of the province.

Acknowledgements

We acknowledge the contribution and assistance given by the members of the Program Advisory Committee. The members of the committee are recognized authorities in their respective fields, giving their support to these educational programs.

Amended: May 85
First Issue: Sept. 79
BM (C)

Fees & Content subject to change without notice.

Red River Community College is operated by Government of Canada with financial assistance provided by the Manitoba Education.
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 that the trades and a minimum of 6 years of 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 licence 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 $410 per school year plus a Students' Association fee of $4 per month and a student athletic fee of $2 per month.

Books and supplies for the ten month course will cost approximately $175.

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-312
Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
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 ten course credits in the four-year Bachelor of Education program at the Faculty of Education, University of Manitoba. Graduates' credentials are assessed on an individual basis.

Course Outline
B23-E104 Communication Skills
B23-E103 Audio Visual Education
B23-E201 Organizing Industrial Education Facilities
B23-E202 Principles of Industrial Education
B23-E203 Course Development in Industrial Education
B22-E204 Educational Testing & Evaluation
B22-E206 Educational Psychology
B22-E210 Classroom Counselling
B23-T202 Student Teaching
B23-E105 General Teaching Methods I
B23-E205 General Teaching Methods II
B23-E301 Independent Study
(Optional — by arrangement)
B23-V202 Introduction to Micro Computers

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...
Health Science Division

Child Care Services
Dental Assisting — Chairside — Expanded Duty
Medical Laboratory Technology and Cytotechnology
Medical Radiological Diagnostic Technology
Nuclear Medicine Technology
Practical Nursing
Nursing
Nursing — Refresher
Nursing — Completer
Radiotherapy Technology
Child Care Services

Purpose: To prepare students to use the knowledge and skills acquired from classroom and practical experience in the provision of quality child care which will facilitate, maintain, and enhance the developing child's ability to function as a responsible, contributing member of the community.

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

Admissions

Am I Suited For This Course?
You should be in good general health and have adequate reading and study skills. Previous experience with small children is important as you must be able to work with them for eight or more hours a day.

Entrance Requirements
A — 20 high school credits (Manitoba Grade 12 or equivalent);
   or
   — the equivalent of the above gained through an adult education program;
   and
B — Successful completion of the prescribed reading skills test at a minimum of Grade 10 level;
   and
C — Completion of additional information sheet and submission of two letters of reference;
   and
D — Orientation session with members of the Selection Committee;
   and
E — 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 immunizations forms, upon notification of acceptance into the course.

* The Child Care Services Course Selection Committee reserves the right to require an interview with individual applicants.

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

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

This is a Special Selection Course — The selection committee will accept only those applicants who have successfully completed requirements A, B, C, D and E. Experience with children as well as an understanding of the activities and operation of a child care centre contribute to success within the course.

Program

This course is set up under the direction of a Course Advisory Committee which represents labour, government, former graduates and instructors. Through the Advisory Committee, the College keeps in contact with the rapidly changing trends in this field.

What Will I Study?
The objectives of this course are to help you to understand a planned program of learning experiences that offers young children appropriate intellectual stimulation, as well as opportunities for physical, emotional, and social development. This includes developing an understanding of the importance of creative activities and various learning materials to the growth and development of young children.

You will study child development which will help you to understand what to expect from a child at certain levels of development. Other areas will be the family and its influence on the child, play and its value, child care methods from other countries, as well as self understanding and interpersonal communication.

Not all your training will take place at the College. A great percentage of your time will be spent in practicum experiences at a variety of day care centres and nursery schools through the city. The aim of the practicum is to provide the practical experience of working with preschool children. The length of time you will spend at the centres and the responsibilities you will be given will increase as the course progresses.

Through practicum training, the course keeps close liaison with a number of child care centres in Winnipeg. Instructors make regular visits to their students while they are training in the centres to offer guidance to them.
Course Outline

Year I
Term I
H06-C110 Overview of Human Growth & Development
H06-C101 Guiding Children's Behavior
H06-C102 Health, Nutrition and Safety I
B13-S533 Concepts in Psychology
T14-R824 Observation and Report Writing for Child Care
H06-C121 Introduction to Practicum
H06-C120 Practicum I

Term 2
H06-C200 The Preschool Child I
H06-C333 Literature & Drama for Young Children
H06-C231 Creative Experiences in: Art
Social Studies
Music
B12-S534 Self-Understanding
H06-C230 Introduction to Curriculum
H06-C221 Integration Seminar
H06-C220 Practicum II

Term 3
H06-C300 History and Philosophy of Early Childhood Education
H06-C332 Movement Education for Young Children
B12-S535 Interpersonal Communication
H06-C334 Science and Nature Study
H11-S527 Family Dynamics
H06-C321 Integration Seminar
H06-C320 Practicum III

Year 2
Term 4
H06-C415 Principles & Approaches to Child Development
H06-C401 Teaching Strategies
H06-C432 Approaches to Curriculum
B12-S536 Interpersonal Communication II
H06-C403 Cross-Cultural Education
F01-D001 Activity for Life
H06-C431 Integration Seminar
H06-C430 Practicum IV

Term 5
H06-C502 Overview of Exceptional Children
H06-C532 Curriculum Planning
H06-C501 Designing the Children's Centre
H06-C503 Health, Nutrition & Safety II
H06-C201 Introduction to Play
F01-E001 Activity for Life
H06-C531 Integration Seminar
H06-C530 Practicum V

Term 6
H06-C601 Critical Issues in Child Care
H06-C632 Professional Development
H06-C633 Introduction to Management of a Children's Centre
H06-C603 Parents
H11-S617 Community Resources
H06-C602 Special Education
H06-C631 Integration Seminar
H06-C630 Practicum VI

What's In It For Me?
If you wish to terminate training at the end of the first year you will receive a Certificate of Attainment. Graduation from the complete course will give you a Diploma in Child Care Services.

Opportunities for employment are expanding as the need for child care centers increases. Positions are available in day care centers or nursery schools and in lunch and after-four programs. You might also find a job in play therapy or child development rooms in hospitals. With experience and continuing education, you could reach the position of a director of a day care center. You will not be qualified for a teaching certificate in the public school system.

There is a transfer of credit system set up between the University of Winnipeg and RRCC. After graduation, if you are interested in further studies, you may transfer credit from Child Care Services towards the three-year Developmental Studies courses at the University of Winnipeg. Conversely, you may transfer credit towards Child Care Services. Graduates of both courses will receive a Diploma in Child Care Services and a degree in Developmental Studies.

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a students' Association fee of $4 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 C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 205 Notre Dame Ave., Winnipeg R3H0J9, 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...
The Year I Certificate subjects are offered through the RRCC Evening Program. To gain entrance to the day program, students must meet the prescribed entrance requirements.

RRCC 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.

To find out more about this field of training, you could visit people working in day care centers, or you could contact the Counseling Office, at RRCC, Room C-115, telephone 632-2335.

Amended: May 85
First Issue: Sept. 79
6M (C)

Feed & Content subject to change without notice.

Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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
(teen months)
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 requires a medical certificate attesting to the individual's health status. Students should assemble their immunization records immediately upon notification. Immunization will be provided at RRCC.

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. Students will spend the latter part of January, until the end of Chairside on field experience. 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 patient's treatment. Life sciences will give you the background required for the clinical sciences.

You will also learn to process and mount radiographs, perform sterilization procedures, laboratory procedures, and care for the dental instruments. Office procedures will teach you to maintain records and charts, answer letters, do billings and appointment control as well as other business related procedures.

In Expanded Duty you will study Developmental Psychology, Community Dental Health and Oral Techniques for Dental Assistants.

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 measures to school children.

Opportunities in the public service area are expanding as the children's Dental Plan is introduced in the province of Manitoba.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, 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...
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 RRCC, Room C-115, telephone 632-2335.

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

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

Purpose: To prepare students through academic study and practical experience to examine and analyze body fluid specimens using various chemical, microscopic and bacteriological tests by applying techniques from the sciences of histotechnology, microbiology, clinical chemistry, haematology and immunohematology.

Entry Date: September

Course Length: 22 months (10 months at RCCG plus one year in a hospital)

Admissions

Am I suited for this course?

You should have a strong academic background, especially in the sciences and mathematical areas. You should be able to communicate well and enjoy working with people as you will have some patient contact as well as working with medical personnel. In order to do the detailed and exacting work required your manual dexterity must be good. The ability to work quickly and be reliable are definite assets. You should be prepared to spend approximately two to three hours each evening on homework while at the college and one to two hours during your training at the hospital. Although work hours are usually regular, you should be prepared to work some weekends.

Entrance Requirements

A — 20 high school credits (complete Grade 12) including English 300 or 301, Mathematics 300, Chemistry 300 and one of Biology 300 or 301, or Physics 300.

and

B — completion of hospital training preference and applicant information sheet.

and

C — interview by hospital.

and

D — submission of immunization record.

There is no mature student admission to this course. If you do not have the academic requirements, but feel you have the equivalent, your documents must be reviewed and approved by the Admissions Committee.

Special applications procedures for this course are explained under General Information.

Program

This is a 22-month program. After orientation you will spend the first 10-months of training at the College where emphasis will be on both academic and practical subjects. Following successful completion of your training at the College a minimum of 12 months will be spent at an affiliated hospital where practical skills will be emphasized and theory supplemented.

What will I study?

The goal of the course is to train students to work in medical labs or clinics. Term I of Year I is a short introductory term in which you will study laboratory safety including first aid, anatomy and physiology, organic and biochemistry, applied laboratory mathematics and the purpose, use and care of various laboratory instruments such as microscopes, spectrophotometers, thermal, centrifugal, weighing and sterilizing equipment and glassware. In Term 2 and 3 you will study microbiology which is the study of bacteria and fungi; haematology which is the study of blood cells and clotting factors; chemistry which is the study of and quantitation of the amount of various chemicals in the body; histotechnology which is the preparation of tissue for the pathologists and immunohematology (blood banking) which is the study of blood antigens and antibodies. By applying the techniques of these sciences you will learn to examine specimens using various chemical, microscopic, and bacteriological tests. This practical training will give you some technical experience before you are placed in a hospital for further training.

During the college year there are many assignments, tests and exams given with strict academic guidelines for progression. Regular attendance is required.

For further information contact the Medical Laboratory Technology Department at the College or one of the training hospitals.
Cytotechnology

Cytology is the study of cells, under a microscope.

Purpose: To prepare students through academic study and practical experience to examine and analyze cell smears from various tissues. The technologist prepares and stains samples of exfoliated cells (cells that normally separate from body tissue) for microscopic examination.

Entry Date: September

Course Length: 20 months between the Health Sciences Centre, Winnipeg, and Red River Community College.

