



ARTS & TECHNOLOGY
CENTRE

INTERNATIONAL STUDENT PROGRAM



Enjoy the Journey of Cultural Learning

isp.lrsd.net



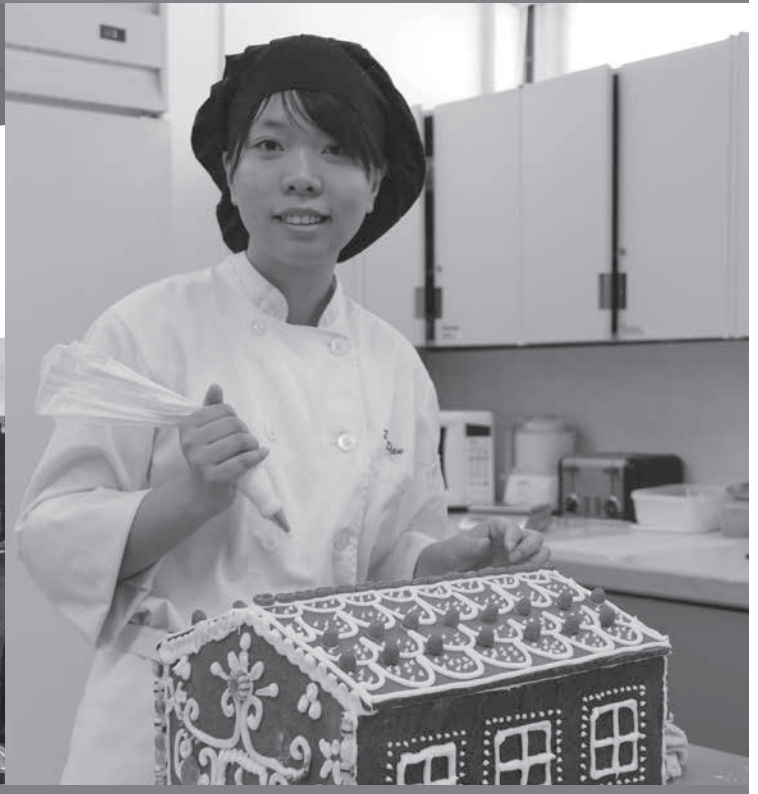
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ATC VISION

The Arts & Technology Centre (ATC) is a leader in career and technical education dedicated to excellence, inspiring individual success and community prosperity.

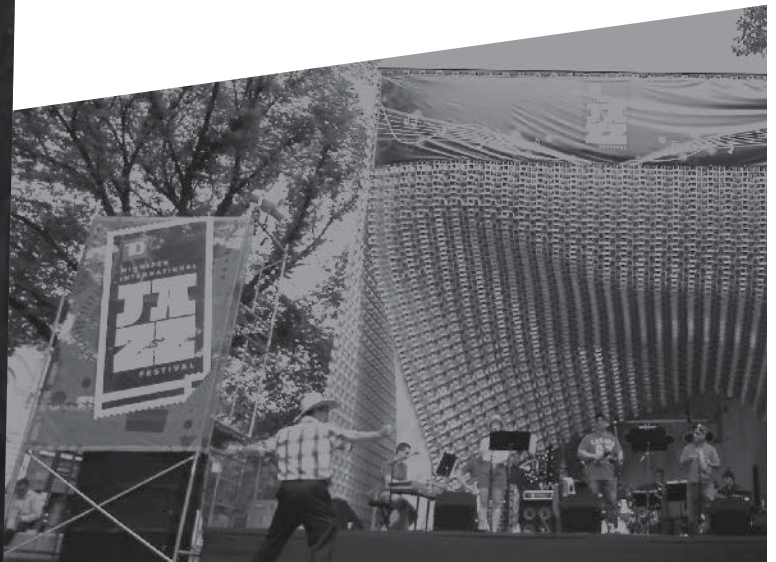


ATC MISSION

The Arts & Technology Centre empowers students to fulfill their goals related to skilled careers, post-secondary education and personal success.

ATC place a priority on quality, industry-driven training in a professional culture defined by high expectations and supportive relationships.

**Begin a
life-changing
experience!**



CONTACT ISP

ISP office is open between 8:30 AM and 4:30 PM, Monday to Friday. The office may be closed for Inservice days.

900 St. Mary's Road • Winnipeg MB • R2M 3R3
Telephone: 1.204.257.7827 • Fax: 1.204.237.7179
isp.lrsd.net

 /lrsdinternational

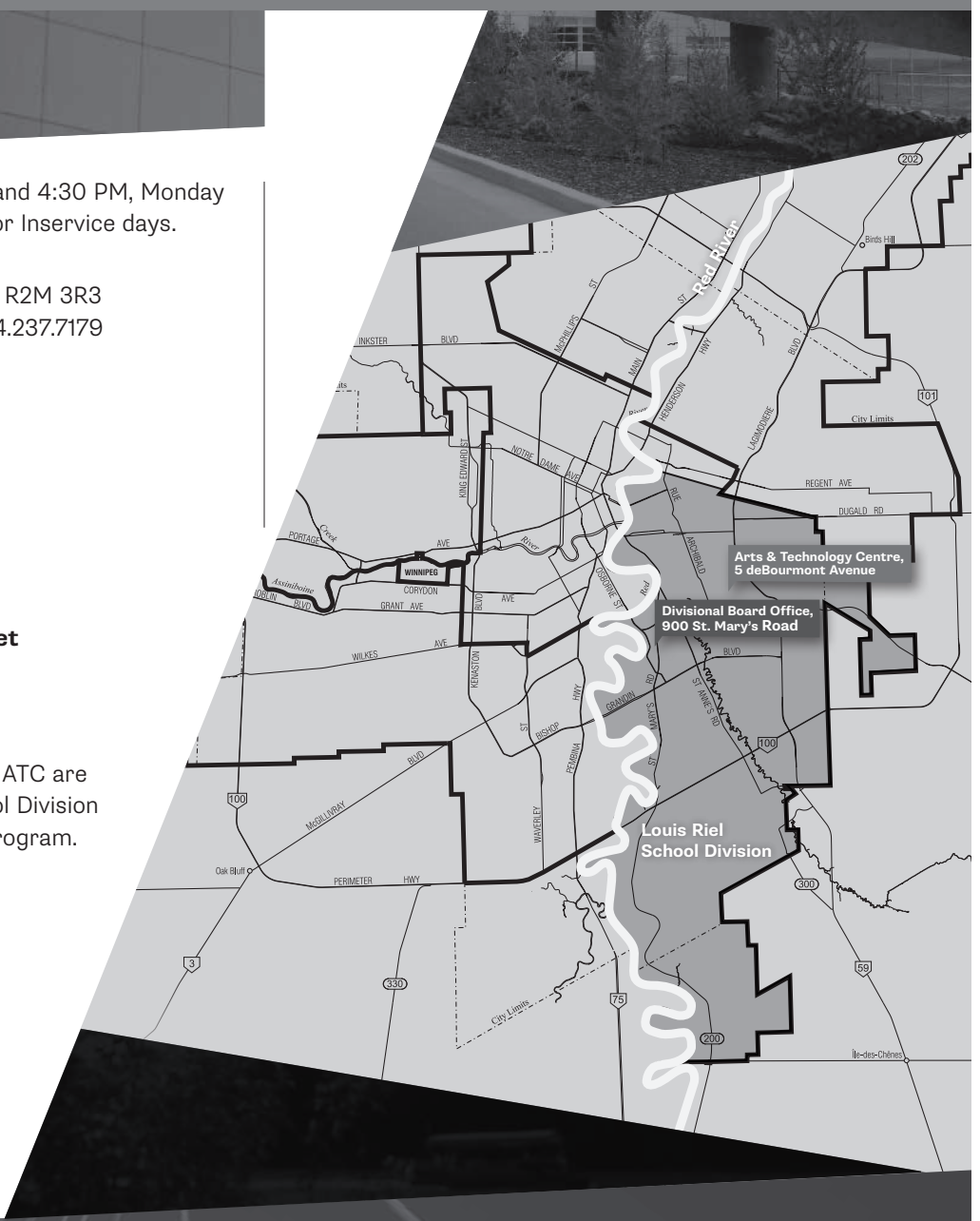
 @lrsd_isp

 @isplrsd

 internationalstudent@lrsd.net

International Students

All International students applying to ATC are asked to contact the Louis Riel School Division Board Office International Student Program. Please visit <http://isp.lrsd.net/> for more information.



LOCATION & MAP

900 St. Mary's Road, Winnipeg, Manitoba, R2M 3R3 Canada

International Student Program
Louis Riel School Division Board Office

Phone 1.204.257.7827

Fax 1.204.237.7179

Open Monday to Friday
8:30 a.m. to 4:30 p.m.



