



# Course Schedule

## Winter 2016

Continuing Education  
[rrc.ca/coned](http://rrc.ca/coned)

# Continuing Education: The Difference is Here

Explore a wide range of career paths by acquiring the distinctive blend of specialized training and practical experience provided by Red River College's School of Continuing Education.

We can help you reach your full potential by delivering flexible and innovative programs and courses that allow you to develop both personally and professionally.

Whether you've just finished high school, have been working in industry and want to expand your skills, or you're looking to build on your existing college or university credits, you'll find Continuing Education's programming offers you some excellent choices.

Take a look!

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## Office Hours

Monday-Thursday .....	8:00am-5:00pm
Friday .....	8:00am-3:30pm
Closed Saturday and Sunday	



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# General Insurance Certificate

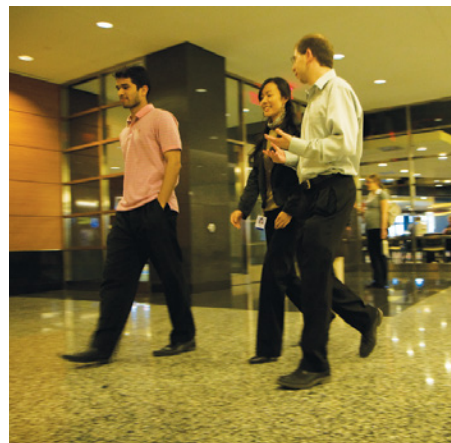
**This brand new program is offered in conjunction with the Insurance Institute of Manitoba.**

Acquire the essential business skills to enhance your employment opportunities in the insurance industry.

Gain a basic foundation in property and casualty insurance sales, claims adjusting, underwriting and risk management. Explore the fundamental insurance and business skills required for entry-level positions in the property and casualty insurance field.

You'll be prepared for the roles and responsibilities of the insurance generalist as an underwriter, adjuster, claims examiner and business development specialist.

Start on Aug. 15, 2016; be career-ready in 11 months.



The Insurance Council of Manitoba is the legislated licensing body for all agents, brokers and adjusters in Manitoba.

For more information: [204.694.1789](tel:204.694.1789) or [1.866.242.7073](tel:1.866.242.7073) | [cde@rrc.ca](mailto:cde@rrc.ca) | [rrc.ca/gic](http://rrc.ca/gic)



# Applied Arts and Communication

Name	Course Code	Date	Day	Time	Cost	Text	Location
Advanced Pattern & Construction	APPA-1003-CPE01	Mar 1 - May 3	Tue	6:00 PM - 9:00 PM	\$379	■	E
Bacon, Bacon, Bacon	WRKS-9075-CPE01	Feb 26	Fri	6:00 PM - 9:00 PM	\$99		E
Children's Book Illustration	MUME-1042-DE	Monthly Start			\$429		D
Chinese New Year	WRKS-9076-CPE01	Jan 29	Fri	6:00 PM - 9:00 PM	\$99		E
Cooking Methods I: Braising	WRKS-9077-CPE01	Mar 8	Tue	6:30 PM - 9:30 PM	\$89		E
Cost Control	CULI-1052-CPE01	Jan 11 - Mar 7	Mon	6:00 PM - 9:00 PM	\$350	■	D
Creative Writing	COMM-9123-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		E
DHTML	MUME-1220-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
Drawing and Illustration 1	MUME-1044-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Drawing and Illustration 2	MUME-2041-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		E
Dreamweaver (Mac or PC) 1	MUME-1047-DE	Monthly Start			\$459		D
Eco-Friendly Decor	PDEV-1038-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$269		E
Editing Plain Language	COMM-1020-DE	Monthly Start			\$505		D
Fitting Facts	APPA-9001-CPE01	Mar 12	Sat	9:00 AM - 3:30 PM	\$89		E
Flash (Mac or PC)	MUME-1027-DE	Monthly Start			\$459		D
Graphic Communications 1	MUME-1153-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E
Graphic Communications 1	MUME-1153-DE	Monthly Start			\$429		D
Graphic Design 1	MUME-1003-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E
Graphic Design 1	MUME-1003-DE	Monthly Start			\$429		D
Graphic Design 2	MUME-2073-DE	Monthly Start			\$429		D
Graphic Design Portfolio Preparation	MUME-1023-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
Graphic Novel Creation	MUME-1039-CPE01	Jan 9 - Mar 19	Sat	9:00 AM - 1:00 PM	\$429		E
Graphic Novel Creation	MUME-1039-DE	Monthly Start			\$475	■	D
Graphics Basic (Mac)	MUME-1024-CPE01	Jan 13 - Feb 10	Wed	6:00 PM - 9:00 PM	\$219		E
Illustrator (Mac or PC) 1	MUME-1085-DE	Monthly Start			\$495	■	D
Introduction to Freelance Writing	COMM-1132-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Jackets and Coats	APPA-2006-CPE01	Mar 2 - May 4	Wed	6:00 PM - 9:00 PM	\$379		E
JavaScript 1	MUME-1350-DE	Monthly Start			\$485	■	D
Kitchen Decor	PDEV-1036-CPE01	Jan 11 - Feb 8	Mon	6:00 PM - 10:00 PM	\$269		E
Knife Skills & Soup Making	WRKS-9058-CPE01	Jan 19	Tue	6:30 PM - 9:30 PM	\$89		E
Manual Writing and Design	COMM-1138-DE	Monthly Start			\$645	■	D
Menu Planning	CULI-1053-CPE01	Mar 21 - May 16	Mon	6:00 PM - 9:45 PM	\$350		E
Online Documentation	COMM-1096-DE	Monthly Start			\$619	■	D
PhotoShop (Mac or PC) 1	COMP-1483-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429	■	E
PhotoShop (Mac or PC) 1	COMP-1483-DE	Monthly Start			\$509	■	D
PhotoShop (Mac or PC) 2	MUME-2112-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
PhotoShop (Mac or PC) 2	MUME-2112-DE	Monthly Start			\$459		D
Pies and Pastry	WRKS-9062-CPE01	Feb 6	Sat	10:00 AM - 4:00 PM	\$109		E
Polish Dinner Favorites	WRKS-9087-CPE01	Mar 18 - Mar 18	Fri	6:00 PM - 9:00 PM	\$99		E
Publication Design (Mac)	MUME-1128-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E

**Legend:** N - Notre Dame Campus | E - Exchange District Campus | D - Distance Delivery | ■ - Textbook Required | ■ - Textbook included in price

**Notes:**

- 1) Please take note of our course codes. These will assist you when completing your registration.
- 2) Distance courses have various delivery methods.

**Distance Delivery:**  
**Self-directed** courses have monthly start dates with specific end dates. These courses let you work at your own pace with instructor support. To determine start dates, enter the course code when using our online registration system.  
**Term** courses have a specified start and end date, a structured schedule, and are facilitated by an instructor. Some term courses are offered just once per year.

Please visit [rrc.ca/coned](http://rrc.ca/coned) to determine prerequisites and delivery methods.