For information contact:
Mr. J.R. Suddaby
Health Sciences Centre
700 William Avenue
Winnipeg, Manitoba
R3E 0Z3

Course Outline

Term 1
H03-L101 Anatomical Structure and Function
H02-L107 Introductory Chemistry
H03-L108 Microscopy
H03-L115 Applied Laboratory Mathematics
H03-L116 General Knowledge
H03-L117 Spectrophotometry

Term 2
H03-L201 Anatomical Structure and Function
H03-L202 Clinical Microbiology
H03-L203 Clinical Chemistry
H03-L204 Haematology
H03-L205 Histotechnology
H03-L206 Immunohematology
H03-L207 Laboratory Performance

Term 3
H03-L302 Clinical Microbiology
H03-C303 Clinical Chemistry
H03-L304 Haematology
H03-L305 Histotechnology
H03-L306 Immunohematology
H03-L307 Laboratory Performance

What's In It For Me?
At the end of your training, and with the hospital's recommendation, you will write the Canadian Society of Laboratory Technologists' (C.S.L.T.) national examinations which will lead to a certificate as a Registered Medical Laboratory Technologist (R.T.). Successful completion of these exams qualifies you for membership in the C.S.L.T. Your Canadian certification is recognized anywhere in Canada.

Job opportunities are available in hospital laboratories, medical clinics, research agencies and veterinary and pharmaceutical laboratories. As a graduate you will aid the medical practitioner in the diagnosis and subsequent treatment of the patient.

Further training and experience can lead to an Advanced Registered Technologist (A.R.T.) after writing a thesis and passing an advanced oral examination. A licentiate may also be achieved (after receiving an A.R.T.) by similar methods.

General Information

How Much Will It Cost?
You will pay a tuition fee of $410 for the 10 months spent at the College plus a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies including a uniform and a calculator will cost approximately $500.

Students must pay a fee of $50 to the C.S.L.T. and $4 to the Manitoba C.S.L.T. Branch. In addition, there is a $100 examination fee payable to the C.S.L.T. at the end of the total training program.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-312, telephone 632-2437. Completed mark statements, transcripts, etc. must accompany the application form before processing will begin.

An applicant who has the required prerequisites first applies to the College indicating preference for two hospital training centres, then the centres are notified of the applicant's academic eligibility. The hospitals select those they wish to interview and make their final selection from those they interviewed. The hospitals applicants are cautioned that normally there are more applicants than can be accepted. For this reason, you are encouraged to apply early.

Training Centres

Westman Laboratory
150 McTavish Ave., E.
P.O. Box 934
Brandon, Manitoba
R7A 5Z9

Health Sciences Centre
700 William Avenue
Winnipeg, Manitoba
R3E 0Z3

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

St. Boniface General Hospital
409 Tache Avenue
St. Boniface, Manitoba
R2H 2A6

By The Way . . .
To find out more about this field of training, you should visit labs at hospitals or clinics, or contact the Counselling Office at the College, Room C-115, telephone 632-2335.

Other courses of interest to you might be Nursing, Medical Radiological Diagnostic Technology, Radiotherapy or Nuclear Medicine.

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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 (32 weeks at RRCC)

Admissions

Am I suited for this course?
You should have a strong academic background especially in the sciences. You should be able to demonstrate an ability 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 approximately 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;

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

and

B — successful completion of the prescribed reading skills test at 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.

There is no mature student admission to this course. If you do not have the academic requirements, but feel you have the equivalent, your documents must be reviewed and approved by the Admissions Committee.

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 some hospitals 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.

The Selection Committee commences their selection of students as soon as they have received a sufficient number of completed applications (which may be January, or earlier), so you are encouraged to apply early. Applicants who fail to submit their applications sufficiently early to be considered will have their applications carried over to the next intake date.

Program

The role of a radiological diagnostic technologist, (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 an x-ray on film of the diseased or injured area as requested by a doctor.

Throughout the program you will receive training both at Red River Community College and the training hospital into which you have been accepted. There will be a minimum one-week orientation session in the second week of September. The first term of theory will start at the College on the third week of September and run for 16 weeks, students then return to the hospital for four weeks of practical training. The second theoretical session will run for the next 16 weeks and following successful completion, students will return to their training hospital for the balance of their 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 and the Canadian Medical Association.

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, patient care, and interpersonal relationships/skills.
Course Outline

Term I (RRCC) — 16 weeks
H04-101 Anatomy & Physiology
H04-102 Radiographic Positioning
H04-103 Physics of Radiographic Imaging
H04-104 Radiation Protection
H04-105 Apparatus & Accessory Equipment
H04-106 Principles of Radiographic Exposure & Imaging
H04-107 Patient Care & Interpersonal Skills

Clinical One (Hospital) — 4 weeks
Term 2 (RRCC) — 16 weeks
H04-201 Anatomy & Physiology
H04-202 Radiographic Positioning
H04-204 Radiation Protection
H04-205 Apparatus & Accessory Equipment
H04-206 Principles of Radiographic Exposure & Imaging
H04-207 Patient Care & Interpersonal Skills
H04-208 Radiobiology

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 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?
While at RRCC you will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $575. This does not include your student membership fee in the Manitoba Association of Medical Radiation Technologists, uniforms, shoes and certification examination fee.

The hospital may pay you a training allowance for the time you spend at the centre. The amounts may vary from one hospital to another.

Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, RRCC. Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-312, telephone 632-2437, or by telephoning 632-2327.

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

An applicant who has the required academic prerequisites first applies to the College indicating preference of a training centre. The training centre notifies 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.

Training Centres
Brando General Hospital
150 McTavish Ave. E.
Brandon, Manitoba
R7A 2B3

Children's Hospital
840 Sherbrook Street
Winnipeg, Manitoba
R3A 1S1

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.

Health Sciences Centre
General Hospital
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

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

St. Boniface General Hospital
409 Tache Avenue
St. Boniface, Manitoba
R2H 2A6

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

*Note: Successful applicants to this training centre will receive most of their practical training in rural Manitoba. Following the completion of the X-ray program, M.H.S.C. offers a Laboratory Assistance course of three months duration for those wishing employment in rural Manitoba. Please contact Mr. David Brownlee, 944-0270, for further information.

Fees & Content subject to change without notice.

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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 two to 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 — successful completion of the prescribed reading skills test at a minimum of Grade 10 level;

and

C — an orientation tour of a Nuclear Medicine Department;

and

D — 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 interview, 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.

There is no mature student admission to this course. If you do not have the academic requirements, but feel you have the equivalent, your documents must be reviewed and approved by the Admissions Committee.

The Selection Committee commences their selection of students as soon as they have received a sufficient number of completed applications (which may be January, or earlier), so you are encouraged to apply early. Applicants who fail to submit their applications sufficiently early to be considered will have their applications carried over to the next intake date.

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 Pasqua Hospital in Regina.

Students from both provinces receive didactic training at RRCC with clinical training received at affiliated hospitals in the respective provinces. Saskatchewan students apply directly to Pasqua Hospital, but must submit RRCC application forms and meet comparable entrance requirements.

What Will I Study?

Your first week of training will be spent in an orientation session at an affiliated hospital.

During the two-year training program, you will spend a total of ten months at RRCC, for the academic portion and a total of twelve months in hospitals, for the clinical portion of the course. The integrated program, academic and clinical, is arranged to enable students to rotate to RRCC and clinical (hospital) phases throughout the two years. In this process, students progress from simple to more complex knowledge and practical skills. 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.
Course Outline
H04-D101 Anatomy and Physiology
H05-N101 Nuclear Instrumentation
H05-N102 Nuclear Radiation Physics
H05-N103 Radiation Biology & Protection
H05-N104 General Laboratory
T07-C111 Chemistry
T10-M152 Mathematics
H05-N201 Nuclear Instrumentation
H05-N205 Applied Physiology & Pathology
H05-N206 Clinical Methodology
H05-N207 Radiopharmaceuticals
H04-N208 Nuclear Medicine Communications
H05-N209 Related Sciences
T10-S252 Elementary Statistics
and Quality Control

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

This course has a limited capacity determined by the number of approved student training positions.

Hospitals commence their selection of students as soon as they have received a sufficient number of completed applications (which may be January, or earlier) so you are encouraged to apply early. An application is considered to be completed when all entrance requirements have been met including the orientation tour and interview, thus qualifying the applicant for admission to the course.

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.

General Information
How Much Will It Cost?
While at RRCC you will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $655 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, RRCC. Room C-312, telephone 632-2437.

*Further information for Saskatchewan applicants is available upon request from: Donna Randall, Department of Nuclear Medicine, Pasqua Hospital, 4101 Dewdney Ave., Regina S4T 1A5.

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Red River Community College
is operated by
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Government of Canada
Nursing

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: Two academic years (twenty months)

Admissions

Am I Suited For This Course?
You should be in good physical health as you will be required to lift patients, stand on your feet for long periods of time and to be physically mobile at all times. Manual dexterity is required for the use of precision instruments. A strong academic background in the sciences, especially biology, is a definite asset. Good written and oral communication skills are required for entrance to and completion of the courses. You should be able to take direction and be responsible for your own actions. The ability to relate to patients, fellow workers and the general public in a sympathetic and professional manner is also required.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including one science (Chemistry, Physics, Biology or Physical Science) at the 300 or 301 level;

or

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

and

B — successful completion of the prescribed reading skills test at a minimum of Grade 10 level.

Applicants must be in good health. The Selection Committee retains the right to require a medical certificate attesting to the individual's health status. Immunizations are required of all students and should commence, as indicated by the immunization forms, upon notification of acceptance into the course. *

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

Mature Student Admission — Mature students must be 20 years of age 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.

Challenge Student Admission — Applicants having previous education or experience in nursing may apply to have their nursing knowledge and skills assessed in order to achieve advanced standing in the course, thus reducing the length of their program.

*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

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.

This course 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 Practical Nursing course in order to provide for vertical career mobility in nursing and thereby enable individuals to reshape initial vocational goals.

What Will I Study?
This course has a theoretical and practical component, and College instructors will directly supervise the weekly practical experiences planned for you.

In the first year of the course, 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.
In the second year of the course, 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.

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

Term 1
B13-S106 Interpersonal Relations
H11-S101 Social Science
H11-N101 Basic Science
H11-H102 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

Term 3
B13-S201 Introduction to Sociology
H11-N301 Basic Science
H11-N302 Nursing
H11-N303 Nursing Practice
H11-N406 Community Health
or
H11-N405 Trends in Health Care

Term 4
B13-S302 Social and Health Problems
H11-N402 Nursing
H11-N403 Nursing Practice
H11-N406 Community Health
or
H11-N405 Trends in Health Care

What's In It For Me?
At the completion of this Nursing course; you will receive a Diploma from Red River Community College.

Graduates are eligible to write the Canadian Nurse's Association Testing Services Registration Examinations. Graduates will enter the work force as beginning registered nurse practitioners. They are employed in hospitals, clinics, nursing homes and other health agencies and function in collaboration with other team members.

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 could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $755 for the first academic year and $650 for the second academic year. Supplies include shoes, uniforms and printed materials. The M.A.R.N. fee of $100 will also be required.

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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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.
Nursing
Refresher — L.P.N.
Refresher — R.N.
Refresher — R.P.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 clients with medical, surgical and psychiatric conditions.

Entry Dates: On demand
Course Length: L.P.N. Refresher - 7 weeks
- 8 weeks
R.N. Refresher - 8 weeks
R.P.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 updating course.

The R.P.N. Refresher course is available for formerly registered psychiatric nurses who require updating to renew their registration.