LANGUAGE PROFICIENCY

It is understood that acceptance to ATC requires knowledge of the English language. Students meet the minimum English language requirement of an IELTS academic test score of 6.0 (or an equivalent competency in another English language assessment).

IMPORTANT: Copy of official test results must be submitted to the LRSD International Student Program directly. Tests taken more than 6 months prior to application may not be considered.

FEES AND TUITION

Please refer to our website at isp.lrsd.net for fees and tuition.

Our full school year runs from September to June inclusive and is made of two semesters. Semester 1 is from September to February. Semester 2 is from February to June. Some programs only have two intakes commencing in September or February. Other programs only register students in September.

Please email ispadmissions@lrsd.net for more information.

Refund Policy

Please refer to our website at isp.lrsd.net.

EMPLOYMENT OPPORTUNITIES

In each program there is a suggested list of employment opportunities available.

WORK PRACTICUM CO-OPS

It is the responsibility of the student to research the program vocation and decide if it meets the requirements of the student's future goals. Some of the ATC programs require mandatory work practicums or co-ops. The work practicums or co-ops provide students with relevant practical experience, working knowledge of on-the-job procedures, and an opportunity to build job contacts. ATC will award certificates to students who successfully complete requirements of their program.

Students may have questions pertaining to immigration programs, co-op, work permits, study permits, etc. It is the student's responsibility to consult with an Immigration Consultant or CIC to apply for a co-op and/or work permit in addition to a study permit to complete your program requirements to receive certification at ATC. LRSD is not in a position to advise on immigration matters or information related to co-op or work. The student must rely on up to date information from CIC and follow the requirements of the provincial and federal government to maintain your status in Manitoba and Canada. We will continue to assist students with information pertaining to the programs we offer.

ABOUT WINNIPEG

As the largest city in the capital of Manitoba, Winnipeg is a prosperous and growing urban centre with a diverse population and economy. Home to some of the best cultural festivals, restaurants, professional sports teams and community events, Winnipeg is a hive of activity, commerce, culture, and fun. There are many public colleges and universities in Winnipeg, making it a great place to meet and connect with other students of all ages. Manitoba, known as the friendliest province in Canada has a strong and growing economy, welcoming newcomers with all types of talent and ambition. Winnipeg, one of the 5 best cities in Canada to find a job, has many employment opportunities in high-demand industries, including the skilled trades and a low cost of living.



STAY

There are many private or shared accommodations available for rent in the Louis Riel catchment area or in close proximity. Try using an online search tool (i.e., winnipegrentnet.ca) to find available properties for rent in Winnipeg.

PLAY

Explore the culture at one of Winnipeg's many festivals, including Folklorama, the world's largest and longest running festival, or meet with friends at The Forks, a famous gathering place home to the Canadian Museum for Human Rights. With more than 100 languages and nationalities represented throughout the region, Winnipeg is known as the "cultural cradle of Canada" offering great dining experiences showcasing over 1100 restaurants and 50 types of cuisines to choose from.

Stay energized with local and professional sports teams, including the Winnipeg Jets (NHL hockey), Winnipeg Blue Bombers (football), Winnipeg Goldeyes (Baseball), and many community recreational teams.

Relish in nature with tranquil green spaces, parks and trails at Assiniboine Park, St. Vital Park and Kildonan Park, which has acres of green space located in the heart of the city. Embrace the winter spirit and try ice-skating on over 6 kilometres of skating trail or snowshoeing through one of the city's many community parks. Enjoy the best golf courses at affordable prices.

SAVE

Manitoba is the only province where eligible students may receive a 60% rebate on post-secondary tuition fees! For more information on eligibility, and how to apply, please visit: www.gov.mb.ca/tuitionrebate/.

Manitoba is a great place to study and enjoy life.
"Manitoba, where Canada Heart's beats"



HELPFUL WEBSITE LINKS

School Websites

School websites have helpful information including contact numbers, addresses with maps and school calendars. School websites can be found through the Louis Riel School Division website at:

www.lrsd.net/school/community-of-schools/Pages/default.aspx

Louis Riel School Division International Student Program

isp.lrsd.net

Province of Manitoba International Education Information

www.gov.mb.ca/ie/index.html

Guard.me

All international students in the program are covered under a mandatory Guard.me health insurance plan. Students do not need to purchase additional travel insurance. Please read the coverage and claims details at:

www.guard.me

Manitoba Health

In addition to Guard.me insurance, students studying for longer than 6 months will receive a wallet-sized Manitoba Health card. Manitoba Health will cover students for the same services Manitoba residents receive. For details about Manitoba Health coverage, visit:

<http://www.gov.mb.ca/health/mhsip/#5>.

Citizenship and Immigration Canada

Students can apply for a study permit online and organize all of their application information. This needs to be completed outside of Canada and before a student comes to Canada.

www.cic.gc.ca/english/e-services/index.asp

- Study Permit Extension Application: Students can also apply online to extend their study permits. If they wish to extend their permit, they should apply before their current permit expires.

www.cic.gc.ca/english/information/applications/extend-student.asp



Living in Manitoba

A Government of Manitoba website where students, their parents and adults can go to find information about living in Manitoba. It includes useful information on climate, education and Canadian culture.

www.immigratemanitoba.com

City of Winnipeg

A municipal government website providing information about events, places to visit and other items of interest for people living in or visiting Winnipeg.

www.winnipeg.ca/interhom

Winnipeg Transit

Find out about bus passes, including costs and where to purchase them, bus schedules and search bus routes.

www.winnipegtransit.com

Winnipeg Airport

Check arrival and departure information, travel tips and security information.

www.waa.ca

City of Winnipeg 311

Information Service

www.winnipeg.ca/interhom

Winnipeg Weather

The Government of Canada website for current weather, forecasts and historical weather information.

weather.gc.ca

Tourism Winnipeg

Find out about things to do in Winnipeg, including places to eat, events to watch, activities to enjoy and more.

www.tourismwinnipeg.com

Travel Manitoba

Explore Manitoba, find out about the places to visit, cultural events and activities happening in the Province.

www.travelmanitoba.com/things.to.do

Restaurant Guide

Winnipeg's most popular and unique dining experiences.

www.visitwinnipegnow.com/where-to-eat

PHONE NUMBERS

Louis Riel School Division International Student Program

Main Line - **1.204.257.7827**

Health Links

is a 24-hour, 7-days a week telephone information service available in Manitoba. Whether a student has a small medical question or a more urgent need, they should first call Health Links at: **1.204.788.8200**

City of Winnipeg

General information - **311**

Emergencies

(police, ambulance, fire) - **911**



APPLIED BUSINESS MANAGEMENT

Earn university credits while in high school

Program Description

The Applied Business Management Program is designed for students with a strong personal interest in business, economics and entrepreneurship. Students interested in entrepreneurial endeavours will receive theoretical and practical experiences through project-based learning.

The program provides a strong foundation and a head start for students considering further post-secondary education in business at a college or university.

Part 1 - four credits, offered in Semester 2.

Part 2 - four credits, offered in Semester 1.

Part 1 is a prerequisite for Part 2.

February start only.

Prerequisites and Beneficial Skills

- High school students must have completed Grade 10
- Post-secondary students must have completed Grade 12
- Applicants not meeting the entrance requirements may be accepted as mature students. Skills assessment may be required
- Basic keyboarding skills and basic knowledge of Windows operating system is also recommended
- Ability to follow directions, work with minimum supervision and meet deadlines
- Ability to work in a team environment
- Good communication and interpersonal skills
- Attention to neatness, detail and organization

Work Practicum

In part two of the program, students will be provided the opportunity to work with clients over a period of four months. Students will design and develop a marketing plan based on the client's needs. Students will not be required to work off-site. Occasionally, students may be required to meet clients at their place of business.

Certification

Dual Credit Courses

Upon completion of the program, in addition to the eight high school credits, students will be able to earn up to six credit hours at the University of Winnipeg. The dual credit courses are Introduction to Business (BUS-1201(3)) and Fundamentals of Financial Accounting (BUS-2002(3)).



Employment Opportunities

Students graduating from this program may pursue further education in business, marketing or finance at a university or college. The skills and knowledge gained from this program will enable students to develop their own entrepreneurship endeavours.

Tuition/Fees (may be subject to change)

Application Fee: \$20 (n/a for high school students)

Tuition: NO COST (high school students)
\$4150 full program
\$2075 per semester

Student Fee: \$25 per semester

Textbook Fee: \$100 (refundable)

Tuition is currently under review and will be assessed at time of registration.