## Applied Arts and Communication

Name	Course Code	Date	Day	Time	Cost	Text	Location
Publication Design (Mac)	MUME-1128-DE	Monthly Start			\$429		D
Residential Decorating 1B	PDEV-1025-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		N
Residential Decorating 3A	PDEV-3001-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Sewing Details	APPA-1004-CPE01	Feb 13	Sat	9:00 AM - 5:00 PM	\$89		E
Sewing for Beginners	APPA-1006-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 9:00 PM	\$329		E
Sewing with Knits	WRKS-9110-CPE01				\$89		E
Sewing with Knits 2	WRKS-9112-CPE01	Jan 23	Sat	9:00 AM - 5:00 PM	\$89		E
Technical Communication 1	COMM-1243-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$505		N
Technical Communication 1	COMM-1243-DE01	Feb 9 - Jun 1			\$645		D
Typography (Mac or PC) 1	MUME-1149-DE	Monthly Start			\$429		D
Valentine's Dinner	WRKS-9089-CPE01	Feb 13	Sat	6:00 PM - 9:00 PM	\$109		E
Veggie Dinner Isn't Dull	WRKS-9095-CPE01	Jan 15	Fri	6:00 PM - 9:00 PM	\$99		E
Web Site Development - Intro	MUME-1633-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		E
Web Site Development - Intro	MUME-1633-DE	Monthly Start			\$429		D
Window Treatments	PDEV-1031-CPE01	Feb 22 - Mar 21	Mon	6:00 PM - 10:00 PM	\$269		E

## Business and Management

Name	Course Code	Date	Day	Time	Cost	Text	Location
Aboriginal Staffing Strategies	SEMR-9130-CPN01	Jan 30	Sat	9:00 AM - 5:00 PM	\$159		N
Assertiveness Training	MGMT-1003-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		N
Basic Business Communications	COMM-1023-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		N
Basic Business Communications	COMM-1023-CPE02	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		E
Bookkeeping and Accounting for a Small Business	BUSA-1026-CPE01	Jan 13 - Mar 30	Wed	6:00 PM - 9:00 PM	\$399		E
Bookkeeping and Accounting for a Small Business	BUSA-1026-DE	Monthly Start			\$625		D
Business and Financial Mathematics	MATH-1051-CPN01	Jan 13 - Mar 23	Mon, Wed	6:00 PM - 10:00 PM	\$639		N
Business and Financial Mathematics	MATH-1051-DE	Monthly Start			\$815		D
Business Communication 1	COMM-1000-CPN01	Jan 14 - Mar 8	Tue, Thu	6:00 PM - 10:00 PM	\$585		N
Business Communication 1	COMM-1000-DE	Monthly Start			\$709		D
Business Communication 2	COMM-2000-CPN01	Jan 14 - Mar 8	Tue, Thu	6:00 PM - 10:00 PM	\$585		N
Business Communication 2	COMM-2000-DE	Monthly Start			\$599		D
Business Computing	COMP-1975-DE	Monthly Start			\$815		D
Business Fundamentals	BUSA-1010-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		N
Business Law	ADMN-3001-DE	Monthly Start			\$755		D
Collective Bargaining	HUMR-1000-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E
Compensation	HUMR-1017-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E
Compensation	HUMR-1017-DE	Monthly Start			\$589		D
Conflict Resolution	SEMR-9096-DE	Monthly Start			\$145		D
Consumer Behaviour	MRKT-3010-DE	Monthly Start			\$735		D
Corporate and Commercial Law	BUSA-1048-DE	Monthly Start			\$639		D
Effective Listening Techniques	SEMR-9152-DE	Monthly Start			\$145		D
Effective Speaking	BUSA-1061-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Effective Speaking	BUSA-1061-DE	Monthly Start			\$489		D
Employment Equity	SEMR-9120-DE	Monthly Start			\$145		D
Entrepreneurship 2	ADMN-3006-CPN01	Jan 13 - Mar 30	Wed	6:00 PM - 10:00 PM	\$585		N
Ethical Issues in HRM	HUMR-1839-DE	Monthly Start			\$249		D
Financial Accounting 1	ACCT-1971-CPN01	Jan 11 - Mar 21	Mon, Wed	6:00 PM - 10:00 PM	\$639		N
Financial Accounting 1	ACCT-1971-CPN02	Jan 12 - Mar 17	Tue, Thu	6:00 PM - 10:00 PM	\$639		N

# Business and Management

Name	Course Code	Date	Day	Time	Cost	Text	Location
Financial Accounting 1	ACCT-1971-DE	Monthly Start			\$835		D
Financial Accounting 2	ACCT-2043-CPN01	Jan 11 - Mar 21	Mon, Wed	6:00 PM - 10:00 PM	\$639		N
Financial Accounting 2	ACCT-2043-DE	Monthly Start			\$875		D
Financial Mathematics	MATH-1000-CPN01	Jan 13 - Mar 23	Wed	6:00 PM - 10:00 PM	\$429		N
Frontline Leadership	MGMT-1068-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Global HR Issues	HUMR-1021-DE	Monthly Start			\$249		D
Grievance Handling	SEMR-9059-CPE01	Jan 23	Sat	9:00 AM - 5:00 PM	\$145		E
Grievance Handling	SEMR-9059-DE	Monthly Start			\$145		D
Human Behaviour in Organizations	HUMR-1019-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Human Behaviour in Organizations	HUMR-1019-DE	Monthly Start			\$605		D
Human Resource Management	HUMR-3003-DE	Monthly Start			\$729		D
Human Resource Management (40 hrs)	MGMT-1080-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Human Resource Management (40 hrs)	MGMT-1080-DE	Monthly Start			\$559		D
Integrated Marketing Communications	MRKT-3015-CPN01	Jan 13 - Mar 9	Mon, Wed	6:00 PM - 10:00 PM	\$585		N
Intermediate Accounting 1	ACCT-3000-CPN02	Jan 12 - Mar 17	Tue, Thu	6:00 PM - 10:00 PM	\$639		N
Intermediate Accounting 1	ACCT-3000-DE	Monthly Start			\$749		D
Intermediate Accounting 2	ACCT-3003-CPE01	Jan 11 - Mar 31	Mon, Thu	6:00 PM - 10:00 PM	\$639		E
Intermediate Accounting 2	ACCT-3003-DE	Monthly Start			\$755		D
International Marketing	MRKT-3016-DE	Monthly Start			\$765		D
Issues and Trends in HRM	HUMR-1103-DE	Monthly Start			\$429		D
Keyboarding	BUSA-1080-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 8:00 PM	\$265		N
Labour Relations	HUMR-1002-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
Labour Relations	HUMR-1002-DE	Monthly Start			\$549		D
Macroeconomics	ECON-2000-DE	Monthly Start			\$749		D
Management & Organizational Behaviour	ADMN-3004-DE	Monthly Start			\$749		D
Management Principles 1	MGMT-1161-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$429		E
Management Principles 1	MGMT-1161-DE	Monthly Start			\$589		D
Management Principles 2	MGMT-2162-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Managing Change	SEMR-9115-CPE01	Feb 6	Sat	9:00 AM - 5:00 PM	\$145		E
Managing Change	SEMR-9115-DE	Monthly Start			\$145		D
Managing Volunteers in Sport	BUSA-1131-DE	Monthly Start			\$599		D
Managing Young Workers	SEMR-9003-DE	Monthly Start			\$145		D
Marketing 1	MRKT-1061-DE	Monthly Start			\$725		D
Marketing 2	MRKT-2068-CPN01	Jan 13 - Mar 7	Mon, Wed	6:00 PM - 10:00 PM	\$585		N
Marketing 2	MRKT-2068-DE	Monthly Start			\$599		D
Marketing Research	MRKT-3011-CPN01	Jan 13 - Mar 23	Mon, Wed	6:00 PM - 10:00 PM	\$585		N
Marketing Research	MRKT-3011-DE	Monthly Start			\$749		D
Marketing	MRKT-1002-DE	Monthly Start			\$839		D
Microeconomics	ECON-1022-CPE02	Jan 14 - Mar 8	Tue, Thu	6:00 PM - 10:00 PM	\$589		E
Microeconomics	ECON-1022-DE	Monthly Start			\$765		D