For the L.P.N. and R.N. Refresher there are three approaches respectively through which requirements for updating and demonstrating competency can be met:
1. A full-time course (see course length).
2. Challenge for credits. The competencies expected for successful completion of approach number one must be demonstrated by successful completion of examinations (theory, lab and clinical).
3. Correspondence course for R.N. Refresher: This is only available to those living in remote areas.

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 photostatic copy.

R.N. Refresher:
- Verification of registered nurse status is required with the admission application. Acceptable proof is: a letter from the M.A.R.N. (Manitoba Association of Registered Nurses) or other Canadian licensing jurisdiction confirming eligibility for registration or status regarding registration; or last M.A.R.N. (or other Canadian licensing jurisdiction) registration card or photostatic copy.

R.P.N. Refresher:
- Verification of registered psychiatric nurse status is required with the admission application. Acceptable proof is: a letter from the Registered Psychiatric Nurses Association of Manitoba or the last R.P.N.A.M. card or photostatic copy.

Applicants for both courses must also complete a Supplementary Application Form pertaining to nursing background. This form is available from the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg.

Program

The courses are full-time, five days per week for seven or 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 audio visual aids are used to assist student learning.

Your clinical experiences will be with patients in personal care homes or extended care hospitals and halfway houses.

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 Manitoba Association of Registered Nurses (M.A.R.N.), the Manitoba Association of Registered Psychiatric Nurses (R.P.N.A.M.)."

Amended: May 85
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
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 are available to graduates 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 RRCC 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, RRCC, Room C-306, 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, RRCC. Successful completion of the Maternity Nursing course will be accepted for transfer credit in Nursing Diploma at RRCC.

General Information

You will average 7 hours of patient care plus 1 hour class and/or conference time each day in the clinical area. Classes at the College generally commence at 08:00 hours and conclude at 16:00 hours. You will work evenings periodically, and a Saturday and/or Sunday period may be scheduled.

Amended: Mar 85
First Issue: Sept. 79

Fees & Contents subject to change without notice.
Practical Nursing

Purpose: To prepare graduates who will enter the work force 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 to and completion of the courses. You should be able to take direction and be responsible for your own actions. The ability to relate to patients, fellow workers and the general public in a sympathetic and professional manner is also required.

Entrance Requirements

A — 20 high school credits (Manitoba Grade 12 or equivalent) including one science (Chemistry, Physics, Biology or Physical Science) at the 300 or 301 level; or the equivalent of the above gained through an adult education program; and

B — successful completion of the prescribed reading skills test at a minimum of Grade 10 level.

Applicants must be in good health. The Selection Committee retains the right to require a medical certificate attesting to the individual's health status. Immunizations are required of all students and should commence, as indicated by the immunization forms, upon notification of acceptance into the course.

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

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subject (science) will likely be necessary. All mature student applicants must complete Entrance Requirement B. In order to increase potential for success, it is recommended that mature applicants have at least a science at the 200 level or its adult equivalent.

Program

This course has an Advisory Committee composed of representatives from the nursing profession, government and the College. Through this committee and instructor contact with industry, the College keeps up to date with the current standards required by the profession.

Practical Nursing is designed to prepare graduates to be eligible to write examinations for licensure as Practical Nurses.

This course was designed in conjunction with the two-year Nursing course in order to provide for vertical career mobility in nursing and thereby enable individuals to reshape initial vocational goals.

What Will I Study?
This course has a theoretical and practical component, and College instructors will directly supervise the weekly practical experiences planned for you.

In addition to nursing you will study general and developmental psychology, interpersonal relations, and the structure and function of the human body as well as human physiology and social science as related to personality development in the life cycle process. Opportunities are also provided to apply knowledge in clinical settings.

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

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 If For Me?
At the completion of this course, you will receive a Certificate from Red River Community College. Graduates are eligible to write the licensed practical nursing examinations. Practical Nursing graduates will enter the work force as beginning practical nurse practitioners functioning under the supervision of a registered nurse and in collaboration with other health team members primarily in hospitals, clinics and nursing homes.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $755 for the academic year. Supplies include shoes, uniforms and printed materials. The M.A.L.P.N. fee of $150 will also be required.

Students may apply for financial aid from the Canada Employment and Immigration Commission (CEIC) and the provincial government's Student Aid program. Detailed information about provincial government student aid can be obtained from the Student Aid Office, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 could contact the Counselling Office at RRCC, 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.

RRCC 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.
Radiotherapy Technology

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: September
Course Length: 25 months (32 weeks at RRCC)

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

Admissions

Am I suited For This Course?

You must be technically oriented and be able to empathize with cancer patients in the best humanitarian 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 one of Physics 300, Chemistry 300, Physical Science 301, Biology 300 or 301;

or

— the equivalent of the above standing 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 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.

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 selects candidates on the basis of academic background, educational standing in the required subjects, and a general suitability for the career.

The Selection Committee commences their selection of students as soon as they have received a sufficient number completed applications (which may be January, or earlier), so you are encouraged to apply early. Applicants who fail to submit their applications sufficiently early to be considered will have their applications carried over to the next intake date.

Applicants meeting the academic prerequisites are subject to an interview process; at which time their knowledge, motivation and communication skills are evaluated as they pertain to their career goals.

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.

Throughout the program you will receive training both at Red River Community College and the Manitoba Cancer Foundation. There will be a minimum one-week orientation session in the second week of September. The first term of theory will start at the College on the third week of September and run for 16 weeks, with students then returning to the hospital for four weeks of practical training. The second theoretical session will run for the next 16 weeks and following successful completion, students will return to the Cancer Foundation for the balance of their course.

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, Cobit, 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

Term I (RRCC) — 16 weeks
RRCC — 4 days/week
M.C.F. — 1 day/week
H04-101 Anatomy & Physiology
H04-103 Physics of Radiographic Imaging
H04-104 Radiation Protection
H04-107 Patient Care & Interpersonal Skills
H04T105 X-ray Apparatus: Radiotherapy
H04T102 Image Recording: Radiotherapy
H04T103 Introduction to Radiotherapy
H04T104 Introduction to Treatment Planning

Clinical One (M.C.F.) — 4 weeks

Term 2 (RRCC) — 16 weeks
RRCC — 2.5 days/week
M.C.F. — 2.5 days/week
H04-201 Anatomy & Physiology
H04-204 Radiation Protection
H04-207 Patient Care & Interpersonal Skills
H04-208 Radiobiology
H04T203 Treatment Planning
H04T205 Physics for Radiotherapy

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 technologists, 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 favorably with earnings of other medical services personnel.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month, and a Manitoba Association of Medical Radiation Technologists (MAMRT) student fee of $24. Books and supplies will cost approximately $475 in the first year; uniforms and shoes approximately $150 and $75 in the second year. A certification examination fee is not included in the above costs. The Annual Tuition fee at the Manitoba Cancer Foundation is $101 payable during the first week of 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, RRCC. Room C-312, telephone 632-2437.

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.

How Do I Apply?

An application form for this course may be obtained by writing to the Admissions Office, RRCC, Room C-305, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

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

Amended: May 85
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.
Industrial and Technology Division

Apprenticeship
Architectural Drafting — Electrical — Mechanical Systems — Structural
Carpentry and Woodworking
Diesel Mechanics — Transport
Domestic Electronics
Electrical Course
Industrial Electronics
Integrated A.B.E.
Machine Drafting
Machine Shop Practice
Major Appliance Service Technician
Masonry
Motor Vehicle Body Repair
Motor Vehicle Mechanics
Painting and Decorating
Piping Trades
Radio Operating & Electronic Communications
Refrigeration & Air Conditioning
Integrated A.B.E./Sheet Metal
Telecommunications
Upholstery
Welding
Animal Health Technology
Biological Technology
Building Technology
Chemical Technology/Biochemical Technology
Computer Technology
Design & Drafting Technology
Electrical Technology
Electronic Technology
Instrumentation Technology
Mechanical Engineering Technology
Power Engineering
Structural Technology
Surveying Technology
Apprenticeship Information

An apprentice is a person at least 16 years of age who enters into a written agreement to learn a skilled trade. The apprenticeship provides for a coordinated program of practical experience and related technical instructions.

Annual training courses for indentured apprentices in the designated trades are offered by the Department of Labour and Manpower in full-time day classes at Red River Community College, Industrial and Technology Division.

These courses are at graduated levels and are attended at set intervals throughout the apprenticeship term. In most trades the apprentice is required to attend three of four courses averaging six weeks in length. (Please refer to table of Apprenticeship Courses.)

The courses provide instruction in practice and theory of the trade together with necessary related subjects such as mathematics, science, blueprint reading and, in some trades, welding and machine shop.

The courses, coupled with on-the-job training, are planned to make an apprentice a fully competent male/female journeyman.

The apprentice agrees to attend regularly at the place of employment, to serve the employer faithfully, honestly and diligently and to make an honest effort to learn the trade. The apprentice also agrees to attend all classes and sit for examinations as required by the Director of Apprenticeship.

The employer agrees to provide adequate training for the apprentice in all branches of the trade. The employer agrees to keep the apprentice employed so long as work is available and also to cooperate with the Apprentice Training Division to ensure that the apprentice attends trade courses regularly.

A person who successfully completes an apprenticeship is granted a certificate of qualification in one's trade. This certification identifies the holder as a male/female journeyman and is recognized by employers and the public as a trained and competent tradesperson. In several trades the certificates are officially recognized across Canada.

For information on apprenticeship training contact the Apprenticeship Division, Department of Labour and Manpower at:
Office of Director
Apprenticeship Division
816 Norquay Building
401 York Avenue
Winnipeg, Manitoba R3C 0P8
Phone: 945-3337

Department of Labour Apprenticeship Courses
(Offered in Cooperation with Red River Community College)

<table>
<thead>
<tr>
<th>Designated Trade</th>
<th>Length of Course (in weeks)</th>
<th>No. of Years</th>
<th>Levels</th>
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<tr>
<td>Red River Community College, Winnipeg</td>
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<tr>
<td>Motor Vehicle Body Repair</td>
<td>4 8 6 6 6 6</td>
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<tr>
<td>Motor Vehicle Body Repair (Paint)</td>
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<tr>
<td>Motor Vehicle Mechanic</td>
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<td>Bricklayer</td>
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<td>Carpenter</td>
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<td>Lather</td>
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<td>Mold and Pattern Maker</td>
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<td>Painter &amp; Decorator</td>
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<td>Plumber</td>
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<td>Refrigeration &amp; Air</td>
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<td>Sheet Metal Worker</td>
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<td>Drywall Mechanic</td>
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<tr>
<td>Sprinkler and Fire</td>
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<td>Protection Installer</td>
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<td>Power Electrician</td>
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<tr>
<td>Tool and Die Maker</td>
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</table>

Assiniboine Community College, Brandon
Heavy Duty Equipment Mechanic 4 8 6 4
Industrial Instrument Mechanic 4 10 10 10
Motor Vehicle Mechanic 4 6 6 6 4
Construction Electrician 4 8 8 8 10
Plumber 5 10 8 6 4

Keewatin Community College, The Pas
Industrial Electrician 4 10 8 8 10
Industrial Mechanic (Millwright) 3 10 10 10
Industrial Welder 3 8 8 8
Miner 3

Prerequisites: Minimum age 16 years and approval of the Director of Apprenticeship, Department of Labour and Manpower.