Program Advantages

- Opportunity to earn university credits
- A combination of theory and project based learning
- Manual and computerized accounting
- Working collaboratively with students and other programs
- Working with clients in real world settings
- Developing effective management strategies
- Develop and implement projects to benefit the community

Courses

PART 1

INTRODUCTION TO BUSINESS 1 (BUS-1201(3)) Dual Credit University/High School Course .5

COURSE CODE: TBD

This course introduces fundamental concepts related to current business trends, business ownership, entrepreneurship, general management including organizational behaviour and human resources management. Emphasis is placed on relating course material to current events in the business world. 1

Accounting Essentials

COURSE CODE: TBD (30S)

Accounting Essentials will provide students the opportunity to gain an understanding of basic accounting concepts and principles. With an emphasis on accounting for a service business, students will apply their knowledge and skills to complete the stages of the accounting cycle. Note: The first half of this course will be completed in the second half of Part 1.

Personal Finance

COURSE CODE: TBD (20S)

Personal Finance focuses on developing fundamental financial literacy skills, including the value of money, basic economics, budgeting, saving, financial institution services, and investing.

Venture Development

COURSE CODE: TBD (30S)

Students will focus most of their time on planning, creating, implementing, evaluating, and growing a business venture. This course compliments the studies of any business student whether in Commerce, Communication, Entrepreneurship, or Finance strands.

Topics and Trends in Business

COURSE CODE: TBD (40S)

Topics and Trends in business uses an inquiry based learning model to allow students to explore current or emerging topics, trends, and opportunities related to business. Topics may focus on a local, national, or global level. Students have the opportunity to develop essential questions, set learning goals, research, plan, problem solve, and present their findings.

Part 1 Project

Part 1 of the program will be set up with equal parts course work and project based learning. The project completed during Part 1 of the program will consist of a social entrepreneurship venture. Students will meet the outcomes of the Accounting Essentials 30s and Venture Development 30S courses by means of running a venture aimed to meet the needs of those in the community.

PART 2

FUNDAMENTALS OF FINANCIAL ACCOUNTING (BUS-2002(3))

Dual Credit University/High School Course .5

COURSE CODE: TBD

An introduction to the accounting postulates used in preparing and presenting financial statements and a brief study of the role of accounting in the creation and application of business information.

Accounting Essentials

COURSE CODE: TBD (30S)

Accounting Essentials will provide students the opportunity to gain an understanding of basic accounting concepts and principles. With an emphasis on accounting for a service business, students will apply their knowledge and skills to complete the stages of the accounting cycle. Note: The second half of this course will be completed in the first half of Part 2.

Economic Principles

COURSE CODE: TBD (40S)

Economic Principles focuses on both micro and macroeconomic principles including systems and structures, supply and demand, market influences, the global market, and decision making related to economic factors. This course is designed for students wanting to learn more about how the economy impacts personal and business decisions at a local, national, and global level.

Marketing and Digital Commerce

COURSE CODE: TBD (40S)

Marketing and Digital Commerce will provide students the opportunity to develop an understanding of marketing activities from both a theoretical and practical approach. The course focuses on applying marketing concepts, principles, and strategies in making decisions related to product, price, place, and promotion. Students will have the opportunity to apply the concepts and their creativity through hands on application of a marketing plan.

Venture Management

COURSE CODE: TBD (40S)

Venture Management focuses on developing skills in planning, leading, organizing, controlling, and staffing. Students will study various management styles and participate in activities related to human resources, inventory, finance, and project management. The focus of the course will be to develop effective management strategies in various settings.

Part 2 Project

Part 2 of the program will be set up with equal parts course work and project based learning. The project completed during Part 2 of the program will consist of a marketing plan. Students will meet the outcomes of the Marketing and Digital Communications 40S and Venture Management 40S courses by developing a marketing plan for real world clients. Students will find clients, determine the needs of the clients, research potential solutions, develop a plan of action, and develop a marketing plan aimed at improving the business prospects for their clients.

AUTOMOTIVE TECHNOLOGY

Program Description

The Automotive Technology Program is designed for students with a strong personal interest in auto mechanics and to prepare students for employment, apprenticeship or further education in the automotive industry. The program consists of classroom theory, lab practice and shop work.

ATC's Automotive Technology program teaches the fundamentals of the current drive train management systems. Students are actively involved in the automotive electronics course designed to bring them up-to-date on the latest automotive technology. Students repair actual vehicle faults using advanced diagnostic equipment.

Part 1 * - four credits offered in Semester 2.

Part 2 * - four credits offered in Semester 1.

Part 1 is a prerequisite for Part 2.

* Students may be required to make up any hours missed in one part of the program to be eligible to proceed to the next part.

February start only.



Begin a career in the Automotive industry today!

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Mechanical aptitude and manual dexterity.
- Good problem-solving skills.
- Ability to follow schedules and meet deadlines.

Work Practicum

A four-week, mandatory work practicum is a component in the second semester of the program. This valuable component provides students with relevant practical experience, working knowledge of on-the-job procedures, and an opportunity to develop employment contacts.

Certification

ATC will award certificates to students who successfully complete all requirements of this eight-credit program.

Employment Opportunities

Students who successfully complete the program obtain employment in many areas of the automotive industry such as technical, service, parts and retail sectors.

Apprenticeship Opportunities

The Automotive Technology program at ATC is accredited by Apprenticeship Manitoba under the trade of **Automotive Service Technician**. To receive credit for Level 1 in-school Technical Training and a time credit of 900 hours, students must:

- Successfully complete the Automotive Technology program at ATC
- Maintain a minimum 70% average in both theory and practical
- Gain employment and register as apprentices within two years of graduating from the program.

Articulation Agreement with Red River College (RRC)

RRC recognizes (as documented on the RRC website) that graduates of the Arts & Technology Centre Automotive Technology program who have maintained a 70% average in both theory and practical, may be eligible for advanced credit in the Automotive Technician - Certificate program and therefore may gain direct entry into the more advanced Automotive Technician - Diploma program.

Program Advantages

- All major automotive systems covered
- State-of-the-art diagnostic equipment
- Well-equipped 12 bay shop
- Teachers are Certified Automotive Technicians with current industry experience
- Industry work practicum (4 weeks)
- Articulation with Red River College
- Manitoba Apprenticeship Level 1 certified

Courses

PART 1

Introduction to Automotive Technology

COURSE CODE: 8696 (20S)

In order to develop skills in the automotive industry, students must have knowledge of the basic principles related to automotive systems and service. Students learn safety, tools and equipment including Oxy-Acetylene welding and cutting, automotive systems and service procedures and are introduced to diagnosis strategies.

Chassis, Fundamentals & Service

COURSE CODE: 8698 (30S)

In order to develop skills in the automotive industry, students must have a knowledge of basic principles of the vehicle chassis and its brake system. The student will be able to describe, diagnose and repair braking, steering, and suspension systems. The student will develop an understanding of the principles of wheel and steering alignment and be able to apply the principles to diagnose and align steering systems.

Engine Fundamentals & Service

COURSE CODE: 8697 (30S)

In order to develop skills in the automotive industry, students must have knowledge of the basic principles of the internal-combustion engine, the inner workings and relations of the engine components and how those relate to vehicle operation. The student will learn the procedures to service, repair and replace engines and their components.

Drive Train Fundamentals & Service

COURSE CODE: 8699 (30S)

In order to develop skills in the automotive industry, students must have knowledge of the vehicle drivetrain. The student will develop an understanding of the different drivetrain configurations and their components. The student will be able to diagnose and repair a variety of drive train components.

PART 2

Automotive Electrical Systems

COURSE CODE: 8700 (40S)

In order to develop skills in the automotive industry, students must have knowledge of the basic principles of automotive electrical systems. The student will understand the principles of electricity and electronics as they relate to automotive systems. The student will be able to diagnose, service and repair automotive electrical circuits and components.

Vehicle Systems, Part 1

COURSE CODE: 8701 (40S)

In order to develop skills in the automotive industry, students must have knowledge of the operation of the automotive electronic and control systems. Students' knowledge in electrical systems will be further enhanced by learning about the principles of ignition, control, and communications systems. The student will be able to diagnose, service, and repair ignition, control, and communications systems.

Vehicle Systems, Part 2

COURSE CODE: 8702 (40S)

In order to develop skills in the automotive industry, students must have knowledge of engine management and emission systems, hybrid vehicle systems, as well as gas metal arc (MIG) welding. The student will understand the principles of fuel supply, metering, and vehicle emissions. The student will be able to use electronic diagnostic interface to diagnose, service, and repair engine management and emission systems.