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## Business and Management

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Negotiating Skills	SEMR-9106-CPE01	Feb 27	Sat	9:00 AM - 5:00 PM	\$145		E
Negotiating Skills	SEMR-9106-DE	Monthly Start			\$169		D
Organizational Development	HUMR-1003-DE	Monthly Start			\$639		D
Payroll and Taxable Benefits	HUMR-1007-CPN01	Feb 19 - Mar 6	Fri	6:00 PM - 10:00 PM	\$429		N
Payroll and Taxable Benefits	HUMR-1007-CPN01	Feb 19 - Mar 6	Sat, Sun	9:00 AM - 5:00 PM	\$429		N
Payroll and Taxable Benefits	HUMR-1007-DE	Monthly Start			\$515		D
Payroll Fundamentals 1	HUMR-1036-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Preparing Newsletters	SEMR-9206-DE	Monthly Start			\$145		D
Public Relations 1	COMM-1086-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		N
Real Estate Mathematics (UBC)	BUSA-1121-CPE01	Jan 12 - Apr 26	Tue	6:00 PM - 10:00 PM	\$585		E
Recruitment and Selection	HUMR-1184-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
Recruitment and Selection	HUMR-1184-DE	Monthly Start			\$569		D
Report Writing	COMM-1016-DE	Monthly Start			\$579		D
Sales Management	MGMT-3008-CPN01	Jan 14 - Mar 31	Thu	6:00 PM - 10:00 PM	\$459		N
Sport Management Fundamentals	BUSA-1130-DE	Monthly Start			\$739		D
Starting a Small Business	BUSA-1027-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		N
Statistical Analysis	MATH-3001-DE	Monthly Start			\$865		D
Statistics	MATH-1020-CPE01	Jan 13 - Mar 23	Mon, Wed	6:00 PM - 10:00 PM	\$639		E
Statistics	MATH-1020-CPN02	Jan 14 - Mar 22	Tue, Thu	6:00 PM - 10:00 PM	\$639		N
Statistics	MATH-1020-DE	Monthly Start			\$859		D
Strategic HR Planning	HUMR-1058-DE	Monthly Start			\$355		D
Stress Management	SEMR-9013-DE	Monthly Start			\$145		D
Supervision	OFCM-3004-DE	Monthly Start			\$665		D
Training and Development	HUMR-1063-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$429		E
Training and Development	HUMR-1063-DE	Monthly Start			\$429		D
Wills and Estates	BUSA-1163-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$499		N
Wills and Estates	BUSA-1163-DE	Monthly Start			\$549		D
Workday Management Tools	SEMR-9167-DE	Monthly Start			\$145		D

## Community Services

Name	Course Code	Date	Day	Time	Cost	Text	Location
Aboriginal Children, Families, Communities	ABOR-1062-DE01	Jan 7 - Apr 7			\$399		D
Aboriginal Counselling 1	COUN-1037-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$409		N
Apply Behaviour Management Strategies	ECED-1351-DE01	Jan 7 - Jul 7			\$419		D
Assessment and Intervention	COUN-1031-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$409		N
Cognitive Impairment	RECF-1003-DE01	Jan 12 - Mar 15			\$419		D
Counselling Children and Youth	COUN-1026-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$409		N
Criminal Justice Systems	CORR-1002-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$409		N
Current Aboriginal Issues	ABOR-1061-DE01	Jan 7 - Apr 7			\$399		D
Display Professional Behaviours	ECED-3005-DE01	Jan 12 - Feb 23			\$265		D
Explain Development in Infancy & Toddlerhood	ECED-2008-DE01	Jan 14 - Mar 17			\$409		D
Explain Development in the Middle Years	ECED-2011-DE01	Jan 7 - Jul 7			\$409		D
Extend Children's Play	ECED-3024-DE01	Jan 7 - Jul 7			\$439		D
Families and Partnerships	SISN-1006-DE01	Jan 6 - Apr 13			\$495		D
Field Work - Community	PRAC-1025-DE01	Jan 6 - Apr 6			\$519		D
Fndn in Disability & Comm Support	DISA-1001-CPE01	Jan 13 - Mar 23	Wed	6:00 PM - 10:00 PM	\$409		E
Fndn in Disability & Comm Support	DISA-1001-CPE02	Mar 22 - May 24	Tue	6:00 PM - 10:00 PM	\$409		E

## Community Services

Name	Course Code	Date	Day	Time	Cost	Text	Location
Foster Discovery & Creative Play	ECED-2033-DE01	Jan 11 - Mar 21			\$425		D
Group Dynamics in TR	RECF-1016-DE01	Jan 13 - Mar 23			\$605		D
Independent Research Project	ABOR-1064-DE01	Jan 7 - Apr 7			\$399		D
Integrating the Aboriginal Culture in ECE Programs	ABOR-1063-DE01	Jan 7 - Apr 7			\$399		D
Interact With Children Through Play	ECED-1041-DE01	Jan 12 - Mar 15			\$715		D
Interpersonal Communication 1	COMM-1170-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$409		N
Interpersonal Communication 1	COMM-1170-DE01	Jan 12 - Mar 22			\$529		D
Interpersonal Communication 2	COMM-1014-DE01	Jan 7 - Apr 7			\$409		D
Introduction to Early Childhood Care and Education	ECED-1072-CPN01	Jan 12 - Mar 22	Tue	6:00 PM - 10:00 PM	\$419		N
Introduction to Early Childhood Care and Education	ECED-1072-DE01	Jan 12 - Mar 15			\$485		D
Introduction to Early Childhood Care and Education	ECED-1072-CPN02	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$419		N
Introduction to the Science of Early Child Development	ECED-1005-DE01	Jan 14 - Mar 24			\$419		D
Introduction to the Science of Early Child Development	ECED-1005-DE02	Feb 18 - Apr 28			\$419		D
Introduction to the Science of Early Child Development	ECED-1005-DE03	Mar 17 - May 26			\$419		D
Justice Recruitment Processes	JPSM-1008-CPN01	Jan 14 - Mar 24	Thu	6:00 PM - 10:00 PM	\$525		N
Lives Changed: First Peoples & Arrival	ABOR-1060-DE01	Jan 7 - Apr 7			\$529		D
Nonviolent Crisis Intervention® Training Program	SEMR-9078-CPN01	Jan 9 - Jan 10		9:00 AM - 5:00 PM	\$265		N
Prepare for Play	ECED-1357-DE01	Jan 7 - Jul 7			\$419		D
Provide an Environment for Play	ECED-1356-DE01	Jan 13 - Mar 16			\$419		D
Provide for Physical Health & Safety	SAFE-1014-DE01	Jan 7 - Jul 7			\$555		D
Respect Children Within Diverse Cultures	ECED-3054-DE01	Jan 11 - Mar 21			\$525		D
Respect Individual Family Situations	ECED-1056-DE01	Jan 7 - Jul 7			\$529		D
Respond to Physical, Medical & Nutritional Needs	SAFE-2059-DE01	Jan 7 - Jul 7			\$425		D
Supervision in Human Service Settings	MGMT-1067-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$409		E
Supervision in Human Service Settings	MGMT-1067-CPE02	Mar 23 - May 25	Wed	6:00 PM - 10:00 PM	\$409		E
Support Infants and School Age Children	ECED-3065-DE01	Jan 13 - Mar 16			\$425		D
Support Partnerships With Families	ECED-3067-DE01	Jan 7 - Jul 7			\$539		D
Support the Abused Child	ECED-3069-DE01	Jan 11 - Feb 22			\$335		D
Think, Organize and Communicate	JPSM-1013-CPN01	Jan 14 - Mar 31	Thu	6:00 PM - 10:00 PM	\$505		N
TR Adaptations & Intervention	RECF-1001-DE01	Jan 11 - Mar 21			\$419		D
Treatment and Intervention	JPSM-1010-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$409		N
Use Academic Communications Skills	COMM-1049-DE01	Jan 7 - Jul 7			\$505		D
Use Guidance Practices	ECED-1350-DE01	Jan 14 - Mar 17			\$419		D