For further information, contact directly:
Apprenticeship Office
Room 816, Norquay Building
Winnipeg, Manitoba R3C 0P8
Telephone: 945-3337

Apprenticeship Office
Room 304, Provincial Government Bldg.
340 Ninth Street
Brandon, Manitoba R7A 6C2
Telephone: 728-7000 (Ext. 179)

Apprenticeship Office
Provincial Government Bldg.
59 Elizabeth Dr.
Thompson, Manitoba R8N 1X4
Telephone: 778-4411 (Ext. 300)

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Red River Community College is operated by Manitoba Education with financial assistance provided by the Government of Canada.
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 wheelchairs.) 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 or 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 or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in mathematics may be necessary.

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

Program

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. The second term option may be restricted by numbers. Final selection will be made in consultation with the Department Head and, if necessary, will be based on the students' success in the first term.

This course has Advisory Committees which include representatives from industry, government and the College. Through the Advisory Committees, 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, circuitry, panel, distribution lay-outs, and motor control. You will learn the basics of drafting in your first term, and your second term will deal with electrical theory, the techniques of electrical drafting, and the standard symbols and different codes used in the electrical industry.

Mechanical Systems Drafting will train you to produce working drawings for plumbing, heating, air conditioning, and sprinkler systems required in buildings. In addition to drafting you will learn heat-loss theory, how to calculate building loads for heating and cooling systems; and the different building codes which are associated with heating, cooling, sprinkler, and plumbing systems.

Structural Drafting will train you to produce detailed fabrication drawings of structural steel frame designs according to current Canadian Institute of Steel Construction practices. You will also produce structural engineering drawings and develop basic skills in structural design theory.
All of the above programs offer training in the production of working drawings by high technology methods employing computer-aided-drafting systems as well as development of traditional manual drafting skills.

**Course Outline**

**Architectural Drafting**

Term 1
- T03-A011 Fundamentals of Delineation
- T03-A013 Applied (Arch) Drafting I
- T03-A025 Computer-Aided-Drafting I
- T13-M514 Drafting Math

Term 2
- T03-A015 Quality Take-off
- T03-A017 Surveying and Topographical Drawing
- T03-A019 Specifications
- T03-A021 Applied (Arch) Drafting II
- T03-A027 Computer-Aided-Drafting II
- T14-R503 Report Writing

**Electrical Drafting** (Option)

Term 2
- T03-A017 Surveying and Topographical Drawing
- T03-A027 Computer-Aided-Drafting II
- T03-E011 Electrical Drafting
- T14-R503 Report Writing

**Mechanical Systems Drafting** (Option)

Term 2
- T03-A017 Surveying and Topographical Drawing
- T03-A027 Computer-Aided-Drafting II
- T03-S011 Mechanical Systems Drafting
- T03-S013 Quality Take-Off
- 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
- T03-A027 Computer-Aided-Drafting II
- T14-R503 Report Writing

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

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

**Job Opportunities**

Job opportunities for Architectural Drafting graduates are available as junior draftspersons in architectural, consulting engineering, town planning, surveying and building trades drafting offices. After gaining experience, graduates have found employment as estimators, building inspectors, specification writers, technical representatives, construction supervisors or salespeople of building product lines.

Job opportunities for Electrical Drafting graduates are available as junior draftspersons with electrical engineering consultants, power distribution utilities, electrical contractors, and with electrical suppliers.

Job opportunities for Mechanical Systems Drafting graduates are available with mechanical engineering consultants, suppliers and manufacturers of mechanical equipment, and mechanical contractors.

Job opportunities for Structural Drafting graduates are available with steel fabricators, structural engineering consultants and steel detailing drafting offices.

**General Information**

**How Much Will It Cost?**

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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 $280.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

Architectural Drafting is also offered at Assiniboine Community College, Brandon, Manitoba.

RRCC 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.

Fees & Content subject to change without notice.
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 Date: September and February
Course Length: Ten months

Admissions

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 or 101 (102 or 103) and Science 100 or 101 (103);

or

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

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

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

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

Program

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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline
T02-C001 Handtools, Theory
T02-C002 Handtools, Practical
T02-C003 Woodworking Machines, Theory
T02-C004 Woodworking Machines, Practical
T02-C005 Concrete Form Construction, Theory
T02-C006 Concrete Form Construction, Practical
T02-C007 General Framing, Theory
T02-C008 General Framing, Practical
T02-C009 Equal Pitch Roofing, Theory
T02-C010 Equal Pitch Roofing, Practical
T02-C011 Stairs, Theory
T02-C012 Stairs, Practical
T02-C013 Finishing, Theory
T02-C014 Finishing, Practical
T02-C015 Cabinet Work, Theory
T02-C016 Cabinet Work, Practical
T02-C017 Unequal Pitch Roofing, Theory
T02-C018 Unequal Pitch Roofing, Practical
T02-C019 Surveying, Theory
T02-C020 Surveying, Practical
T02-C021 Estimating, Theory
T02-C022 Estimating, Practical
T02-P501 Wood Finishing, Theory
T02-P502 Wood Finishing, Practical
T03-R011 Blue Print Reading and Sketching for Carpentry
T13-M512 Carpentry Math
T13-S512 Carpentry Science
T14-C504 Communication

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

Past employment records show a high percentage of graduates are working in course-related fields all across Canada. Opportunities are available in commercial construction, housebuilding, factories, or cabinet making shops. Almost all graduates choose to enter the apprenticeship program. People who reach journeyman apprenticeship level may progress to foremen, supervisors, building inspectors, draftspersons, estimators, superintendents or specialists in related fields.

As a graduate, you may be granted one 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 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies will cost approximately $296.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

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

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

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

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

RRCC 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
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 or 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 or on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College 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, drives 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 74 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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

TO1-D011 Running Gear I
TO1-D012 Running Gear II
TO1-D013 Std. Transmissions
TO1-D014 Std. Transmissions Overhaul
TO1-D015 Rear Axles
TO1-D016 Rear Axles Repairs and Adjustments
TO1-D017 Brake Systems
TO1-D018 Brake Systems
TO1-D019 Automatic & Powershift Transmissions
TO1-D020 Automatic & Powershift Transmissions Overhaul and Adjustment
TO1-D021 Heavy Duty Power Train
TO1-D022 Heavy Duty Power Train Overhaul
TO1-D023 Engine Overhaul I
TO1-D024 Engine Overhaul II
TO1-D025 Engine Overhaul III
TO1-D026 Engine Overhaul IV
TO1-D027 Engine Testing
TO1-D028 Engine Testing
TO1-D029 Hydraulics Lab
TO1-D030 Hydraulics — Overhaul & Testing
TO1-D031 Electrical Lab
TO1-D032 Electrical Circuits — Trouble Shooting
TO1-D033 Fuel Systems — Gas & Diesel
TO1-D034 Fuel System Components, Cleaning Servicing and Adjusting
TO1-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
T13-M509 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.

General Information

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 Duty Equipment Mechanic apprenticeship. As a graduate, you may be granted one level of in-school training towards the four-year apprenticeship. Time credit, diminishing your apprenticeship, is at the discretion of the employer. For the next three years of the apprenticeship program you will be required by the provincial Department of Labour and Manpower to attend Assiniboine Community College, Brandon for 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, Room 816 Norquay Building, Winnipeg, telephone 945-3337.

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 Counseling Office at RRCC, Room C-115, telephone 632-2335.

Other courses of interest to you might be Motor Vehicle Mechanics or Motor Vehicle Body Repair. Heavy Duty Mechanics is offered at Assiniboine Community College, Brandon and Keewatin Community College, The Pas, Manitoba.

RRCC 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, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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.

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Protective clothing and other supplies will cost approximately $290.

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 C-310, 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.
Domestic Electronics

Purpose: To develop the knowledge of electronic fundamentals and the ability to interpret the technical information needed to service and repair audio and video equipment.

Entry Date: September, December and March

Course Length: 52 weeks

Admissions

Am I Suited For This Course?
You must have the patience and manual dexterity to handle small tools and be able to logically analyze problems. Color blindness, poor eyesight and inadequate hearing may limit your opportunities for employment.

Entrance Requirements

- 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201 and Physics 200 or Physical Science 201;

or

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

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

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

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

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 the industry.

What Will I Study?

During the first 13-week block, you will learn the basic theory and do practical experiments in direct current, alternating current diode, transistors, amplifiers and power supplies.

During the second 13-week block, you will study the operating principles of audio amplifiers, radio tuners, disc and tape systems and sound transducers. Through a series of assignments and experiments you will learn the basics of trouble shooting and maintenance techniques used in the audio industry. You will also learn basic digital logic.

During the third 13-week block, you will learn NTSC television standards, television power supplies, deflection circuits and television auxiliary circuits. Experiments will enable you to diagnose problems in the circuits and make repairs. You will also learn to program and interface the 6800 microprocessor.

During the final 13-week block, you will study television signal circuits and color circuits and receive experience in repairing television sets. You will also learn the basics of VCR's.
Course Outline

Block 1
Basic Electronics
T12-D001 D.C. Fundamentals
T12-D003 A.C. Fundamentals
T12-D005 Electronic Fundamentals
T13-M518 Electronic Calculations

Block 2
Audio System Servicing
T12-D022 Radio and Turntables
T12-D087 Audio Amplifiers
T12-D023 Sound Transducers
T12-D069 Digital Logic
T12-D024 Disc and Tape Systems

Block 3
Television Circuits
T12-D075 NTSC Television Standards
T12-D055 Deflection Circuits
T12-D047 Auxiliary Circuits
T12-D074 Microprocessors
T12-D025 Television Power Supplies

Block 4
Color Television Servicing and VCR's
T12-D053 Television Signal Circuits
T12-D026 Color Circuits
T12-D090 Video Cassette Recorders
T12-D027 Servicing

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 color 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $425.

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 C-312, 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 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 domestic electronics field.

For information on Domestic Electronics and other College courses, you could contact the Counseling Office at RRCC, Room C-115, telephone 632-2335.

An Electronics Technician course is offered at Assiniboine Community College.

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

Purpose: To develop performance skills in house wiring, commercial and industrial wiring and controls, and motor repair as they relate to the electrical industry.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?

You should have strong mechanical and mathematical aptitudes and be in good physical condition, since you will have to move heavy equipment and climb ladders. You will be working with the general public, under close supervision, so you should be willing to accept direction and responsibility. Be prepared to work away from home. Good color distinction is required because all electrical cables are color coded. You should have good manual and finger dexterity.

Entrance Requirements

— 14 high school credits (Manitoba Grade 11 or equivalent) including Mathematics 200 or 201 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and Science) may be necessary.

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

Program

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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline
T04-M431 Related Machine Shop (Theory)
T04-M532 Related Machine Shop (Practical)
T11-E001 Fundamentals of Electricity
T11-E003 D.C. Machines and Controls
T11-E005 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-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-C502 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 electric motors. Other job opportunities are available with utility companies such as Manitoba Hydro and the Manitoba Telephone System, with electrical contractors, manufacturers and distributors of electrical equipment and machinery, and in many other areas where electrical equipment is used and sold.