Applied Diagnostic Strategies

COURSE CODE: 8703 (40S)

In order to develop skills in the automotive industry, students must be able to apply diagnostic strategies to a variety of vehicle systems and components. The student will demonstrate the ability to diagnose and correct customer concerns and to complete vehicle repairs to accepted industry standards.



BAKING & PASTRY ARTS

Program Description

This eight-credit program is designed for students with a strong personal interest in pastry and specialty baking. The program is comprised of both theory and practical training. The program offers instruction in bakeshop management, including specialized tools and equipment, control of the baking process, chemical leavening agents, planning and preparation of numerous types of pastries, breads, specialty desserts and cakes.

Students will also study topics such as hygiene and sanitation, preparation, storage and handling of supplies and ingredients.

Part 1 – four credits offered in Semester 1.
Part 2 – four credits offered in Semester 2.
Part 2 may be taken before Part 1.
September or February start.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Creative aptitude.
- Ability to meet deadlines and work in a fast-paced environment.

Work Practicum

All practical work is performed in the on-site bakeshop facility. Therefore, students do not participate in an off-site work practicum placement.

Certification

ATC will award certificates to students who successfully complete requirements of this eight-credit program.

Employment Opportunities

Students can obtain entry-level positions in retail and commercial bakeries, specialty shops, company and health-care cafeterias, hotel and restaurant dining rooms, catering companies, cruise ships or international resorts.



Explore another dimension of the culinary industry!

Program Advantages

- Baking skills and special pastries
- Menu planning and bakeshop management
- Fast growing industry with many employment opportunities
- Culinary competitions and catering opportunities

Courses

PART 1

Introduction to Baking & Pastry Arts

COURSE CODE: 8324 (20S)

- Health and sanitation
- Basic ingredients
- Preparation, storage and handling
- Measurements and conversions
- Identification of specialized tools

Introduction to Recipe Formulations

COURSE CODE: 8374 (40S)

- Select sauces
- Frozen desserts
- Coulis, crème fraîche
- Exploring classical desserts

Quick Breads, Cookies, Doughnuts, & Pies

COURSE CODE: 8338 (30S)

- Biscuit production
- Scone production
- Pancake and crepe production
- Understanding mixing methods
- Understanding and controlling textures

Yeast & Dough Products

COURSE CODE: 8339 (30S)

- Danish pastries
- Doughnuts and sweet products
- Understanding and controlling yeast

PART 2

Tarts & Special Pastries

COURSE CODE: 8359 (40S)

- Custards and creams
- Rolled-in dough
- Pies, crusts and fillings
- Classical European-style tortes
- Tarts and special pastries

Cakes, Fillings, Icings, & Decorations

COURSE CODE: 8358 (30S)

- Special occasion and seasonal pieces
- Controlling the baking process
- Basic syrups
- Creams and sauces
- Icings and decorations

Advanced Baking & Pastries

COURSE CODE: 8998 (40S)

- Structure and use of recipes
- Nutritional requirements and needs
- Classic and modern desserts
- Basic chocolate and sugar work

Advanced Bread Products

COURSE CODE: 8375 (40S)

- Artisan breads
- Unleavened breads
- Started doughs
- Sourdoughs
- Flatbreads and crackers

Prepare to work in commercial bakeries and specialty pastry shops.



BROADCAST MEDIA

Program Description

Broadcast Media consists of the production and transmission of audio or video programming for a variety of media, including radio, television, and the Internet. The Broadcast Media Technology program focuses on developing the knowledge, skills and attitudes required to produce and transmit videos, short films, documentaries, newscasts, news stories and commercials.

Students will be exposed to broadcast theory, which they will put into practice in all areas of pre-production, production and post-production. Graduates of the program will be equipped with the knowledge, skills and attitudes to find entry-level employment in the broadcasting industry as general operators, television assistants, camera operators, and editors. They will also have the opportunity to continue their education in post-secondary institutions in areas such as New Media Design, Creative Communications, New Media or Interactive Media Arts.

Higher level of English may be required for this course.

Part 1 - four credits offered in Semester 2.

Part 2 - four credits offered in Semester 1.

* Students may be required to make up any hours missed in one part of the program to be eligible to proceed to the next part.

February start only.

Prerequisites and Beneficial Skills

- High School students must have completed Grade 10
- Post-secondary students must have completed Grade 12.
- Basic keyboarding skills and basic knowledge of computer operating systems are recommended
- Strong communication and customer service skills
- Good problem-solving skills.

Work Practicum

Students will gain hands-on experience while participating in a mandatory work practicum with the school's online TV station - LRSD TV. Students will be required to participate in various evening and weekend events in the community.



Begin your training in broadcast media now!

Employment Opportunities

Students who complete the program may find employment at a television station, video production company, place of worship, school, arena, stadium, video department in a corporation, or in their personal video business.

Program Advantages

- Hands-on experience
- Communications and employability skills
- State-of-the-art, industry-quality equipment
- Skills and knowledge applicable to other professional designations including education and public relations
- Preparation for related fields at college or university
- Instructor has over 20 years of experience in the broadcasting field

Courses

PART 1

Introduction to Broadcast Media Technology

COURSE CODE: 9116 (20S)

Students are introduced to the tasks and equipment used in video, film, and audio production in a variety of projects. They will learn the basic skills, duties, and roles involved in the pre-production, production, and post production of different types of media. They will also develop a stronger understanding of the importance of media in today's society.

Multi-Camera Production for Broadcast Media

COURSE CODE: 9117 (30S)

Students will focus on basic multi-camera production in a studio setting. Students will be introduced to the various roles involved in a studio and control room environment. They will also understand and create scripts, lineups, and content for their productions. They will also produce various types of video programs in a multi-camera production environment.

Video Post-Production for Broadcast Media

COURSE CODE: 9118 (30S)

Students will focus on non-linear post-production for broadcast media. Students will be introduced to non-linear editing software and will learn basic editing skills. They will also be setting up software, managing files, and importing and exporting projects. They will also be exposed to compositing and graphic design elements in the editing software.

Single Camera Production for Broadcast Media

COURSE CODE: 9119 (30S)

Designed to enhance all aspects of single camera production when on location or in the field. Students will discuss and enhance previous skills in all areas of production. They will learn theory related to lighting, camera functions and operation, script writing, storyboarding, and editing techniques. This course will also introduce the student to interviewing techniques and three-point lighting.

PART 2

Electronic News Gathering for Broadcast Media

COURSE CODE: 9120 (40S)

Students will focus on television news field reporting. Students will discuss and produce news items for various media platforms. They will also be assigned various roles in electronic news gathering including reporting, producing, camera operation, and post-production editing. Students will analyze and critique various news outlets and styles of electronic news gathering (E.N.G.)

Documentary & Film Production for Broadcast Media

COURSE CODE: 9121 (40S)

Designed to expose students to the film industry by producing short films and documentaries either on location or in a studio or sound stage. Students will learn the various job roles, as well as all areas of production. Students will also analyze and critique various films and documentaries for style, storytelling, and cultural impact.

Advanced Multi-Camera Production for Broadcast Media

COURSE CODE: 9122 (40S)

Designed to cover an in-depth analysis of multi-camera video production for news and sporting events in a studio setting. It includes advanced training in multi-camera video production. Students will be able to produce professional quality newscasts, or live sports coverage upon completion of this course.

Applied Broadcast Media Technology

COURSE CODE: 9123 (40S)

Designed to have students utilize their current skill sets in practical applications. Students will initiate and manage the production and transmission of projects. Students will also create a portfolio and resume to explore employment opportunities. Students will also learn the business practices of media outlets, and self-marketing strategies.



CULINARY ARTS

Program Description

This eight-credit program is designed for students with a strong personal interest in culinary arts. It includes a blend of practical, theory, entrepreneurship, catering and daily on-the-job training. It develops cooking skills and introduces students to business management techniques.

The Culinary Arts Program offers instruction in the purchase, preparation, costing and serving of food on a commercial basis. Students will study topics such as hygiene, kitchen operation and management. The second part of the program will include a work practicum component where students will gain experience in the workplace.

Part 1* - four credits offered in Semesters 1 & 2.

Part 2* - four credits offered in Semesters 1 & 2.

Part 1 is a prerequisite for Part 2.

September or February start.

* Students may be required to make up any hours missed in one part of the program to be eligible to proceed to the next part.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Creative aptitude.
- Ability to meet deadlines and work in a fast-paced environment.
- Enjoy working as part of a team.
- Professional attitude and respect for kitchen cultures.

Work Practicum

A five-week, mandatory work practicum is a component in the student's second term of the program. This valuable component provides students with relevant practical experience, working knowledge of on-the-job procedures, and an opportunity to develop job contacts.