# Education and Foundation Studies

Name	Course Code	Date	Day	Time	Cost	Text	Location
Academic Writing	EDUA-1002-DE	Monthly Start			\$405		D
Basic Computer Applications	EDUA-1001-DE	Monthly Start			\$179		D
Canadian Government & Contemporary Canadian Issues	LIBR-2006-DE01	Feb 11 - May 13			\$635		D
Cataloguing: Dewey Decimal System	LIBR-2001-DE01	Jan 9 - Mar 19			\$369		D
Cataloguing: Multimedia Resources	LIBR-2172-DE01	Jan 18 - Apr 15			\$465		D
Characteristics of Learners	EDUA-1007-DE	Monthly Start			\$315		D
Communication & Partnerships	EDUA-1006-DE	Monthly Start			\$435		D
Communications 3	COMM-2074-DE01	Jan 13 - Apr 5			\$389		D
EA Roles & Responsibilities	EDUA-1004-DE	Monthly Start			\$305		D
ELA Content & Practice	EDUA-1014-DE	Monthly Start			\$339		D
Exceptional Students	EDUA-1013-DE	Monthly Start			\$289		D
Field Placement 1	SEMR-9083-DE01	Jan 7 - Apr 7			\$169		D
Field Placement 2	SEMR-9365-DE01	Jan 7 - Apr 7			\$169		D
Field Placement 3	SEMR-3479-DE01	Jan 7 - Apr 7			\$169		D
Inclusive Education	EDUA-1003-DE	Monthly Start			\$415		D
Instructional Technology	EDUA-1012-DE	Monthly Start			\$179		D
Internet Research	LIBR-1332-DE01	Jan 7 - Mar 31			\$429		D
Introduction to Libraries	LIBR-1026-DE01	Jan 5 - Mar 29			\$465		D
Managing Behaviour	EDUA-1008-DE	Monthly Start			\$435		D
Marketing the Library & Information Services	LIBR-2081-DE01	Jan 8 - Mar 31			\$455		D
Math Content & Practice	EDUA-1015-DE	Monthly Start			\$335		D
Observation & Documentation	EDUA-1010-DE	Monthly Start			\$305		D
Portfolio Development - Online	PDEV-2001-DE01	Jan 5 - Mar 22			\$275		D
Practicum - E.A.	PRAC-1035-CPN02	Feb 1 - Mar 24	Mon-Fri	9:00 AM - 3:00 PM	\$305		D
Practicum - E.A.	PRAC-1035-DE	Monthly Start			\$305		D
Practicum Option - E.A.	PRAC-1036-DE	Monthly Start			\$179		D
Professionalism	EDUA-1011-DE	Monthly Start			\$305		D
Readers' Advisory for Young Adults	LIBR-2002-DE01	Feb 15 - May 13			\$349		D
Recruitment and Marketing	MRKT-1034-DE	Monthly Start			\$295		D
Reference: Science & Technology	LIBR-2054-DE01	Feb 4 - Apr 22			\$465		D
Reference: Social Sciences and Humanities	LIBR-2056-DE01	Jan 4 - Mar 25			\$515		D
RPL Orientation	SEMR-9230-CPN01	Jan 13	Wed	7:00 PM - 9:00 PM			N
RPL Orientation	SEMR-9230-CPN02	Feb 9	Tue	7:00 PM - 9:00 PM			N
RPL Orientation	SEMR-9230-CPN03	Mar 1	Tue	7:00 PM - 9:00 PM			N
RPL Practitioner - Advanced	PLAR-1201-DE01	Jan 18 - May 9			\$689		D
Supporting Learning Environment	EDUA-1009-DE	Monthly Start			\$305		D

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# Health Sciences

Name	Course Code	Date	Day	Time	Cost	Text	Location
Activities of Daily Living, Part 1	HCAP-1000-DE	Monthly Start			\$345		D
Activities of Daily Living, Part 2	HCAP-1001-DE	Monthly Start			\$349		D
Admission - Transfer - Discharge	HEAL-1134-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$385	■	N
BLS for Healthcare Providers	WRKS-1330-CPN01	Jan 13	Wed	5:00 PM - 10:00 PM	\$85	■	N
BLS for Healthcare Providers	WRKS-1330-CPN02	Jan 27	Wed	5:00 PM - 10:00 PM	\$85	■	N
BLS for Healthcare Providers	WRKS-1330-CPN04	Feb 24	Wed	5:00 PM - 10:00 PM	\$85	■	N
BLS for Healthcare Providers	WRKS-1330-CPN05	Mar 9	Wed	5:00 PM - 10:00 PM	\$85	■	N
BLS for Healthcare Providers	WRKS-1330-CPN06	Mar 23	Wed	5:00 PM - 10:00 PM	\$85	■	N
Caring for Clients in the Community	HCAP-1131-DE	Monthly Start			\$259		D
FD: Psychology of Grieving	FDEM-1002-CPN01	Jan 11 - Feb 10	Mon, Wed	6:00 PM - 10:00 PM	\$439		N
Growth and Development	HCAP-1132-DE	Monthly Start			\$249		D
Hazard Recognition, Evaluation & Control	SAFE-1031-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$379	■	N
Health Care Delivery	HEAL-1845-DE	Monthly Start			\$379	■	D
HSLM - Decision Management	HEAL-1078-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$409	■	E
HSLM - Health Services Finance	HEAL-1073-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$409	■	E
HSLM - Human Resource Management	HEAL-1071-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$409		E
HSLM - Leadership Concepts	HEAL-1077-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$409	■	E
HSLM - Quality Strategies	HEAL-1079-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$409		E
HUC - Medical Terminology	HEAL-1031-DE01	Jan 11 - Apr 15			\$535	■	D
Human Anatomy & Physiology 2 (Z0OL1072)	HEAL-2070-CPN01	Jan 4 - Apr 25	Mon, Wed	6:00 PM - 10:00 PM	\$799	■	N
Human Anatomy & Physiology 2 (Z0OL1072)	HEAL-2070-CPN02	Jan 5 - Apr 26	Tue, Thu	6:00 PM - 10:00 PM	\$799	■	N
Human Anatomy & Physiology 2 (Z0OL1072)	HEAL-2070-CPN03	Jan 5 - Apr 26	Tue, Sat	6:00 PM - 10:00 PM (Tue) 9:00 AM - 1 PM (Sat)	\$799	■	N
Human Anatomy & Physiology 2 (Z0OL1072)	HEAL-2070-CPN04	Jan 4 - Apr 25	Mon, Sat	6:00 PM - 10:00 PM (Mon) 1:00 PM - 5:00 PM (Sat)	\$799	■	N
Interpersonal Relationships	HEAL-1001-DE	Monthly Start			\$319	■	D
Introduction to Gerontology	HCAP-1006-DE	Monthly Start			\$329		D
Long-term Care	HCAP-1133-DE	Monthly Start			\$259		D
MDR - Professional Practice	MEDL-1047-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$295	■	N
MDR - Safety	MEDL-1041-CPN01	Jan 19 - Feb 16	Tue	6:00 PM - 10:00 PM	\$279	■	N
MDR - Instrumentation/Packaging	MEDL-1044-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$445	■	N
MDR - Medical Terminology	MEDL-1040-DE01	Jan 11 - Apr 15			\$535	■	D
Medical Terminology	HEAL-1003-DE01	Jan 11 - Apr 15			\$535	■	D
Nursing Microbiology	MBIO-2000-CPN01	Jan 12 - Apr 5	Tue	6:00 PM - 10:00 PM	\$535	■	N
Occupational Safety and Health	SAFE-1000-DE01	Jan 11 - Apr 8			\$649	■	D
OHS - Health	SAFE-1091-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$389	■	N
OHS - Hygiene	SAFE-1045-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$379	■	N
OHS - Risk Management	SAFE-1021-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$379	■	N
OHS - Training - Intro	HUMR-1027-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$379	■	N
OHS - Workplace Experience	SAFE-1058-CPN01	Jan 11 - Feb 19	Mon-Sat	7:00 PM - 10:00 PM	\$729		D
OHS Capstone Project	SAFE-1063-CPN01	Jan 11 - Feb 19	Mon-Sat	7:00 PM - 10:00 PM	\$729		D
Psychology	PSYC-1002-DE	Monthly Start			\$789	■	D
Safety in Health Care Settings	HEAL-1831-DE	Monthly Start			\$255		D
Sociology (SOSC-3007)	SOCI-1000-DE	Monthly Start			\$765	■	D