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 Manitoba Labour-Apprentice and Training Branch, Room 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $425.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, 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 Kee-watin Community College, The Pas, Manitoba.

RRCC 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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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 Date: September, December and March

Course Length: Ten months

Admissions

Am I Suited For This Course?
You should have a mechanical aptitude and an interest in science-based courses such as physics and mathematics. Manual and finger dexterity are required. Severe physical handicaps or color blindness may limit your opportunities for employment. 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, 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 on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and physics) may be necessary.

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

Program

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?
In the first block you will learn the fundamentals of electricity and electronics. You will learn how to use test equipment.

In the second block you will learn about transistors and IC's (integrated circuit chips) and their applications in logic, pulse, and flip flop circuits.

In the third block you will learn how electronic devices are used for timing and other control purposes. You will learn how microprocessors are programmed and used in computers and electronic controls.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

Block 1
- Ti 2-1001 DC Fundamentals
- Ti 2-1003 AC Fundamentals
- Ti 2-1005 Test Equipment
- Ti 2-1009 Power Supplies
- Ti 3-M520 Electronics Math
- Ti 4-C512 Communications

Block 2
- T03-R041 Blueprint Reading & Sketching for Electronics I
- Ti 2-1060 Digital Logic & Numbering Systems
- Ti 2-1054 BJT Amplifier Theory/Operation
- Ti 2-1062 Pulse and Switching Circuits

Block 3
- Ti 2-1051 Timing Fundamentals
- Ti 2-1058 Thyristors
- Ti 2-1061 Photo Sensitive Devices
- Ti 2-1063 Relays
- Ti 2-1065 Voltage Regulators
- Ti 2-1067 Field Effect Transistors
- Ti 2-1068 Operational Amplifiers
- Ti 2-1070 Microprocessors
- Ti 2-1072 Communications

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $309.

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 C-312, 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 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 industrial electronics field.

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

RRCC 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.
Integrated A.B.E./Sheet Metal

Purpose: To develop skills in the manufacture, fabrication, assembly, and installation of sheet metal. The graduate will be familiar with shop/field sketches, blueprints, and patterns.

Entry Date: September
Course Length: Ten 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
A — Approximately Manitoba Grade B (or equivalent) is recommended for admission to this course;

or

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

and

B — completion of the additional information application.

and

C — obtain minimum required score on the level placement test.

and

D — attend 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 (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 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?
You will spend approximately 60 per cent of course time in the sheet metal shop at RRCC 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, setting, adjustment and operational procedures of oxyacetylene 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 testing of trade projects constitute 75 percent of the course evaluation. A final comprehensive examination will make up the remaining 25 percent of the total.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

T03-R035 Blue Print Reading and Drafting for Sheet Metal PE
T04-G511 Related Gas Welding, Theory
T04-G512 Related Gas Welding, Practical
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, Practical
T04-S021 Hand Operated Sheet Metal Machines, Theory
T04-S022 Hand Operated Sheet Metal Machines, Practical
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-M406 Sheet Metal Math
T13-S506 Sheet Metal Science

What's In It For Me?

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

The Sheet Metal course at RRCC 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 816, Norquay Building, Winnipeg, telephone 945-3337.

There are many challenging jobs related to the sheet metal trade. Heating and ventilation have been the most popular areas of employment, but recently there has been an increased demand for sheet metal works 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books, welding goggles and drafting supplies required by the student 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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

Purpose: To develop skills and knowledge needed to assemble and produce working drawings of machines and their components from written, oral and sketched data, as related to industrial and manufacturing industries. The course emphasizes the use of acceptable drafting equipment techniques and conventions.

Entry Date: September
Course Length: Ten months

Admissions

Am I Suited For This Course?
You should have a good background in mathematics and be patient and willing to sit at a drafting table for long periods of time, producing your drawings. Exactness to detail is required. Hand and eye coordination and good eyesight are essential. (Drafting tables can be modified for people who are confined to wheelchairs.) You should have good oral and written English skills. You should have an analytical mind with an understanding of the concepts of the physical sciences and mechanics even though you may not have an academic background in physical science.

Entrance Requirements

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

or

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

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

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

Program

This course has an Advisory Committee which includes representatives from industry and the College. Through the Advisory Committee, 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.

The above program offers training in the production of work drawings by high technology methods employing computer-aided-drafting systems as well as development of traditional manual drafting skills.
Course Outline

Term 1
T03-M010 Computer-Aided-Drafting 1
T03-M011 Fundamentals of Delineation
T03-M013 Applied Machine Drafting I
T13-M514 Drafting Math

Term 2
T03-M015 Applied Machine Drafting 2
T03-M017 Applied Drafting Science
T03-M021 Computer-Aided-Drafting 2
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.

Jobs opportunities are available as junior drafters—people 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 metal-working equipment and product companies or as shop inspectors and estimators.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $280.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 Counseling Office at RRCC, Room C-115, telephone 632-2335.

Architectural Drafting is offered at Assiniboine Community College, Brandon, Manitoba.

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

Purpose: To develop the necessary knowledge and skills to set up and operate lathes, milling machines, shapers and grinders by which a block of metal may be made into an intricate part of a machine according to specifications. The graduate will also be able to interpret mechanical drawings and sketches, to weld (oxy-acetylene), braze and solder, and manual arc weld.

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 or 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

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

Program

This course is designed to prepare the graduate with the proper working habits, attitudes and skills to enter the machinist trade.

This course is set up under the direction of a Course Advisory Committee which is made up of representatives from the apprenticeship board, industry and the College. Through this committee, 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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline
T03-R031 Blue Print Reading and Sketching for Machinists
T04-G509 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-M026 Grinding Machine Operation
T04-M062 Shaper, Planer Slotter
T13-M511 Machine Shop Math
T13-S511 Machine Shop P/E Science
T14-C502 Communication

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies, including glasses or safety goggles, could cost up to $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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

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

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 you should contact the provincial Manitoba Labour-Apprentice and Training Branch, Room 816, Norquay Building, Winnipeg, telephone 945-3337.
Major Appliance Service Technician

**Purpose:** To develop sufficient knowledge and skills to diagnose and service a wide range of domestic appliances including electric ranges, microwave ovens, washers, dryers, household refrigeration units, and some types of gas appliances. The graduate will also have knowledge in the fundamentals of electricity, elementary circuitry, AC motors and service techniques.

**Entry Date:** September and February

**Course Length:** Ten months

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**Admissions**

**Am I Suited For This Course?**

You should be in good physical condition, have good hearing, eyesight, sense of smell and manual dexterity. You must be dependable, able to work on your own initiative and able to accept responsibility. You will also require a valid driver’s licence for some jobs. All companies will require that you be bondable. A strong mathematics background is necessary for success in this course.

**Entrance Requirements**

- 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100 or 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 or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

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

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**Program**

This course has been designed to train students to understand the operation of and to repair most domestic appliances such as ranges, dryers, washing machines, refrigerators, gas appliances and microwave ovens.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour 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?**

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 through 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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline
T14-C546 Communication, Small Business Organization and B.A.  
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  
T11-A033 Solid State  
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 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $480.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

Purpose: To develop skill and speed in bricklaying through the practical use of tools, and through an understanding of trade terminology, types of materials and bonds.

Entry Date: 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);
- 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 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 College. Through this committee, the College keeps up-to-date with 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-story masonry building showing footings, windows, doors, roof composition and wall finishes; estimate the number of concrete blocks, bricks and mortar used in a building; estimate the amount of concrete needed to pour slabs, basements and piles; and be conversant with trade terminology.

You are evaluated on practical work and knowledge of theory in related subjects.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of 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 Blueprint 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, draftsman, contractor, building inspector, maintenance person or sales representative.

For further information about the apprenticeship program, you should contact the provincial Department of Labour and Manpower, Room 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

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

Purpose: To develop the skills and knowledge which are required to repair damaged vehicles. This includes all phases of autobody repair and painting.

Entry Date: 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. Color blindness could interfere with progress in this course.

Entrance Requirements

- 7 high school credits (Manitoba Grade 10 or equivalent) including Mathematics 100 or 101 (or 103) and Science 100 or 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 on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

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

Program

As a student you will gain a thorough working knowledge of all areas of metal working and spray painting. About 80 percent of your time will be spent on practical work and the remainder on theory.

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour 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?
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-damaged condition.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
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 816, Norquay Building, Winnipeg, telephone 943-3337.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $108.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3HOJ9, 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 RRCC, Room C-115, telephone 632-2335.

A Motor Vehicle Body Repair course is also offered at Assiniboine Community College, Brandon, Manitoba.

RRCC offers an Adult Basic Education (A.B.E.) program which may help you to acquire academic and social skills necessary to enter this course. A brochure describing this program is available through the College Admissions Office.
Motor Vehicle 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 Date: September and February
Course Length: Ten months

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 automechanic, you should be prepared for some shift work and 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 or 101 (or 103) and Science 100 or 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (Mathematics and science) may be necessary.

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

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 subjects 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 automechanics workshop. This work environment will provide you with the practical experience which you will need to become employable.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

T01-T011 Shop Practice & Hand Tools
T01-T012 Shop Practice & Hand Tools
T01-T013 Engine I & II
T01-T014 Engine I & II
T01-T015 Electrical Systems
T01-T016 Electrical Systems
T01-T017 Fuel Systems
T01-T018 Fuel Systems
T01-T019 Tune-up
T01-T020 Tune-up
T01-T021 Std Transmissions
T01-T022 Std Transmissions
T01-T023 Rear Axles & Drivelines
T01-T024 Rear Axles & Drivelines
T01-T025 Brakes - Hydraulics
T01-T026 Brakes - Hydraulics
T01-T027 Steering & Suspension
T01-T028 Steering & Suspension
T01-T029 Automatic Transmissions
T01-T030 Automatic Transmissions
T01-T031 Engines
T01-T032 Electrical — Repairs & Adjusting
T01-T033 Fuel Systems — Repairs & Adjusting
T01-T034 Tune-up
T01-T035 Transmission Overhaul Std
T01-T036 Rear Axles & Drivelines
T01-T037 Brakes — Hydraulic & Disc-Power
T01-T038 Steering Repairs
T01-T039 Automatic Trans Repairs
T01-T040 Air Conditioning
T01-T041 Oscilloscope, Dyno & Emission Controls
T04-G510 Related Gas Welding
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 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 about the apprenticeship program you should contact the provincial Department of Labour and Manpower, Room 816, Norquay Building, Winnipeg, telephone 945-3337.

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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Coveralls, books, protective eyeshields, and welding goggles will cost approximately $240.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

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

By The Way...

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

For information on Motor Vehicle Mechanics and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

A Motor Vehicle Mechanic course is also offered at Assiniboine Community College, Brandon, and at Keewatin Community College, The Pas, Manitoba.

RRCC 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.
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 Date: 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 color 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College may be necessary.

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

Program

The instructional program provides a good grounding in basic skills. You will study modern developments in tools, materials and procedures, and learn their adaptation to construction.

While the course is primarily intended to impart fundamental knowledge and skills, it is also concerned with maintaining standards of skill and craftsmanship, and strives to instill the traditions of integrity and pride of craft.