Certification

ATC will award certificates to students who successfully complete requirements of this eight-credit program while maintaining an overall average of 60%. Students must complete all required hours.



Join the labour force in one of the fastest growing industries in Canada.

Apprenticeship Opportunities

The Culinary Arts program at ATC is accredited by Apprenticeship Manitoba under the trade of Cook. To receive credit for Level 1 in-school Technical Training and a time credit of 1350 hours students must:

- successfully complete the Culinary Arts program at ATC,
- maintain an accumulative average of 70% or better in the trade subjects, and
- gain employment and register as an apprentice within two years of graduating.

Articulation Agreement with Red River College (RRC)

RRC recognizes (as documented on the RRC website) that graduates of high school vocational programs are eligible for advanced credit in the Culinary Arts program. Therefore, students who have graduated from the Culinary Arts program at ATC are eligible to qualify for advanced standing in the Culinary Arts program at RRC (at the discretion of RRC).

Program Advantages

- Principles in food preparation and presentation
- Menu planning and nutrition
- Kitchen management, catering and entrepreneurship
- Culinary competitions
- Teachers are certified Chefs with current industry experience
- World-wide employment opportunities
- Industry work practicum (5 weeks)
- Articulation with Red River College
- Apprenticeship Manitoba Level 1 certified
- Education for sustainable development
- Incorporating Indigenous perspectives

Courses

PART 1

Cooking Principles

COURSE CODE: 8791 (20S)

- Introduction to food services
- Basics of food production
- Hand tools and kitchen equipment
- Food Safe, Sanitation and Hygiene certification
- Cooking principles and methods
- Techniques for visually appealing plated food

Breakfast and Dairy

COURSE CODE: 8796 (40S)

- Preparation of egg products and a wide range of breakfast items
- Produce breakfast meats and quick breads such as pancakes and French toast
- Theory and preparation of dairy products and beverages

Stocks, Soups & Sauces

COURSE CODE: 8795 (40S)

- Production of a variety of stocks
- Classification and service of soups
- Production of the five Mother sauces and secondary sauces

Meats, Poultry, Fish & Seafood

COURSE CODE: 8798 (40S)

- Composition, structure and inspection of meats and poultry items
- Deboning and fabrication of various types of meats
- Fish, seafood and crustacean identification and preparation

PART 2

Patisserie & Baking

COURSE CODE: 8793 (30S)

- Understanding types of flours, bakeshop ingredients, and their uses
- Production of yeast and non-yeast doughs and products
- Preparation of quick breads, cookies, pastries, pies, and cakes

Menu Planning & Food Costing

COURSE CODE: 8797 (40S)

- Structure and use of recipes
- Culinary math
- Nutritional requirements and special diets
- Food costing
- Menu planning

Vegetables, Fungi, Starches, and Farinaceous Products

COURSE CODE: 8794 (30S)

- Theory and preparation of fruits and vegetable cookery
- Production of a variety of potato, rice, and pasta dishes
- Working with a variety of legumes and types of grains

Garde-Manger

COURSE CODE: 8792 (30S)

- Preparation of salads and salad dressings
- Production of sandwiches, canapés, and hors d'oeuvres
- Garnishing, plating techniques, and buffet setup
- Hors d'oeuvres, sandwiches and canapés

The student, in consultation with the teacher, will develop a program to suit the student's individual interest such as ethnic cooking, haute cuisine, short order or meat cutting. Instruction is available to students wishing to participate in culinary competitions.



EARLY CHILDHOOD EDUCATOR

Program Description

This eight-credit program is designed for students with strong personal interest in early childhood education and to prepare students for employment in child care centres. The program provides a strong foundation and a head start for students considering further post-secondary education leading to the Early Childhood Educator II (ECE II) designation.

The program is delivered in a teacher-led classroom environment. Students learn comprehensive child development theory focused on infancy & toddlerhood. Students develop skills in providing physical health & safety, nurturing care, an environment for play as well as skills to communicate, interact with children through play and to use guidance practices.

Part 1 - four credits offered in Semester 1.

Part 2 - four credits offered in Semester 2.

Part 2 may be taken before Part 1.

September or February start.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Good problem-solving and organizational skills.
- Motivation, creativity and an aptitude for working with children.
- A **child abuse registry** and a **criminal records check** may be required for work practicum. Students must apply prior to the start of the semester.
www.gov.mb.ca/fs/childfam/child_abuse_registry
http://www.winnipeg.ca/police/pr/info_request.stm

Work Practicum

On Wednesdays and Thursdays students will gain hands-on experience while participating in a mandatory work practicum in a child care facility (days of week subject to change). Work practicum assessment is integrated into each course.

Certification

ATC will award certificates to students who successfully complete all eight courses.



Start your career in child care now.

Articulation Agreement with Red River College (RRC)

Students who complete the ATC program with a minimum average of 65% in each course and who pass a practicum to Red River College's satisfaction can apply to enter directly into Term 2 of the four-term Early Childhood Education program at Red River College.

Employment Opportunities

Students who successfully complete the program may find employment in a daycare, pre-school, after school program or any other child care facility in the capacity of a Child Care Assistant. Students may also consider opening a home daycare or completing their post-secondary studies at RRC in order to obtain the Early Childhood Educator II designation.

Program Advantages

- Comprehensive child development theory
- Guidance practices and interaction through play
- Communication in a child care facility
- Weekly work practicum in a child care facility
- Articulation with Red River College
- Skills and knowledge applicable to other professional designations including education, nursing and social work

Courses

PART 1

Applied Child Care – Guidance

COURSE CODE: 8667 (40S)

Students will learn effective guidance practices to help children learn how to consider their actions and develop self-regulation.

- Indirect, physical, verbal and affective guidance
- Group experiences, rules and limits for positive guidance

Human Development

COURSE CODE: 8656 (30S)

From conception to death, the theories of development provide a way to view human behaviour. This course allows the student to observe and interpret children's growth as part of a complex lifelong process.

- Theories of development
- Milestones in the life span continuum
- Observation methods in the study of development

Children's Behaviour – Inclusion

COURSE CODE: 8654 (30S)

Students will explore the contemporary and historical perspectives of inclusion and consider the challenges and barriers to inclusiveness in Early Childhood environments.

- Inclusion in the community
- Benefits of inclusion for children and families
- Inclusive Early Childhood Education programs
- Characteristics of effective Early Childhood Educators in inclusive settings

Family Dynamics – Diversity

COURSE CODE: 8662 (40S)

There are many cultural dimensions to Canadian families. This course will allow students to consider the importance of recognizing, respecting and reinforcing the culture of each child and family within the Early Childhood setting.

- Components of cultural identity
- Cultural dimensions of Canadian and Manitoban families
- Reflecting diversity in program environments
- UN Convention on the Rights of the Child

PART 2

Applied Child Care – Nurturing Care

COURSE CODE: 8666 (40S)

Students will explore and demonstrate the qualities required to interact and communicate with children in a nurturing and respectful way.

- Strategies for communicating with children
- Importance of nurturing communication
- Nurturing qualities of an Early Childhood Educator

Advanced Preschool – Infants & Toddlers

COURSE CODE: 8664 (40S)

A study of prenatal development as the blueprint of who a child will become. Focus on rapid and critical growth of an infant and the transition to toddlerhood.

- Genetic and environmental factors that influence development
- Prenatal development and birth
- Physical, cognitive, emotional and social development

Curriculum Ideas – Play

COURSE CODE: 8655 (30S)

Students learn how to recognize and facilitate play in the children's centre. Working with children will provide opportunities to demonstrate play interactions and to develop and practice skills.

- Play and the changing views of its importance
- Theories of play with an emphasis on the play-based approach
- Role of the Early Childhood Educator in facilitating play indoors and outdoors

Applied Child Care – Plan for Play

COURSE CODE: 8659 (30S)

A look at the role Early Childhood Educators play in planning, implementing and evaluating play-based experiences. Students will evaluate readily available, creative materials and equipment that can be used to enhance play and learning.

- Criteria for selecting play materials
- Appropriate equipment for indoor and outdoor play
- Recycled and handmade materials in play-based learning
- Developmentally appropriate experiences for children

Follow your passion for working with children.



ELECTRICAL TRADES

Program Description

This eight-credit program is designed for students with strong personal interest in Electrical Trades and to prepare students for Apprenticeship. The program provides a strong foundation in residential and commercial wiring and variety of electrical installations. The program places heavy emphasis on understanding and interpreting the Canadian Electrical Code and safe practice. Upon completion, students will be prepared to begin Apprenticeship or continue further post-secondary education in related field.