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# Information Technology and Professional Studies

Name	Course Code	Date	Day	Time	Cost	Text	Location
Access 2010	COMP-1182-DE	Monthly Start			\$705		D
Access 2013	COMP-1222-DE	Monthly Start			\$669		D
Agile Business Analysis	BUSA-1049-DE	Monthly Start			\$555		D
Agile Project Management	PROJ-1044-DE	Monthly Start			\$645		D
Asp.Net - Intro	COMP-1180-DE	Monthly Start			\$689		D
AV Short Video Production	MUME-1004-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Business Analyst - Intro	BUSA-1044-CPE01	Jan 20 - Mar 23	Wed	6:00 PM - 10:00 PM	\$505		E
Business Analyst - Intro	BUSA-1044-DE	Monthly Start			\$505		D
Business Analyst Facilitation	BUSA-1046-CPE01	Jan 4 - Mar 1	Mon, Tue	6:00 PM - 10:00 PM	\$505		E
Business Analyst Facilitation	BUSA-1046-DE	Monthly Start			\$505		D
Business Case Analysis	BUSA-1052-DE	Monthly Start			\$505		D
Business Re-engineering	BUSA-1302-CPE01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$505		E
Business Re-engineering	BUSA-1302-DE	Monthly Start			\$609		D
Business Requirements Gathering	BUSA-1050-DE	Monthly Start			\$589		D
Business Research Techniques	BUSA-1059-DE01	Feb 9 - May 3			\$505		D
Business Systems Design	COMP-1066-DE01	Feb 9 - May 3			\$615		D
Business Systems Testing	COMP-1054-CPE01	Jan 21 - Mar 24	Thu	6:00 PM - 10:00 PM	\$505		E
Business Systems Testing	COMP-1054-DE	Monthly Start			\$559		D
Cisco Networking 1	COMP-1097	Jan 11 - Mar 21	Mon, Wed	9:00 PM - 9:30 PM	\$949		E
Cisco Networking 2	COMP-2098-CPE01	Jan 11 - Mar 21	Mon, Wed	6:00 PM - 9:30 PM	\$949		E
Cisco Networking 4	COMP-3100-CPE01	Jan 11 - Mar 21	Mon, Wed	6:00 PM - 9:30 PM	\$949		E
Computers - Intro	COMP-1081-CPN01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$505		N
Computers - Intro	COMP-1081-DE	Monthly Start			\$669		D
Critical Thinking	PDEV-1982-DE	Monthly Start			\$175		D
Crystal Reports 2011 for End Users	COMP-1112-DE	Monthly Start			\$599		D
Digital AV Production - Intro	MUME-1012-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Digital Portfolio Development	PHOT-1038-DE	Monthly Start			\$605		D
DMD Portfolio Preparation	MUME-1224-CPE01	Feb 24 - Mar 23	Wed	6:00 PM - 10:00 PM	\$249		E
Excel 2010 Advanced	COMP-2052-DE	Monthly Start			\$505		D
Excel 2010	COMP-1183-DE	Monthly Start			\$705		D
Excel 2013	COMP-1193-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$505		E
Excel 2013	COMP-1193-DE	Monthly Start			\$505		D
Final Cut Pro	MUME-1054-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$429		E
I.T. Fundamentals	COMP-1061-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$505		N
I.T. Fundamentals	COMP-1061-DE	Monthly Start			\$589		D
Income Tax Planning (CIFP)	FIPL-1003-CPE01	Jan 19 - Apr 26	Tue	6:15 PM - 9:30 PM	\$579		E
Introduction to Podcasting & Radio Production	MUME-1031-CPE01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$429		E
Linux Professional	COMP-1116-DE01	Jan 5 - Apr 5			\$715		D
MCSE 2	COMP-2366-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$569		E
Microsoft Project 2013	COMP-1220-CPE01	Jan 12 - Mar 22	Tue	6:00 PM - 10:00 PM	\$505		E
Microsoft Project 2013	COMP-1220-DE	Monthly Start			\$545		D
Network Administration	COMP-1434-CPE01	Jan 11 - May 2	Mon	6:00 PM - 9:00 PM	\$569		E
Network Administration	COMP-1434-DE	Monthly Start			\$679		D
Network Infrastructure	COMP-2440-CPN01	Jan 14 - Mar 31	Thu	6:00 PM - 10:00 PM	\$505		N
Network Infrastructure	COMP-2440-DE	Monthly Start			\$705		D
Object Oriented Analysis & Dsgn	COMP-1459-DE	Monthly Start			\$665		D
Outlook & OneNote Complete	COMP-1191-DE	Monthly Start			\$505		D
PowerPoint 2010	COMP-1185-DE	Monthly Start			\$655		D