This course is set up under the direction of a Course Advisory Committee which includes representatives from Industry, labour 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?
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 color 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 color 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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

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 sales people. 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 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 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 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Protective clothing, textbooks and other supplies cost approximately $75. 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, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 painting and decorating field.

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

RRCC 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.
Piping Trades

Purpose: To develop skills in installing and repairing plumbing, heating, fire protection and other piping systems. The students will become knowledgeable in the safe usage of tools, the use and installation of a variety of materials, and the interpretation of pertinent sections of plumbing, safety, and building codes and regulations.

They will, through related maths, science and drafting subjects, develop an understanding of the principles applicable to the piping trades.

Entry Date: 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 incident weather, 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) including Mathematics 100 or 101 (102 or 103) and Science 100 or 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (mathematics and science) may be necessary.

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

Program

This course is set up under the direction of a Course Advisory Committee which includes representatives from industry, labour 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 the efficient and safe use of tools and materials required for plumbing, heating and pipelining. You will be instructed on the installation of water and waste disposal systems and equipment in residential and commercial buildings, rigging and material handling, hot water heating systems and their related pipings 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.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.

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

TO3-R013 Blueprint Reading & Sketching for Plumbing P/E
T04-G521 Related Gas Welding
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

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, heating, or fire protection 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 the length of 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 theoretical and practical 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.

For further information about the apprenticeship program contact the provincial Department of Labour and Manpower, Room 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks, supplies and personal tools could cost approximately $195.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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

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

By The Way . . .

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

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

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

Purpose: To develop the knowledge and skills in basic electricity and electronics needed to operate and maintain radio transmitters and receivers, direction finders, batteries and generating systems, antenna systems, lifeboat and other emergency radio equipment on board ocean going vessels.

Entry Date: September (and usually 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 which must be done precisely according to set standards.

Entrance Requirements

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

or

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

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

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

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

Program

The instructional program provides a good grounding in the use of radio equipment. While the course is primarily intended to impart fundamental knowledge and skills, it is also concerned with accuracy in the handling and typing of messages.

The course has been set up with guidelines from officials of Communications Canada 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 General Maritime Radio Operator’s Certificate. This certificate will allow you to act as a ship’s radio officer anywhere in the world.

Specifically, you will learn how to send and receive Morse Code at a minimum speed of 20 words a minute in plain language and up to 15 words a minute in cipher (code). You must be able to send messages on a hand telegraph key and produce legible handwritten copy. You 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.

This course is very demanding, requiring many hours of serious studying most nights of the week. It is important to remember that you are expected to work up to the D.O.C. standard for your Radio-communication General Maritime 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
T12-R050 Weather Observing and Reporting
B18-W120 Word Processing for Radio Operators

General Information

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 General Certificate will be conducted at the College for six 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 or at a coast station.

Those who obtain their General Certificate qualify for employment as communication specialists in the Transport Canada coast stations as Radio Officers on offshore and onshore drillships and merchant ships.

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies will cost approximately $225.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2355.

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

Amended: May 85
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.
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 color coding of electrical wires, color 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 gained through an adult education program.

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

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

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

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 and government as well as 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 projects in the shop.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.

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

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 Manitoba Labour Apprentice and Training Branch, Room 816 Norquay Building, Winnipeg, telephone 945-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies for this course will cost approximately $400. Students may apply for financial aid from the provincial government's Student Aid program. Detailed information can be obtained from the Student Aid Office, RRCC, Room C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, Room C-115, telephone 632-2335.

RRCC 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.

Not all graduates of this course go into the apprenticeship program and become journeymen. You could find employment as refrigeration and air conditioning mechanics on maintenance crews of large buildings, with transport truck companies or with contractors who are involved with the installation and repair of equipment. You will usually be a helper under the supervision of a skilled worker, but there may be times when you will work on your own. It is necessary that you develop the skills needed to diagnose equipment, locate problems, and find solutions to these problems. Much of your work will be repetitious, at least until your work record shows that you can be given more challenging jobs.
Telecommunications

Purpose: To develop knowledge of electronic fundamentals and skills and to form a foundation for the student in telecommunications and its related fields.

Entry Date: 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.

Color blindness would be a definite handicap, since all electrical cables used during training and on the job are color coded. For this reason all students are given the Ishihara Test for Color Blindness.

Entrance Requirements

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

or

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

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

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

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

Program

This course is designed to train students in fundamental Electrical and Electronic theory with hands-on experience in both circuit and system level environments.

This course has a Course Advisory Committee composed of representatives from industry and the College. Through this committee the College keeps up-to-date with the current standards required by prospective employers.

The Telecommunications course has been endorsed by all operating companies in Western Canada. Telephone, CN and CP Telecommunications, Northern Telecommunications and CN Rail Communications.

What Will I Study?

During your first Block of training, you will study the electrical fundamentals of AC (alternating current) and DC (direct current), semiconductor two and three terminal devices, and power supplies.

The second Block of training focuses on Radio Receivers, Communications Transceivers, VHF communications, Antennae, and Multiplexing systems.

The third Block is Digital based. It includes Sequential and Combinational logic circuits, Microprocessor programming and interlacing, Telephone Switching systems, and System troubleshooting.

Approximately 50 percent of your training will be spent on practical projects. You will align and troubleshoot VHF transceivers and construct an AM radio receiver. You will work on relay and code-bar equipped telephone switching systems as well as program a microprocessor-controlled switcher. You will use equipment such as oscilloscopes, function and signal generators and test meters.

Other related subjects are mathematics, communications, and typing. This course is academically demanding so you should be prepared to spend at least one or two hours each evening on homework.

Evaluation is based upon written weekly tests, lab assignments, and final Block exams.
Course Outline

Block 1
T13-M523 Mathematics
T12-T002 Electrical Fundamentals
T12-T004 Semiconductor Devices

Block 2
T12-T006 Communications Transmitters & Receivers
T12-T008 Transmission Lines, Antennas
T12-T010 Multiplexing Techniques
T13-M623 Mathematics
B18-T651 Typing

Block 3
T12-T012 Telephony & 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, and maintenance technicians, with banks and copy machine companies as service technicians, with radio communication companies as radio and equipment technicians.

You may choose to work for a manufacturer of telecommunication equipment. In this field, you could be employed as a field service technician, a quality control checker, or an equipment technician.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 a month and a student athletic fee of $2 a month. Textbooks and supplies will cost approximately $400.

Students may apply for financial aid from the provincial government’s Student Aid program. Detailed information can be obtained from the Student Aid Office, RRCC, Room C-312, 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 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 telecommunications field.

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

A Telecommunications course is offered at Assiniboine Community College, Brandon, Manitoba.

RRCC 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.
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 color coordination. Color 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 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

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 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
T01-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 I Math
T14-C512  Communication I

What's In It For Me?

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

As a graduate, you should be able to pursue all phases of the upholstery trade in custom, production and service shops, or choose any one phase such as spring construction, trimming, covering, cutting and the assembling of small chairs in production or custom shops.

Former graduates have found employment in production shops as springers, trimmers or cutters, and in custom shops as 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. All tools needed for training will be provided by the College. Textbooks, and supplies 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, RRCC, Room C-312, telephone 632-2497.

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 C-305, 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 RRCC, Room C-115, telephone 632-2335.

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

Amended: May 85
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.
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 Date: 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 color 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 or 101 (102 or 103) and Science 100 or 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.

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

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

What Will I Study?
As a student, you will spend seven hours a day, Monday to Friday, in the College. Five hours a day are spent on practical shop work. The remaining two hours cover classroom theory in welding, mathematics, science, industrial communications and blueprint reading.

Gas or oxy-acetylene welding and drafting are the first subjects you will study. Slick electrode is the second area of welding. The last eight weeks are divided between Metal Inert Gas (M.I.G.) and Tungsten Inert Gas (T.I.G.) projects and special applications. M.I.G. is used in shipbuilding and machinery; and T.I.G. is used in the pipeline and brewery industries, as well as in the demanding area of aircraft maintenance.

You will perform calculations, interpret blueprints and sketches, lay out work, cut to layouts, assemble and weld in all positions as required in the completion of work assignments. The identification, application, care and use of welding equipment, handtools, layout tools and general shop equipment will be demonstrated continuously. Safety to self and equipment will be stressed.

Regular and prompt attendance, interest and proper work habits are essential to the student's success. Sectional theory tests in the class and grading of practical work assignments to quality equaling government and industrial standards will constitute approximately 80 percent of the course grading. A final comprehensive examination would account for the remaining twenty percent.

Prospective students should be prepared for occasional late shifts during their training at the College as this course may, from time to time, run until 6 p.m. in order to accommodate scheduling of related subjects.
Course Outline

T03-R033 Blueprint 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 (T.I.G.)
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 three years 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 trade program you should contact the provincial Department of Labour, Room 816, Norquay Building, Winnipeg, telephone 945-3337.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 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 $240.

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 C-312, 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 C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, 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.

RRCC 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.
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 (10 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
— 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, biology and chemistry) 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 practice, 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 the 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, recording 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 1
T07-L102 General Chemistry
T07-L107 Mechanics, Heat & Light
T07-L108 Zoology
T07-L109 Botany
T10-M117 Biological Mathematics
T14-C116 Communication

Term 2
T07-L203 Analytical Chemistry II
T07-L204 Organic Chemistry
T07-L206 Entomology & Parasitology
T07-L207 Electricity & Radiation Biology
T07-L211 Biological Data Handling
T07-L213 Anatomy & Physiology I
Year 2
Term 3
T07-A313 Anatomy & Physiology
T07-A315 Microbiology
T07-A320 Animal Husbandry
T07-A321 Animal Disease & Clinical Skills
T07-A314 Clinical Chemistry
T07-A316 Hematology

Term 4
T07-A410 Animal Project
T07-A421 Surgical Nursing
T07-A422 Anesthesiology
T07-A423 Pharmacology
T07-A424 Practice Management
*T07-A425 Practical Training
T14-R216 Report Writing
H03-D407 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?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Lab coats, uniforms, safety glasses, supplies and books will cost approximately $525 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, RRCC, Room C-312, telephone 832-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 832-2327.

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 animal health technology field.

For information on Animal Health Technology and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 832-2335.

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

Amended: May 85
First issue: Sept. 78

Red River Community College is operated by Minnesota Education with financial assistance provided by the Government of Canada.
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 (10 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 standing 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, biology and chemistry or physics) may be necessary.

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

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 studies.

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.
Course Outline

Year 1
Term 1
T07-L102 General Chemistry
T07-L107 Mechanics, Heat & Light
T07-L108 Zoology
T07-L109 Botany
T10-M117 Biological Mathematics
T14-C116 Communication

Term 2
T07-L203 Analytical Chemistry
T07-L204 Organic Chemistry
T07-L206 Entomology & Parasitology
T07-L207 Electricity & Radiation Biology
T07-L211 Biological Data Handling
T07-L213 Anatomy & Physiology I

Year 2
Term 3
T07-L305 Instrumental Methods of Analysis
T07-L314 Biochemistry
T07-L315 Microbiology
T07-L316 Micro Techniques
T07-L320 Animal Husbandry
T07-L308 Ecology

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)
T14-R216 Report Writing

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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Lab coats, safety glasses, supplies and books will cost approximately $525 for the first year and $375 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, 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 biological technology field.