The program is delivered in a teacher-led classroom environment with access to a new, on-site lab facility.

Part 1 – four credits offered in Semester 2.

Part 2 – four credits offered in Semester 1.

Part 1 is a prerequisite for Part 2.

February start only.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Mathematical aptitude or successful completion of Grade 10 Applied Math is strongly recommended for high school students.
- Good reading skills.
- Ability to distinguish colours.
- Good physical health and manual dexterity.
- Ability to work in a team environment.
- Good communication skills.

Work Practicum

All practical work is performed in the on-site lab facility. Therefore, students do not participate in an off-site work practicum placement.

Certification

ATC will award certificates to students who successfully complete all eight courses.



Explore the potential of a career
in electrical trades.

Apprenticeship and Employment Opportunities

The Electrical Trades program at ATC is accredited by Apprenticeship Manitoba under the trades of Construction Electrician, Industrial Electrician, and Power Electrician. To receive credit for Level 1 in-school Technical Training and a time credit of 900 hours students must:

- successfully complete the Electrical Trades program at ATC,
- maintain an accumulative average of 70% or better in the trade subjects, and
- gain employment and register as an apprentice within two years of graduating.*

** Students who gain employment and register as an apprentice within up to four years of graduating may write a placement test to determine eligibility.*

Program Advantages

- Comprehensive theory
- Relevant practical skills in new on-site lab facility
- Strong focus on current Canadian Electrical Code
- Preparation for Apprenticeship or further post-secondary education in related fields
- Teacher is a certified Journeyman

Courses

PART 1

Introduction to Electrical Trades Technology

COURSE CODE: 9055 (20S)

This course will provide an overview of the field of electrical construction and safety. A variety of common electrical circuits found in a typical residential installation will be examined. Students will perform wiring in a series of projects, from simple to more complex circuits. Proper wiring methods as well as wiring in accordance with the Canadian Electrical Code will be stressed.

Electrical Trades DC Fundamentals

COURSE CODE: 9056 (30S)

This course is a study of basic principles of electronics, including the relevant mathematics and physics. The course focuses on using Ohm's Law to solve for current, voltage, resistance, power in series, parallel and combination circuits. Students will practice and apply their knowledge in a series of experiments using the Lab Volt testing equipment.

Residential Wiring

COURSE CODE: 9057 (30S)

Students will research, locate topics and interpret the CEC. Students will learn how to perform the calculations required to install various types of conduit as outlined in the CEC.

Advanced Residential Wiring

COURSE CODE: 9059 (40S)

Students will build on the knowledge and skills developed in residential wiring. Students will work with home automation technologies, residential blueprint reading, as well as demand load and service calculations.

PART 2

Electrical Wiring Methods

COURSE CODE: 9058 (30S)

Students will research various wiring methods and perform necessary calculations according to the CEC rules associated with them. They will learn to interpret blueprints, install various types of raceways and cables.

Electrical Trades AC Fundamentals

COURSE CODE: 9060 (30S)

This course deals with the principles of Alternating Current and its application in Electrical Circuits. Students will study Alternating Current theories, sine waves magnetism, magnetic induction, and solve AC Circuit problems. In this course students will solve AC circuit problems using right angle trigonometry and the Pythagoras theory for AC series and parallel circuits that contain resistors, capacitors and inductors.

Advanced Electrical Wiring Methods

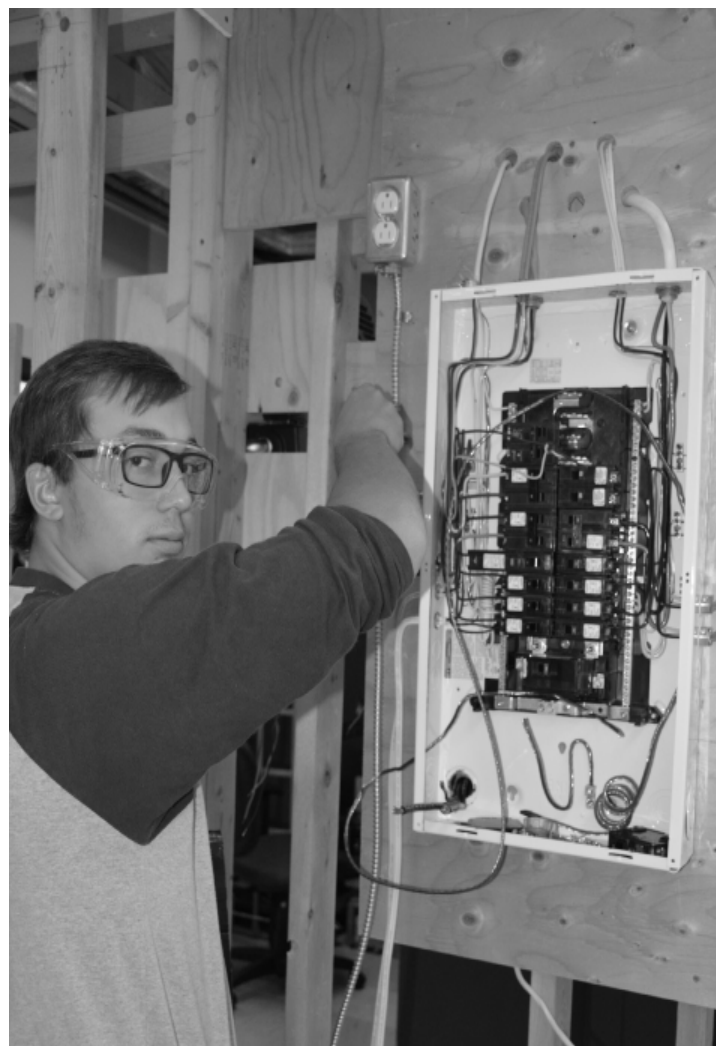
COURSE CODE: 9061 (40S)

Students will build on the knowledge and skills learned in Electrical Wiring Methods. Students will be introduced to generators, motors, motor controls, relays, timers. This course will involve blueprint reading, research projects, and hands on experience in the classroom and lab facility.

Applied Electrical Trades Technology

COURSE CODE: 9062 (40S)

Review professional and Apprenticeship Manitoba guidelines and requirements. WHMIS training, First Aid and CPR instruction are incorporated into this course to prepare students for the workforce. Students will receive training in various areas including project management, human relations, customer service, organizational skills, small business operation and apprenticeship applications.



Begin your career in electrical trades with in-school training.

ESTHETICS

Program Description

This 11-credit program will provide students with the knowledge and skills necessary for all aspects of Esthetics including manicures and pedicures, nail extensions, nail art and treatments, skin care and treatments, make-up artistry and hair removal. The program will provide students with theory and practical on-the-job training on mannequins and clients in a modern, well-equipped salon facility.

Part 1* - five credits, offered in Semesters 1 & 2.

Part 2* - six credits offered in Semesters 1 & 2.

Part 1 is a prerequisite to Part 2.

September or February start.

* Students must have the required hours from part one of the program to be eligible to proceed to the next part.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Ability to work in a team environment.
- Creative aptitude and manual dexterity.
- Enjoy working with the public.
- Knowledge and practice of basic hygiene.

Work Practicum

Students will have the opportunity to work with real clients over the course of their program in the school's salon and will not be required to work off-site.

Certification

ATC Certificates will be issued after successful completion of the full program. Students must maintain a minimum accumulative average of 70% and complete all required hours to be eligible to receive a certificate. Esthetics is a designated trade by Apprenticeship Manitoba.



Pursue your interest and a career in nail and skin care.

Apprenticeship and Employment Opportunities

The Esthetics program at ATC is accredited by Apprenticeship Manitoba under the trade of **Esthetician**.

To become an apprentice in the trade of **Esthetician**, students must:

- successfully complete the Esthetics program at ATC (1064 hours),
- maintain an accumulative average of 70% or better in the trade subjects,
- obtain a grade of 70% or higher on each component of the in-school practical exam administered by Apprenticeship Manitoba,
- have a completed Grade 12 high school standing or equivalent, and
- gain employment under the supervision of a Journeyperson Esthetician and register as apprentices.

During the two-year apprenticeship, a theory exam will be administered by Apprenticeship Manitoba.