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Name	Course Code	Date	Day	Time	Cost	Text	Location
Premiere	MUME-1035-CPE01	Jan 9 - Mar 19	Sat	9:00 AM - 1:00 PM	\$429		E
Programming (Java 1)	ADEV-1000-DE	Monthly Start			\$575		D
Programming (Java 2)	ADEV-1001-DE	Monthly Start			\$575		D
Programming (Java 3)	COMP-3346-DE	Monthly Start			\$569		D
Programming (Java 4 Project)	COMP-1348-DE	Monthly Start			\$505		D
Project Mgmt Case Analysis	PROJ-1032-DE01	Feb 9 - May 3			\$659		D
Project Mgmt Communications	COMM-1018-CPE01	Jan 13 - Mar 23	Wed	6:00 PM - 10:00 PM	\$575		E
Project Mgmt Communications	COMM-1018-DE01	Feb 9 - May 11			\$669		D
Project Mgmt Fundamentals - Engineering	PROJ-1042-DE	Monthly Start			\$665		D
Project Mgmt Fundamentals	PROJ-1030-CPN01	Jan 13 - Mar 23	Wed	6:00 PM - 10:00 PM	\$575		N
Project Mgmt Fundamentals	PROJ-1030-CPE02	Jan 14 - Mar 24	Thu	6:00 PM - 10:00 PM	\$575		E
Project Mgmt Fundamentals - Aerospace	PROJ-1040-DE	Monthly Start			\$665		D
Project Mgmt Fundamentals	PROJ-1030-DE	Monthly Start			\$665		D
Project Mgmt Plan and Estimate	PROJ-1002-CPE01	Jan 14 - Mar 24	Thu	6:00 PM - 10:00 PM	\$575		E
Project Mgmt Plan and Estimate	PROJ-1002-DE01	Feb 19 - May 14			\$799		D
Project Mgmt Procurement	PROJ-1192-CPE01	Jan 14 - Mar 24	Thu	6:00 PM - 10:00 PM	\$575		E
Project Mgmt Procurement	PROJ-1192-DE01	Feb 9 - May 3			\$575		D
Project Mgmt Quality & Control	PROJ-1194-DE	Monthly Start			\$625		D
Project Mgmt Risk	PROJ-1196-DE01	Feb 9 - May 3			\$645		D
Project Mgmt Team	PROJ-1198-CPE01	Jan 12 - Mar 22	Tue	6:00 PM - 10:00 PM	\$575		E
Project Mgmt Team	PROJ-1198-DE01	Feb 9 - May 11			\$609		D
Proposal Writing	COMM-1021-DE	Monthly Start			\$645		D
Risk Management & Estate Planning (CIFP)	FIPL-1209-CPE01	Jan 20 - Apr 27	Wed	6:15 PM - 9:30 PM	\$579		E
Simply Accounting (PC)	ACCT-1088-DE	Monthly Start			\$685		D
Software Development Fundamentals	COMP-1217-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$505		E
Software Development Fundamentals	COMP-1217-DE	Monthly Start			\$505		D
SQL-Structured Query Language	COMP-1240-DE	Monthly Start			\$599		D
User Experience for Mobile - Intro	COMP-1203-DE	Monthly Start			\$505		D
Visual Basic.NET 1	COMP-1078-DE	Monthly Start			\$699		D
Visual Basic.NET 2	COMP-1069-DE	Monthly Start			\$505		D
Visual Basic.NET 3	COMP-1611-DE	Monthly Start			\$705		D
Visual Basic.NET 4 (Project)	COMP-1612-DE	Monthly Start			\$575		D
Word 2010	COMP-1184-DE	Monthly Start			\$695		D
Word 2013	COMP-1218-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$505		N
Word 2013	COMP-1218-DE	Monthly Start			\$649		D

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# Industry and Transportation

Name	Course Code	Date	Day	Time	Cost	Text	Location
Algebra & Trigonometry 1	CIVL-1011-DE	Monthly Start			\$809		D
Algebra & Trigonometry 2	CIVL-2023-DE	Monthly Start			\$619		D
Arc Welding 1	WELD-1009-CPN01	Jan 12 - Feb 11	Tue, Thu	6:00 PM - 10:00 PM	\$559		N
Arc Welding 1	WELD-1009-CPN02	Feb 23 - Mar 24	Tue, Thu	6:00 PM - 10:00 PM	\$559		N
AutoCAD 1 (2014)	CADD-1014-DE	Monthly Start			\$569		D
AutoCAD 1	CADD-1010-CPN01	Jan 9 - Mar 19	Sat	8:00 AM - 12:00 PM	\$569		N
AutoCAD 1	CADD-1010-CPN02	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$569		N
AutoCAD 2 (2014)	CADD-2014-DE	Monthly Start			\$569		D
AutoCAD 2	CADD-2010-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$569		N
AutoCAD 3	CADD-3010-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$569		N
Basic Housewiring (40 Hrs)	TRAD-1027-CPN01	Jan 12 - Feb 23	Tue, Thu	6:00 PM - 9:00 PM	\$499		N
Building Code Analysis	CONS-1001-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$499		N
Building Materials	CONS-1009-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$499		N
Calculus & Statistics	CIVL-2001-DE	Monthly Start			\$779		D
Calculus	MATH-1007-CPN01	Feb 2 - Mar 29	Tue, Thu	6:00 PM - 10:00 PM	\$629		N
Construction Estimating Fundamentals	CONS-1004-CPN01	Jan 14 - Mar 24	Thu	6:00 PM - 10:00 PM	\$499		N
Construction Jobsite Management	CONS-1005-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$499		N
Construction Project Mgmt: Basic Principals	CONS-1003-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$499		N
Control Systems	ELEC-1183-CPE01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$499		E
Costing and Contract Administration	CIVL-1034-DE	Monthly Start			\$685		D
Cross-Connection & Backflow	PIPE-1007-CPN01	Mar 14 - Apr 18	Mon, Wed	6:00 PM - 10:00 PM	\$949		N
DC and AC Fundamentals	ELEC-1000-CPN01	Jan 11 - Mar 21	Mon, Wed	6:00 PM - 9:30 PM	\$519		N
Drafting Fundamentals	DRAF-1000-CPN01	Jan 12 - Mar 17	Tue, Thu	6:00 PM - 9:00 PM	\$559		N
Electric Motor Controls 1	ELEC-1176-CPN01	Jan 14 - Apr 14	Thu	6:00 PM - 10:00 PM	\$569		N
Electric Motors	ELEC-1002-CPE01	Jan 11 - Mar 21	Mon	6:00 PM - 10:00 PM	\$499		E
Electrical Code - Upgrade	ELEC-1021-CPN01	Jan 25 - Apr 6	Mon, Wed	6:00 PM - 9:00 PM	\$569		N
Electrical Code	ELEC-1016-CPN01	Jan 12 - Mar 22	Tue	6:00 PM - 10:00 PM	\$569		N
Electronics 2	ELEC-2131-CPE01	Jan 9 - Apr 30	Sat	9:00 AM - 1:00 PM	\$569		E
Geometric Dimensioning & Tolerancing	DRAF-1027-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$549		N
Introduction to Revit	CADD-1001-DE	Monthly Start			\$569		D
Introduction to Total Quality Management	MGMT-1034-CPN01	Jan 16 - Apr 2	Sat	12:00 PM - 4:00 PM	\$499		N
Locksmith - An Overview	PDEV-1050-DE	Monthly Start			\$479		D
Logistics Processes (Distribution 2)	BUSA-2004-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$725		N
Machine Shop - Practical	PRAC-1159-CPN01	Jan 16 - Feb 20	Sat	8:00 AM - 4:00 PM	\$549		N
Machine Shop - Practical	PRAC-1159-CPN02	Feb 27 - Apr 2	Sat	8:00 AM - 4:00 PM	\$549		N
Machinist Theory - IP Prep	TRAD-1026-CPN01	Feb 2 - Mar 22	Tue, Thu	6:00 PM - 10:00 PM	\$829		N
Manufacturing Basics	ENGI-1018-CPN01	Jan 14 - Apr 21	Thu	6:00 PM - 10:00 PM	\$699		N
Mechanical Blueprint Reading	BLPR-1031-DE	Monthly Start			\$719		D
MIG and TIG Welding	WELD-2028-CPN01	Jan 12 - Feb 11	Tue, Thu	6:00 PM - 10:00 PM	\$559		N
MIG and TIG Welding	WELD-2028-CPN02	Feb 23 - Mar 24	Tue, Thu	6:00 PM - 10:00 PM	\$559		N
MIG Welding	WELD-1030-CPN01	Jan 11 - Feb 10	Mon, Wed	6:00 PM - 10:00 PM	\$559		N
MIG Welding	WELD-1030-CPN02	Feb 6 - Mar 5	Sat	8:00 AM - 4:00 PM	\$559		N
Motorcycles and A.T.V.s	AUTO-1048-CPN01	Feb 24 - Mar 30	Mon, Wed	6:00 PM - 10:00 PM	\$499		N
Power Eng. 3rd Class - B2	ENGI-1114-CPN01	Jan 12 - Apr 5	Tue	6:00 PM - 10:00 PM	\$899		N
Power Eng. 4th Class - B	ENGI-1017-CPN01	Jan 11 - Apr 27	Mon, Wed	6:30 PM - 9:30 PM	\$899		N
Principles of Inventory Management (APICS)	MGMT-1066-CPN01	Jan 12 - Mar 29	Tue	6:00 PM - 9:00 PM	\$699		N
Principles of Manufacturing Management (APICS)	MGMT-1014-CPN01	Jan 12 - Mar 29	Tue	6:00 PM - 9:00 PM	\$699		N
Process Management - Operations	MGMT-1035-CPN01	Jan 14 - Mar 17	Thu	6:00 PM - 10:00 PM	\$499		N