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

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

Amended: May 85
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
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, Physics 300 or Physical Science 301;
- the equivalent of the above standing gained through an adult education program.

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

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

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

Program

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.
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 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-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 and Formwork
T05-T317 Soil Mechanics

Term 4
T05-B403 Job Controls and Costing
T05-B404 Construction Administration
T05-B405 Building Construction
T05-B406 Reinforced Concrete Design
T04-B407 Building Services and Specifications
T05-B410 Foundation Design
T05-B412 Estimating
T05-B413 Structural Steel Design

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 $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, 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 C-115, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 civil technology fields.

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

RRCC 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

Course Length: Chemical Technology
— Two academic years (ten months each)
Biochemical Technology
— Two academic years (ten months each)

Admissions

Am I Suited For This Course?
You should have an aptitude for science and problem solving and have the ability to do precise, exacting work. Employment opportunities will require you to be physically mobile and have good color recognition/distinction for observing test samples. This course is academically demanding. 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.

Entrance Requirements
— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300, 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 before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics, chemistry and physics) will likely be necessary.

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

Program

These courses have Advisory Committees which include representatives from the chemistry and biochemistry fields, as well as instructors and graduates from the College. Through these committees and instructor contact with industry, the College keeps up-to-date with 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 an oral report. This project will give you an insight into the type of research work you will encounter in industry.

Biochemical Technology (second year) — Your second year will be related directly to the biochemical field. Approximately half of your training will be spent doing practical work in the College laboratories. You will be exposed to modern biochemical apparatus, equipment, procedures and techniques as applied to research, production, development, testing and control. As the course progresses, you will acquire specialized training in modern biochemical instrumentation.

You will study the life processes of both plants and animals in chemical and physical terms, the analyzing of food and other material for content and purity, and the tabulation and evaluation of the results of experiment.

Course Outline

Chemical Technician

Term 1
T07-C101 General Chemistry
T07-C103 Analytical Chemistry I
T07-C104 Organic Chemistry
T07-C107 Mechanics & 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 & Nuclear Chemistry
T07-C208 Laboratory Techniques
T07-C210 Electrical & Electronic Fundamentals
T10-M215 Introductory Calculus & Programming
Chemical Technology — Second Year 2

Term 3
- T07-C304 Organic Chemistry
- T07-C305 Instrumental Chemical Analysis
- T07-C306 Physical Chemistry
- T07-C309 Industrial Chemistry
- T07-C310 Chemical Instrumentation Circuitry
- T10-M315 Calculus & Programming

Term 4
- T07-C405 Instrumental Chemical Analysis
- T07-C406 Physical Chemistry
- T07-C410 Chemical Project
- T07-C411 Chemical Data Handling
- T07-C413 Industrial Chemistry
- T14-R216 Report Writing
- T07-C415 Corrosion & Metallurgy (Optional)
- T07-C416 Water Treatment (Optional)
- T07-C417 Environmental Science & Resource Management (Optional)
- T07-C418 Economic & Investment Decision (Optional)

Biochemical Technology — Second Year

Term 3
- T07-B305 Instrumental Biochemical Analysis
- T07-B306 Biophysical Chemistry
- T07-B314 Biochemistry
- T07-B315 Microbiology
- T07-C310 Chemical Instrumentation Circuitry
- T10-M316 Calculus & Programming

Term 4
- T07-B405 Instrumental Biochemical Analysis
- T07-B406 Biophysical Chemistry
- T07-B410 Biochemical Project
- T07-B414 Biochemistry
- T07-B416 Biology (Optional)
- T07-B417 Modern Topics in Biochemistry (Optional)
- T07-B427 Clinical Chemistry (Optional)
- T07-C411 Chemical Data Handling
- T07-C417 Environmental Science & Resource Management (Optional)
- T07-C418 Economics & Investment Decisions (Optional)
- T14-R216 Report Writing

What's In It For Me?

Upon successful completion of the ten-month Chemical Technicians 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 experimentation 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, allowing for positions requiring personal initiative and creative ability. Jobs are available as research assistants, chemical analysts, plant control chemists, laboratory experimentation specialists, salespeople, and service people for chemical products and equipment or as teachers' aids.

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 RRCC, with a diploma in Chemical or Biochemical Technology may transfer their credit from 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 $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Lab coats, safety glasses and books will cost approximately $475 for the first year and $275 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, 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 complete 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, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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 a 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, Physics 300 or Physical Science 301;

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

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

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

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

Program

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
T14-M129 Algebra & Trigonometry
T14-C119 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-B303 Job Control & Costing
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-B404 Construction Administration
T05-B405 Building Construction
T05-B406 Reinforced Concrete Design
T04-B407 Building Services and Specifications
T05-B410 Foundation Design
T05-B412 Estimating
T05-B413 Structural Steel Design

Structural Technology
(Terms 1, 2 and 3 are common with Building Technology)

Term 4
T05-T406 Reinforced Concrete Design
T05-T410 Foundation Design
T04-T412 Structural Steel Design
T05-T414 Bridge Design
T05-T415 Estimating
T05-T422 Theory of Structures

Civil Technology
(Terms 1 and 2 are common with Building Technology)

Year 2
Term 3
T05-C312 Hydraulics
T05-C316 Photogrammetry
T05-C317 Soil Mechanics
T05-C320 Structural Design
T05-C321 Street & Highway Design
T10-M329 Calculus & Statistics

Term 4
T05-C401 Job Control
T05-C416 Pavement Mix Design
T05-C419 Terrain Classification
T05-C423 Water Supply and Waste Disposal
T05-C424 Hydrology
T05-C425 Stabilization

Design and Drafting Technology
(Term 1 is common with Building Technology)

Term 2
T05-D205 Architectural Drafting
T05-D206 Strength of Materials
T05-D210 Materials
T05-D212 Basic Building Science
T05-D221 Machine Drafting
T10-M229 Introductory Calculus
T14-R216 Report Writing

Year 2
Term 3
T05-D305 Architectural Detailing & Design
T05-D306 Structural Design
T05-D311 Building Construction
T05-D312 Theory of Structures
T05-D321 Machine Drafting and Design
T05-D322 Materials & Specifications

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

Surveying Technology
(Term 1 is common with Building Technology)

Term 2
T05-S203 Surveying
T05-S204 Theory & Use of Instruments
T05-S205 Plan Preparation
T05-S209 Computer Application
T05-S215 Survey Camp
T05-S216 Photogrammetry
T10-M227 Surveying Mathematics
T14-R238 Report Writing

Year 2
Term 3
T05-S303 Advanced Surveying
T05-S304 Theory & Use of Instruments
T05-S305 Plan Preparation
T05-S307 Route Surveys
T05-S316 Photogrammetry
T05-S317 Soil Mechanics
T10-M327 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?

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

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $500.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-305, 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.

By The Way . . .
To find out more about this occupation, you could contact people in the civil technology fields.

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

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

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B.M (C)

Fees & Content subject to change without notice.
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 (10 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 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, 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 applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

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

**Program**

Computer Technology 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.
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 & 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-E208 Basic Programming
T09-E209 Introductory Microprocessors
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2
Term 3
T08-C301 Electronic Devices
T08-C302 Control Systems
T08-C303 Computer Circuits
T08-C307 Microprocessors II
T08-C305 Computer Systems
T08-C306 Circuits & Transmission Lines
T10-M332 Calculus

Term 4
T08-C401 Electronic Devices
T08-C411 Computer Peripheral
T08-C412 Manufacturing Techniques
T08-C413 Distributed Processing & Data Communication Systems
T08-C416 Microcomputer Design & Interfacing
T08-C417 Troubleshooting Microprocessor Systems
T14-R216 Report Writing

What's In It For Me?

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

Graduates have found employment working with both the hardware and software aspects of the computer industry. Jobs are available as customer engineers for installers of computer systems, maintenance people, computer application technologists with industry using computer in process control or in scientific applications, and with utilities such as telephone and hydro. Other career opportunities are available with the Canadian Armed Forces.

If you are interested in further studies towards a degree in engineering, you may be able to 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 (MANSCEET) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters "C.E.T." after their names.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies are approximately $450 for the first academic year and approximately $400 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 technology field.

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

Two-year Electrical and Computer Technology courses as well as the first year of Electronic and Instrumentation Technology are offered at Assiniboine Community College, Brandon, Manitoba.

RRCC 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.
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, Physics 300 or Physical Science 301;

or

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

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

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

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

Program

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 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.
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-M129 Algebra and Trigonometry
T14-C116 Communication

Term 2
T05-D205 Architectural Drafting
T05-D208 Strength of Materials
T05-D210 Materials
T05-D212 Basic Building Science
T05-D221 Machine Drafting
T10-M229 Introductory Calculus
T14-R216 Report Writing

Year 2

Term 3
T05-D305 Architectural Detailing & Design
T05-D308 Structural Design
T05-D311 Building Construction
T05-D312 Theory of Structures
T05-D321 Machine Drafting & Design
T05-D322 Materials & Specifications

Term 4
T05-D405 Architectural Detailing & Design
T05-D408 Structural Design
T05-D412 Theory of Structures
T05-D421 Mechanical Drafting & Design
T05-D422 Materials & Specifications
T05-D424 Quantity Surveying

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.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 visit people in any of the civil technology fields. For information on these courses and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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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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
Electrical Technology

Purpose: To develop knowledge and skills related to the broad field of electrical engineering. The graduate occupies a key and unique position between the engineer and craftsman and is trained to adapt engineering theory to industrial practice.

Entry Date: September

Course Length: Two academic years (10 months each)

Admissions

Am I Suited For This Course?

You should have a genuine interest in electrical engineering and have an aptitude for mechanics. You will require a strong science and mathematics background. You should enroll in 300-level Physics in high school if you are planning to pursue a career in Electrical Technology. These 300-level subjects may enhance your likelihood for success in the course, since applicants who have had a background in these subjects have been more successful in completing the two-year program.

This course is academically demanding so you should be prepared to spend 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 310, Mathematics 300, 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 before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their applications, information on related experience which might assist the Admissions Officer in determining eligibility. Testing by the College in the required subjects (English, mathematics and physics) may be necessary.

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

Program

The Electrical Technology program has been designed to educate the students in many areas of the broad field of electrical engineering.

This course has an Advisory Committee which includes representatives from the electrical industry, previous graduates and the College instructors. Through this committee and instructor contact with industry, the College keeps up-to-date with the current standards required by prospective employers.

What Will I Study?

Your first year of training will be common with Electronic, Computer and Instrumentation Technology. Emphasis will be on calculus, report writing, drafting, basic electronics and electric circuits.

The remainder of your training period will be spent on subjects such as electrical machines, electrical practice and design, transmission lines, power sources, and the basic fundamentals of instruments, circuits and control devices (logic systems and computers).