Program Advantages

- Comprehensive training in the latest esthetics treatments
- Creative design through nail art and make-up application
- Industry trade shows and competitions
- State-of-the-art salon
- Certified and licensed Esthetics teachers
- Industry-sponsored scholarship opportunities
- Apprenticeship Manitoba accreditation
- Eligible to begin a paid apprenticeship while enrolled in program

Courses

PART 1

Introduction to Esthetics

COURSE CODE: 9064 (20S)

- Orientation, communication and essential skills
- Salon safety
- Nail composition
- Use of technology tools
- Basic service applications
- Massage techniques
- Career opportunities
- Sustainability

Manicure & Pedicure Treatments

COURSE CODE: 9065 (30S)

- Water, French and hot oil manicures
- Nail art
- Treatments, toe cures and pedicures
- Electric file
- Paraffin treatments
- Massage

Artificial Nails

COURSE CODE: 9066 (40S)

- Basic nail tip application
- Overlays and sculptured nails
- Gel, acrylic and fiberglass applications
- Nail wraps and repairs
- Airbrushing
- New trends
- Portfolio
- Resume

Applied Nail Technology

COURSE CODE: 9067 (40S)

- Advanced nail techniques
- Related skin care services
- Preparation for Nail Technology examination
- Apprenticeship Manitoba practical exam
- Workplace coaching skills
- Business operations of a salon

Spa Services

COURSE CODE: 9078 (40S)

- Aromatherapy and reflexology
- Body treatments
- Hot stone therapy
- Massage techniques

PART 2

Basic Skin Care

COURSE CODE: 9068 (30S)

- History of skin care
- Esthetic tools and equipment
- Introduction to massage
- Cells, anatomy and physiology

Intermediate Skin Care

COURSE CODE: 9069 (30S)

- Esthetic product knowledge and chemistry
- Dermatology and history
- Skin analysis and client consultation
- Disorders of the skin and treatments
- Nutrition and health of the skin
- Portfolio

Advanced Skin Care

COURSE CODE: 9074 (30S)

- Disorders of the skin
- Facial treatments with machines
- Male skin care and grooming
- New trends: enemies of the skin, ageing factors and cosmetic surgery
- Cosmetic massage
- Portfolio and salon business

Hair Removal

COURSE CODE: 9076 (40S)

- Chemical/physical depilatories
- Waxing/sugaring
- Lash and brow enhancements
- Retailing
- Communicating for success

Applied Skin Care

COURSE CODE: 9075 (40S)

- Practical skills associated with facial treatments
- New trends

Make-up Artistry

COURSE CODE: 9077 (40S)

- Day-time and evening
- Cocktail and bridal
- Photography and theatre
- Preparation for Skin Care Technology examination
- Apprenticeship Manitoba practical exam
- Lash and brow tint

HAIRSTYLING

Program Description

The Hairstyling program is a twelve-credit program which provides students with the knowledge and skills necessary for all aspects of hair services for men and women. The program will engage learners with theory, practice on mannequins and on-the-job training with clients in a modern, well-equipped salon facility. Students will be prepared for employment in the hairstyling industry.

Part 1* - five credits, offered in Semesters 1 & 2.

Part 2* - five credits, offered in Semesters 1 & 2.

Part 3* - two credits, offered in Semesters 1 & 2.

Part 1 is a prerequisite for Part 2. Part 2 is a prerequisite for Part 3.

September or February start.

* Students must have completed the required hours from Part 1 to be eligible to proceed to Part 2.



Become a hairstylist through training in creative applications and innovative instruction.

Prerequisites and Beneficial Skills

- High school students must have completed Grade 10
- Post-secondary students must have completed Grade 12
- Ability to work in a team environment
- Creative aptitude and manual dexterity
- Enjoy working with the public
- Knowledge and practice of basic hygiene

Work Practicum

Students will have the opportunity to work with clients over the course of their program in the school's salon. Students may complete a one-week, off-site work practicum.

Certification

ATC will award certificates to students who successfully complete requirements of this twelve-credit program. Students must maintain a minimum accumulative average of 70% and complete all required hours to be eligible to receive a certificate

Hairstyling is a designated trade by Apprenticeship Manitoba, and is a Red Seal trade.

Apprenticeship and Employment Opportunities

The Hairstyling program at ATC is accredited by Apprenticeship Manitoba under the trade of Hairstylist. Students are eligible to begin a paid apprenticeship by working part-time while enrolled in the Hairstyling program at ATC. To become an apprentice students must:

- successfully complete the Hairstyling program at ATC (1400 hours),
- maintain an accumulative average of 70% or higher in the trade subjects,
- obtain a grade of 70% or higher on each component of the in-school practical exam administered by Apprenticeship Manitoba in the final credit of the Hairstyling program,
- have a completed Grade 12 high school standing or equivalent,
- gain employment under the supervision of a Journeyman Hairstylist and register as an apprentice.
- Students who wish to work in the trade are required to register into an Apprenticeship Agreement with their employer

During the two-year apprenticeship, a theory exam will be administered by Apprenticeship Manitoba.

Program Description

The Hairstyling Program is a twelve-credit program which will provide students with the knowledge and skills necessary for all aspects of hair services for men and women. The program will provide students with theory, practice on mannequins and on-the-job training on clients in a modern, well-equipped salon facility. Students will be prepared for employment in the hairstyling industry.

Part 1* - five credits, offered in Semesters 1 & 2.

Part 2* - five credits, offered in Semesters 1 & 2.

Part 1 is a prerequisite for Part 2.

Part 3* - two credits, offered in Semesters 1 & 2.

Part 2 is a prerequisite for Part 3.

September or February start.

* Students may be required to make up any hours missed in one part of the program to be eligible to proceed to the next part.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10.
- Post-secondary students have completed Grade 12.
- Ability to work in a team environment.
- Creative aptitude and manual dexterity.
- Enjoy working with the public.
- Knowledge and practice of basic hygiene.

Work Practicum

Students will have the opportunity to work with clients over the course of their program in the school's salon. Students may complete a one-week, off-site work practicum.

Certification

ATC will award certificates to students who successfully complete requirements of this twelve-credit program. Students must maintain a minimum accumulative average of 70% and complete all required hours to be eligible to receive a certificate.

Hairstyling is a trade accredited by Apprenticeship Manitoba.

Apprenticeship and Employment Opportunities

The Hairstyling program at ATC is accredited by Apprenticeship Manitoba under the trade of **Hairstylist**.

To become an apprentice students must:

- successfully complete the Hairstyling program at ATC (1400 hours),
- maintain an accumulative average of 70% or better in the trade subjects,
- obtain a grade of 70% or higher on each component of the in-school practical exam administered by Apprenticeship Manitoba in the final credit of the Hairstyling program,
- have a completed Grade 12 high school standing or equivalent,
- and gain employment under the supervision of a Journey person Hairstylist and register as apprentices.

During the two-year apprenticeship, a theory exam will be administered by Apprenticeship Manitoba.

Students are eligible to begin a paid apprenticeship by working part-time while enrolled in the Hairstyling program at ATC.

Students who wish to work in the trade are required to register into an Apprenticeship Agreement with their employer.

Program Advantages

- Comprehensive training in the latest hairstyling practices
- Innovation through creative hair design
- Industry trade shows and competitions
- Certified and licensed Hairstyling teachers
- Industry-sponsored scholarship opportunities
- Apprenticeship Manitoba accreditation
- Eligible to begin a paid apprenticeship while enrolled in the program

INFORMATION SYSTEMS

Program Description

Students in the Information Systems program learn the fundamental skills required to design, install, configure, manage, secure and troubleshoot computers, networks and their associated devices.

This program uses Cisco authorized curriculum and students will be enrolled in the Cisco Networking Academy online. Credits obtained through the Cisco Networking Academy are internationally recognized and are readily transferable.

Part 1 – four credits offered in Semester 2.

Part 2 – four credits offered in Semester 1. Part 1 is normally a prerequisite to Part 2.

February start only.

Prerequisites and Beneficial Skills

- High school students must have completed Grade 10
- Post-secondary students must have completed Grade 12. Applicants not meeting the entrance requirements may be accepted as mature students. Skills assessment may be required.
- Basic keyboarding skills and basic knowledge of computer operating systems are recommended
- Strong communication and customer service skills
- Good problem-solving skills

Work Practicum

A four-week, mandatory work practicum is a component in Part two of the program. This valuable component provides students with relevant practical experience, working knowledge of on-the-job procedures, and an opportunity to develop job contacts.

Certification

ATC will award certificates to students who successfully complete requirements of this eight-credit program and maintain a 60% average.

CyberPatriot Opportunity

Students also have the opportunity to compete in the International CyberPatriot games where teams of high school and middle school students compete to defend operating systems and networks against cybersecurity vulnerabilities while hardening the systems and maintaining critical services. Teams compete for the top placement within their country, state and region, and the top teams earn all-expenses paid trips to Baltimore, MD for the National Finals Competition where they can earn international recognition and scholarship money.



Learn the skills to work effectively in the new economy.