## Industry and Transportation

Name	Course Code	Date	Day	Time	Cost	Text	Location
Program Logic Control - Advanced	COMP-3003-CPN01	Jan 12 - Apr 5	Tue	6:00 PM - 10:00 PM	\$539	📖	N
Residential Construction	DRAF-1006-CPN01	Jan 13 - Mar 16	Wed	6:00 PM - 10:00 PM	\$499	📖	N
Residential Drafting and Design	DRAF-1008-CPN01	Jan 19 - Mar 17	Tue, Thu	6:00 PM - 9:00 PM	\$689	📖	N
Six Sigma Black Belt	TRAD-9012-DE	Monthly Start			\$499	📖	D
Six Sigma Green Belt	TRAD-9011-DE	Monthly Start			\$499	📖	D
Snowmobile Repair	TRAD-1005-CPN01	Jan 11 - Feb 10	Mon, Wed	6:00 PM - 10:00 PM	\$499		N
Solid Edge - Advanced	TRAD-2011-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$529	📖	N
Solid Edge - Introduction	TRAD-1040-CPN01	Jan 12 - Mar 15	Tue	6:00 PM - 10:00 PM	\$519	📖	N
Statics and Strength of Materials 1	CIVL-1013-DE01	Jan 11 - Apr 25			\$569		D
Surveying 1	CIVL-1014-DE01	Jan 18 - May 2			\$769		D
Surveying 2	CIVL-2026-DE01	Jan 18 - May 2			\$769		D
Sustainable Development Issues	CBST-1042-DE	Monthly Start			\$499		D
TIG Welding	WELD-1013-CPN01	Jan 9 - Feb 6	Sat	8:00 AM - 4:00 PM	\$559		N
TIG Welding	WELD-1013-CPN02	Feb 27 - Apr 2	Sat	8:00 AM - 4:00 PM	\$559		N
Tools - Methods for Improv Qlty	TOOL-1034-CPN01	Jan 21 - Mar 24	Thu	6:00 PM - 10:00 PM	\$499	📖	N
WHMIS Workshop	SEMR-0229-DE	Monthly Start			\$69		D

**Legend:** N - Notre Dame Campus | E - Exchange District Campus | D - Distance Delivery | 📖 - Textbook Required | 📖 - Textbook included in price

**Notes:**

- 1) Please take note of our course codes. These will assist you when completing your registration.
- 2) Distance courses have various delivery methods.

**Distance Delivery:**  
**Self-directed** courses have monthly start dates with specific end dates. These courses let you work at your own pace with instructor support. To determine start dates, enter the course code when using our online registration system.  
**Term** courses have a specified start and end date, a structured schedule, and are facilitated by an instructor. Some term courses are offered just once per year.

Please visit [rrc.ca/coned](http://rrc.ca/coned) to determine prerequisites and delivery methods.



## Sport Management and Administration

**Turn your love of sports into a career in business.**

Prepare for a business or management position in the fast-paced Canadian sports scene.

Develop your skills in the following courses: Sport Management Fundamentals, Managing Volunteers in Sport, and Marketing & Media in Sport Management.

204.694.1789 or 1.866.242.7073 | [cde@rrc.ca](mailto:cde@rrc.ca) | [rrc.ca/sports](http://rrc.ca/sports)



## Recognition of Prior Learning Practitioner (RPL)

Gain the skills needed to effectively practice in the RPL field, or related fields such as Adult Learning, Human Resources, Career and Employment Counselling, and Qualification Recognition.

Learn key functions such as advising, assessing and facilitating of RPL practices and systems.

204.694.1789 or 1.866.242.7073  
[cde@rrc.ca](mailto:cde@rrc.ca) | [rrc.ca/plp](http://rrc.ca/plp)



# Railway Conductor

Do you dream of wide open spaces, where you won't be chained to a desk?

Get the theory and hands-on training needed to launch your career as a railway conductor, all within 15 weeks.

**Learn more at a free information session led by our instructors:**

**When:** 7pm, every Thursday

**Where:** 9-1500 Regent Ave. W.

**Visit [rrc.ca/railway](http://rrc.ca/railway) for more information.**



# Therapeutic Recreation Facilitator for Older Adults

**Enhance the quality of life for our population's fastest growing segment.**

Learn to plan and deliver therapeutic, social and recreational programs for older adults.

Put theory into practice in community and facility-based settings.

204.694.1789 or 1.866.242.7073 | [cde@rrc.ca](mailto:cde@rrc.ca) | [rrc.ca/trf](http://rrc.ca/trf)





## Fast-track Full-time Programs:

**Fast-track your career by completing a program in just three to eleven months!**

Choose from thirteen full-time, industry-recognized certificate programs that deliver the quality, hands-on training you'll need to succeed in the workplace.

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### **Administrative Assistant**

Jan. 11 - May 6, 2016  
May 16 - Sept. 9, 2016

### **NEW! Distribution Technician**

Jan. 12 - April 25, 2016  
Sept. 12 - Dec. 23, 2016

### **Educational Assistant**

Aug. 15, 2016 - Feb. 17, 2017  
Nov. 14, 2016 - June 2, 2017

### **NEW! General Insurance**

Aug. 15, 2016 - July 17, 2017

### **Health Unit Clerk**

Feb. 1 - June 10, 2016

### **Legal Administrative Assistant**

July 4, 2016 - May 17, 2017

### **Medical Device Reprocessing Technician**

Jan. 18 - May 20, 2016

### **Occupational Health and Safety**

Oct. 3, 2016 - June 16, 2017

### **Power Engineering 5th Class**

Jan. 18 - May 13, 2016

### **Professional Photography**

Aug. 25, 2016 - April 28, 2017

### **Railway Conductor**

Jan. 11 - April 22, 2016  
May 9 - Aug. 19, 2016

### **Residential Decorating**

Jan. 4 - May 13, 2016  
Optional Practicum: Sept. 2 - 30, 2016  
July 11 - Nov. 10, 2016

### **Therapeutic Recreation Facilitator for Older Adults**

Sept. 6, 2016 - May 26, 2017

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Visit [rrc.ca/fast-track](http://rrc.ca/fast-track) to learn more about these programs.