Training time is divided between classroom lectures and various laboratory projects.
Course Outline

Year 1
Term 1
T09-E101 Electric Circuits
T09-E102 Basic Electronics
T09-E103 Electrical/Electronic Draw
T09-E104 Basic Electrical Instruments
T10-M132 Algebra & 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-E208 Basic Programming
T09-E209 Introductory Microprocessors
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2
Term 3
T08-E301 Electrical Machines
T08-E303 Industrial Electronics
T08-E304 Electrical Measurements
T08-E305 Electrical Practices & Design
T08-E307 Linear Circuit Analysis
T10-M333 Calculus
T14-R216 Report Writing

Term 4
T08-E401 Electrical Machines
T08-E402 Digital & Computer Control Techniques
T08-E403 Industrial Electronics
T08-E404 Electrical Transmission & Measurements
T08-E405 Switchgear & Protection
T08-E406 Manufacturing Techniques

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

Your training will prepare you to enter the electrical industry as a para-professional or engineering assistant. Previous graduates have found employment with consulting engineers, manufacturers, electric utilities, government agencies, contractors and distributors. Other job opportunities are available as maintenance people, design and draftspersons, and technical sales representatives.

If you are interested in further studies towards a degree in engineering, you may transfer credit to the University of Manitoba or to Lakehead University, Thunder Bay, Ontario. Credit will be granted on an individual basis. Information regarding the transfer of credits should be directed to the universities.

Note: 'In order to obtain recognition as a Certified Engineering Technologist (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 Technologist. Members of the Society have the right to place the letters "C.E.T." after their names.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies are approximately $450 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing to the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 . . .
To find out more about this occupation, you could contact people in the electrical technology field.

For information on Electrical Technology and other College courses, you could contact the Counseling Office at RRCC, 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.

RRCC 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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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
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
(10 months each)

Am I Suited For This Course?

An analytical mind and the ability to logically approach and solve problems are definite assets for this course. You should enjoy working with people since you will have close contact with people in professional positions. You should enroll in 300-level Physics in high school 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 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, Physics 300 or Physical Science 301;

or

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

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

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

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

Admissions

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.

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.
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 & 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-E208 Basic Programming
T09-E209 Introductory Microprocessors
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2
Term 3
T09-E205 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-E406 Digital Control Systems Using Microprocessors
T09-E413 Low Frequency Circuits
T09-E414 High Frequency Circuits
T09-P432 Applications Programming for Electronics
T10-S432 Statistics Quality Control (optional)
T14-R216 Report Writing

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 marketing of electronic equipment. You may also often assist an engineer.

Graduates have found employment in almost every aspect of electronic technology. The Ministry of Transport, the Department of Communications, Manitoba Hydro and Manitoba Telephone System hire people to work throughout Manitoba. Often universities and hospitals have hired graduates as maintenance or design people. You may also find employment in private industry with companies such as 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 craftsperson. Trained to adapt engineering theory to industrial practice, one is limited only by one's personal horizon.

**General Information**

**How Much Will It Cost?**
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies are approximately $450 for the first academic year and approximately $425 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, RRCC, Room C-312, telephone 632-2437.

**How Do I Apply?**
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 electronic field.

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

RRCC 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
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 (10 months each)

Admissions

Am I Suited For This Course?

If you are interested 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 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 an evening 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, and Physics 300 or Physical Science 301;

or

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

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

Mature Student Admission — Mature students must be 20 years of age on or before September 30 in the year of registration. All mature student applications are referred to the Admissions Officer to determine applicant suitability. Applicants should include with their 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

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?

Your 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 Drawing
T09-E104 Basic Electrical Instruments
T10-M132 Algebra & 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
T08-E208 Basic Programming
T08-E209 Introductory Microprocessors
T10-M232 Introductory Calculus
T10-R234 Instrumentation Physics

Year 2

Term 3
T08-I301 Fluid Mechanics
T08-I303 Industrial Electronics
T08-I304 Final Control Elements
T08-I305 Electrical Practices
T08-I306 Process Measurements
T10-M334 Calculus
T14-R216 Report Writing
T08-I307 Basic Process Controls

Term 4
T07-C425 Chemical Instrumentation
T08-I402 Computer Control Systems
(Optional*)
T08-I403 Industrial Electronics
T08-I406 Process Measurements
T08-I407 Industrial Control Applications
T08-I410 Process Analysis
T08-I413 Technical Research & Report
(Optional*)
*Choose one

What's In It For Me?

Successful completion of the two-year course will give you an Instrumentation 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 electronic, 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 (MANSCET) as associate members. After completion of two years of relevant work experience, you may apply for full membership as a Certified Engineering Technologist. Members of the Society have the right to place the letters “C.E.T.” after their names.

General Information

How Much Will It Cost?

You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies are approximately $450 for the first academic year and approximately $250 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?

An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 RRCC, 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, Manitoba.

RRCC 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.

Fees & Content subject to change without notice.
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 (approximately 2400 hours)

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**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 English 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, Physics 300 or Physical Science 301;

  or

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

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

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

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

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**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/CAD
- 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 & CPM
- T06-M205 Applied Mechanics (Dynamics)
- T06-M206 Quality Control/Statistics
- T06-M207 Production Welding
- T06-M208 Stress Analysis
- T06-M209 Industrial Fluid Mechanics
- T10-M246 Introductory Calculus & 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 & Programming

#### Term 4
- T06-H413 Heating & Ventilation
- T06-M405 Automation
- T06-P403 Advanced Manufacturing Processes
- T06-P407 Technical Research & Report
- T06-P411 Production Planning & Layout
- T06-P430 Management Studies

### General Information

#### How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 a month and a student athletic fee of $2 a month. Books and supplies will cost approximately $550 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, RRCC, Room C-312, telephone 632-2437.

#### How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 mechanical engineering field.

For information on Mechanical Engineering Technology and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.

RRCC 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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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.
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 and February. Please check with the College Admissions office for exact entry dates. For the next calendar year, Fourth Class and Co-op will register in September, and Third Class and Second Class in February.

Course Length: 4th Class — 5 months
3rd Class — 5 months
(operating after 4th Class Certification)
2nd Class — 5 months
(after full 3rd Class Certification)
1st Class-Part A — 5 months
(See also Course Outlines)

Admissions

Am I Suited For This Course?
You should be mechanically inclined as you will be dealing with major equipment including some 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, odors 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 review Mathematics 200 and Physics or Chemistry 200 prior to entering the Power Engineering course. 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 and Physics 200 or Chemistry 200;

or

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

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

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

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

Red River Community College
2055 Notre Dame Avenue
Winnipeg, Manitoba R3H 0J9
Telephone (204) 632-2311

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

i) 4th Class — 5 months
(academic)

*Prerequisite: as per Admission Requirements
T10-M161 Mathematics
T06-S101 Elementary Thermal Studies & Mechanics I
T06-S102 Blueprint Reading
T06-S103 Instrumentation & Electricity
T06-S104 Steam Generation I
T06-S105 Prime Movers I & Refrigeration
T14-C124 Communications I

At this point the student is eligible to write the Dept. of Labour — 4th Class Exams.
ii) 3rd Class — 5 months  
(academic and practical)  
*Prerequisite: 4th Class Certificate  
T10-M261 Mathematics  
T06-S201 Thermal Studies & Mechanics II  
T06-S202 Drafting  
T06-S203 Plant Services II  
T06-S204 Steam Generation II  
T06-S205 Prime Movers II  
T14-C224 Communication II  
At this point, the student is eligible to write the Dept. of Labour 3rd Class Exams. On passing the Exams, the student will receive an endorsed 3rd Class Certificate. This will become a full 3rd Class Certificate after completion of the 5 month Co-op Training or equivalent work experience as determined by the Dept. of Labour.

iii) 2nd Class — 5 months  
(academic)  
*Prerequisite: 3rd Class Certificate  
T06-S301 Thermal Studies & 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  
These courses are academically demanding and require a considerable amount of study outside of the College.

iv) 1st Class — 5 months  
(academic)  
*Prerequisite: 2nd Class Certificate  
T06-S410 ASME Codes, Applied Mechanics  
T06-S411 Thermodynamics  
T06-S412 Boilers and Control Instrumentation  
T06-S413 Fuels, Combustion, Water Treatment & Pumps  
T06-S414 Prime Movers, Fire & Plant Safety  
T06-S415 Metallurgy, Testing, Welding, Lubrication  
T06-S416 Industrial Admin., Refrig. Industrial Plants  
T06-S417 Electrotechnology, Compressors, Nuclear Power  

What's In It For Me?  
Upon successful completion of each class level, you will receive a Certificate from Red River Community College. Each classification is recognized by industry and licensed by the Manitoba Department of Labour, Mechanical and Engineering Division upon completion of their inter-provincial examinations.  
Job opportunities are available in industrial plants, food processing plants, cold storage plants, private and public buildings, etc.  
Opportunities for advancement are available mainly by certification level. Successful completion of each classification will normally bring additional responsibilities and renumeration.  
For further information about licensing, you should contact the Mechanical and Engineering Division, Room 816, Norquay Bldg., Winnipeg, Telephone 945-3373.

General Information  
How Much Will It Cost?  
You will pay a tuition fee of $41 a month, a Students’ Association fee of $4 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, RRCC, Room C-312, 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...  
To find out more about this occupation, you could contact people in the power engineering field.  
For information on Power Engineering and other College courses, you could contact the Counseling Office at RRCC, Room C-115, telephone 632-2335.  
RRCC 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, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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.

Amended: May 85  
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
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)

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 enrol in 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. This course is demanding academically so you should be prepared to spend at least two to three hours an evening doing homework. (The workload will vary from term to term.)

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300, Physics 300 or Physical Science 301;

or

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

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

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

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

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

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-C202 Mechanics
T05-C203 Surveying
T05-C205 Strength of Materials
T05-C206 Engineering Graphics
T10-M229 Introductory Calculus
T14-R214 Specifications & 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 & 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 commercial, 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, architectural 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 construction equipment fields.

General Information
How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, 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 visit people in any of the civil technology fields.

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

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 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. This course is demanding academically so you should be prepared to spend at least two to three hours an evening doing homework. (The workload will vary from term to term.)

Entrance Requirements

— 20 high school credits (Manitoba Grade 12 or equivalent) including English 300 or 301, Mathematics 300, Physics 300 or Physical Science 301;

or

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

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

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

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

Program

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 & Use of Instruments
T05-S205 Plan Preparation
T10-P209 Computer Application
T05-D215 Survey Camp
T05-S218 Photogrammetry
T10-M227 Surveying Mathematics
T14-R238 Report Writing

Year 2
Term 3
T05-S303 Advanced Surveying
T05-S304 Theory & Use of Instruments
T05-S305 Planned 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. Credits may be obtained towards a commission as a Manitoba Land Surveyor through the Western Canadian Board of Examiners for Land Surveyors. A baccalaureate degree can be completed in an accredited university program. These advancements are completed by serving a term of Articles and successfully passing final professional examinations.

General Information

How Much Will It Cost?
You will pay a tuition fee of $41 a month, a Students' Association fee of $4 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, RRCC, Room C-312, telephone 632-2437.

How Do I Apply?
An application form for this course may be obtained by writing the Admissions Office, RRCC, Room C-306, 2055 Notre Dame Ave., Winnipeg R3H0J9, or by telephoning 632-2327.

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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 and other College courses, you could contact the Counselling Office at RRCC, Room C-115, telephone 632-2335.