# Six Convenient Ways to Register

**Classes fill up fast! Register early and guarantee yourself the best selection of courses and class times.**

1. **Online:** [rrc.ca/coned](http://rrc.ca/coned)
2. **In Person:** Visit the Student Service Centre at Notre Dame Campus or Exchange District Campus
3. **Phone:** 204.694.1789 or 1.866.242.7073
4. **Fax:** 204.633.6489
5. **Mail:** See registration form on the next page
6. **Employer/Sponsorship Registration Service:** Call for sponsorship registration form or visit [rrc.ca/coned](http://rrc.ca/coned)

## Important Information

### 1. Fees:

- are shown in the course schedule
- include a non-refundable \$40 administration fee
- are GST-exempt for most courses

#### Distance Delivery

- Course fees include all costs (a non-refundable \$50 administration fee, course material, textbooks, long distance charges), unless otherwise noted.
- Videos, loaner textbooks and/or readings, etc., are loaned to students and must be returned by the date noted when they are shipped to you.
- Check the website for a course's distance delivery method.

### 2. Full Payment is Due at the Time of Registration

- Please make cheques payable to Red River College.
- Post-dated cheques are not accepted.
- Visa, MasterCard and AmEx are accepted.
- Do not send cash in mail.
- Cash and debit card payment accepted for in-person registration.

### 3. Confirmation of Registration

- Mail, fax or voicemail registrations will be confirmed by telephone within three business days.
- Registration receipts contain important information including dates, times and location, and will be mailed.
- Registration receipts will be included in course package for students who have registered for distance delivery courses.

### 4. Refund Policy

- If you wish to drop your course and be eligible for a refund, requests must be submitted in writing within timelines identified below. Drop/withdrawal forms are available through the RRC Portal at [go.rrc.ca/studentinfo/forms](http://go.rrc.ca/studentinfo/forms) or email your request to [cde@rrc.ca](mailto:cde@rrc.ca).

#### Classroom Delivery

- Partial refunds are available for courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), partial refunds are available eight days prior to the first class.

#### Distance Delivery

- Partial refunds are available if request is made within 10 days from the start of course.
- Refunds will be processed when your entire course package is received in its original condition.

Material must be returned within two business days of the request. Refund amount will be the course fee less the following (where applicable):

- cost of any portion of course package (including textbooks, materials, videotapes, readings, etc.), not returned in its original condition
- cost of shipping
- cost of assignments marked
- cost of telephone and instructional charges incurred for teleconference and tutorial calls

### 5. General Refund Information

- Refund policies are available at [rrc.ca/coned](http://rrc.ca/coned).
- Refunds will be issued in the same form as payment; cash refunds and debit card purchases will be paid by cheque.
- All refund requests are processed through a centralized system. Approved refunds will be processed within 15 business days.
- Original receipts must be presented for refund requests of non-tuition items (parking, fitness classes, tests, etc.).

### 6. Withdrawal Policy

- If you wish to withdraw from your course (after refund deadlines) you must submit your request in writing, a minimum of three weeks prior to the original end date of your course and before writing the final exam. Forms are available through the RRC Portal at [go.rrc.ca/studentinfo/forms](http://go.rrc.ca/studentinfo/forms) or send an email request to [cde@rrc.ca](mailto:cde@rrc.ca).

### 7. Distance Delivery Extension Policy

- If, due to unforeseen circumstances, you cannot complete your self-directed course by the designated end date (identified on your Registration Receipt), you may request an eight-week extension of your studies, with payment of the non-refundable \$75 extension fee. You must make these arrangements three weeks prior to the course end date and there is only one extension allowed per course. Students lose the option to withdraw from a course once extension has been purchased. Extensions are not available for term courses and workshops.

### 8. Course Cancellations

- The College reserves the right to cancel a course.
- Fees and course details are subject to change.
- Unforeseen events may require a course cancellation.
- Notification of changes to course schedule or cancellations will be sent via email to your academic email account.

# Part-time Registration Form

## Student Information:

Last Name		First Name	
Mailing Address			
City		Prov.	Postal Code
Home Telephone		Business Telephone	
Email			
Date of Birth		Student Number	
Country of Origin		Social Insurance Number	

(collected for income tax purposes)

Canadian Citizen   
  Landed Immigrant   
  Refugee Claimant   
 Gender Identity:  Female  Male  
 Student Visa   
  Aboriginal Ancestry   
  Other   
  Another Gender Identity   
  Decline to Answer  
(This may include Aboriginal Two Spirit, Transgender and other)

## Course Information:

Program Name: \_\_\_\_\_

Course Name	Course Code	Section ID	Start Date	Time	Fee	Location (N, E, D)

Legend: N - Notre Dame Campus, E - Exchange District Campus, D - Distance Delivery

If you are requesting to be registered by someone other than yourself (spouse, parent, etc.), please sign and date below:

Signature of Registrant: \_\_\_\_\_ Date: \_\_\_\_\_

**Method of Payment:**   
 Cheque   
 Mastercard   
 Visa   
 AMEX

Credit Card #	Exp. Date	Total Fee \$
Cardholder Signature		

### Tuition Fees:

- Tuition fees must be paid at time of registration.
- You can register anytime but it is best to register at least seven days before the course start dates to ensure a seat in your requested course.

### Refund Policy:

**In Class:** Partial refunds are available for courses (17 hours or more) up to the day before the start of the second class. For workshops (16 hours or less), partial refunds are available eight days prior to the first class.

**Distance Delivery:** Partial refunds are available if request is made within 10 days from the start of course. Request to drop your course must be submitted in writing.

Go to [rrc.ca](http://rrc.ca) for a form (online and printable version) or submit your request by email to [cde@rrc.ca](mailto:cde@rrc.ca).

### School of Continuing Education

C116-2055 Notre Dame Ave.  
Winnipeg, MB R3H 0J9  
Tel: 204.694.1789 Fax: 204.633.6489  
Toll-free: 1.866.242.7073  
Web: [rrc.ca/coned](http://rrc.ca/coned)  
Email: [cde@rrc.ca](mailto:cde@rrc.ca)

Information collected will be used by the College for registration, financial and communication purposes (including phone, email and written correspondence), as well as for statistical and reporting activities. It is collected under authority of Manitoba's Colleges Act and in compliance with the Freedom of Information and Protection of Privacy Act.

**Continuing Education**





RRC Student Photography

 **RED RIVER COLLEGE** | SCHOOL OF CONTINUING EDUCATION

# Professional Photography

**Develop your distinctive style and technical skills with RRC's Professional Photography program.**

Through classroom discussions, projects, guest lectures and field experiences, you will become knowledgeable in all areas of digital imaging and processing.

You will develop hands-on skills in the following areas:

- Digital image manipulation
- Lighting
- SLR (Single-lens reflex) camera operation
- Exposure
- Composition
- Printing
- Editing
- Retouching
- Processing

You will also learn the basic marketing, project management, and entrepreneurial skills required to own and operate a successful photography business.

**Start your career in August 2016.**

**For more information:**

204.694.1789 or 1.866.242.7073 | [cde@rrc.ca](mailto:cde@rrc.ca) | [rrc.ca/pho](http://rrc.ca/pho)