Optional Industry Certification Opportunities

CompTIA A+ Computer Repair Technician certification is available to students upon completion of Part 1 of the program. A+ certification is an international industry credential that validates the knowledge of computer service technicians.

CompTIA Net+ Network Technician certification validates the knowledge of networking professionals and is available to students upon completion of Part 2.

Cisco Certified Entry Network Technician (CCENT) industry exam is available to students upon completion of Part 2.

More information is available at <http://www.comptia.org> and <http://www.cisco.com>.

Employment Opportunities

Students who complete the program are eligible to find entry level employment in the IT field such as desktop support, call centre technician, network administrator, and computer technician. They also have the opportunity to pursue post-secondary studies in Information Technology.



A member of the
msdn academic alliance

Program Advantages

- Diagnostics, troubleshooting and repair of latest technologies
- PC forensics - investigation and identification of illegal activity
- Data security and recovery
- Network infrastructure, security and optimization
- Cisco Networking Academy curriculum
- Industry work practicum (4 weeks)
- VUE testing for A+, Net+, and CCENT certification
- Cyber security

Courses

PART 1

A+ Certification upon successful completion of the A+ external exam

Hardware and Software Essentials

COURSE CODE: 9103 (20S)

This course covers the fundamentals of computer hardware and software, and the responsibilities of an IT professional. It is designed for students who want to pursue careers in ICT and to gain practical knowledge of how a computer works.

Operating Systems

COURSE CODE: 9104 (30S)

This course covers the installation, deployment, and troubleshooting of the current Microsoft Desktop Operating system. The hands-on approach will prepare students to face the real life challenges of a Microsoft desktop technician and assist students in preparing for the Microsoft Technology Associate (MTA) certification exams.

Networking Technologies

COURSE CODE: 9105 (30S)

The focus of this course is on learning the fundamentals of networking. Students will learn both the practical and conceptual skills that build the foundation for understanding basic networking. They will:

- Examine human vs network communication
- Introduce the two major models used to plan and implement networks: OSI and TCP/IP
- Understand the use of the “layered” approach to networks

Examine the OSI and TCP/IP layers in detail to understand their functions and services

Cyber Security Essentials

COURSE CODE: 9106 (30S)

The focus of this course is on learning the fundamentals of cyber security, focusing on both theory and practice. Students will learn to secure devices, operating systems, networks, including routers and switches, and their associated software.

PART 2

Net+ and/or CCENT Certification upon successful completion of external exam(s)

Advanced Operating Systems

COURSE CODE: 9107 (40S)

Linux is a popular operating system in many core areas of business. Students will learn to install, deploy, and troubleshoot Linux as a desktop operating system. To avoid confusion between the many flavors of Linux, each with its own GUI, students work with the command line to complete the necessary tasks.

Advanced Networking Technologies

COURSE CODE: 9108 (40S)

This course is a continuation of 9105 Networking Technologies 30S. Students will:

- continue to examine the OSI and TCP/IP layers in detail to understand their functions and services
- understand the various network devices and network addressing schemes
- discover the types of media used to carry data across the network

By the end of this course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

Server Administration

COURSE CODE: 9109 (40S)

This course gives students practical experience with Microsoft’s server operating system and covers users and permissions, security, and server services such as DNS, DHCP, and Active Directory. Students will develop the knowledge needed to manage servers on small to large networks. The hands-on approach will prepare students to face the real life challenges of a Microsoft professional and assist students in preparing for the MTA certification exams.

Applied Networking and Cyber Security

COURSE CODE: 9111 (40S)

Students will synthesize and apply knowledge and skills acquired in the previous courses to initiate, complete and document each of the steps involved in the design, installation, configuration, management, securing and troubleshooting of devices, operating systems and applications in an office environment.

NEW MEDIA DESIGN

Program Description

The New Media Design Program exposes students to the New Media industry. Students are provided with a solid foundation for careers as Junior Web/Media Designers and Developers. This program builds a strong base for students wishing to pursue further post-secondary education in related fields including computer science, business information technology, digital media design and computer graphics at University or College.

Part 1 - four credits, offered in Semester 2.

Part 2 - four credits, offered in Semester 1.

Part 1 is normally a prerequisite for Part 2. Exceptions may be made based on past course work or experience.

February start only.

Prerequisites and Beneficial Skills

- High school students have completed Grade 10
- Post-secondary students have completed Grade 12
- Basic knowledge of Windows operating system and file management
- Good problem-solving skills
- Creative and artistic aptitude
- Strong oral and written communication skills

Work Practicum

The Web Project course provides students with the opportunity to work with real clients over a period of four months. Students will design and develop a website based on the client's requirements. Students will not be required to work off-site. Occasionally, students may be required to meet clients at their place of business.

Certification

ATC will award certificates to students who successfully complete all eight courses while maintaining an overall average of 60%.

Articulation Agreements with Red River College (RRC)

The New Media Design program maintains an articulation agreement with two RRC programs: Business Information Technology and Digital Media Design. ATC students who obtain a grade of 70% or higher in each of the following courses may be eligible for advanced credit standing in the corresponding courses at RRC as outlined.



The future is now. Are you ready?

Employment Opportunities

Students may find entry-level employment in the following areas:

- Junior Website Developer
- Web Master
- Junior Website Designer
- Junior Graphic Designer
- Junior Database Developer
- Freelancer/Entrepreneur
- Flash Developer/Designer
- Social Media/Content Creator

Program Advantages

- Web programming languages & technologies (JavaScript, Flash, ActionScript, HTML, CSS, PHP and SQL)
- Developing and managing a website project for a business client (work practicum at ATC)
- Effective business marketing through social media and SEO
- Communication & employability skills
- Online portfolio development
- Preparation for related fields at college and university

Courses

PART 1

Introduction to Interactive Digital Media

COURSE CODE: 9094 (20S)

Learn the essential web languages that are the building blocks to any website starting with HTML for structure and CSS for presentation. Become efficient in creating hand coded websites as well as using industry standard programs like Adobe Dreamweaver. With teacher-led instruction, examples and the creation of your own web pages, you will learn to code to the W3C standards.

Interactive Digital Media Design

COURSE CODE: 9095 (30S)

Awareness of the principles and elements of design is the first step in creating successful digital projects. Learn how to use graphic creation programs like Adobe Photoshop, Illustrator and Fireworks to create dynamic graphics for the web including logos, animations and images. Integrate your artistic skills and technical theory to master the art of creating an intuitive website layout.

Futures in Interactive Digital Media

COURSE CODE: 9101 (40S)

From Twitter to LinkedIn, Social Media is everywhere today and is more than just a trend; it is a new way of promoting yourself and businesses online. Learn effective ways to market your website online using a combination of Social Media and Search Engine Optimization (SEO). Learn business skills essential to the IT field including business practices, culture, teamwork, communication and employability skills.

In this course, students will synthesize and apply skills and knowledge learned in other courses to create their own portfolio site to prepare them for either self-employment, entry-level employment, or post-secondary opportunities in interactive digital media.

Interactive Digital Asset Creation - Flash Games

COURSE CODE: 9096 (30S)

Create original assets to support your interactive digital media projects. Examples of assets include vector images, bitmap images, 2-D animations, and sound effects. Learn the basics of ActionScript and take a more in-depth look at Adobe Flash as you create your own mini game to gain the hands-on experience you need to pursue further gaming interests. The hands-on experience you need to pursue further gaming interests.

PART 2

Coding for Interactive Digital Media

COURSE CODE: 9097 (30S)

Take your web skills to the next level and add “programmer” to your resume. Learn the Web’s hottest programming language: JavaScript! Using practical examples and writing your own interactive web pages, you learn the basics of programming from variables to looping, form validation and how to work with the Document Object Model.

Advanced Coding for Interactive Digital Media

COURSE CODE: 9099 (40S)

Add complexity to your website. Use server-side technologies like PHP to transform static web pages into dynamic data-driven applications. Create online forms, store and access data and implement password protected logins.

Project Management for Interactive Digital Media

COURSE CODE: 9100 (40S)

Learn and apply project management concepts while creating a web presence for a business client. This is your opportunity to apply your technical and business skills and gain real work experience. In this course, students will work in project teams as they apply the knowledge and skills learned in other courses in order to create, manage and release an authentic interactive digital media project. Upload your final product for the world to see!

Advanced Interactive Digital Asset Creation

COURSE CODE: 9098 (40S)

Do you want to create a member directory or forum? Properly designed databases are the key to dynamically driven websites. Design a database and learn the SQL language needed to implement and manipulate your database system.

This course builds on the skills and knowledge learned in 9096 Interactive Digital Asset Creation. Students will learn the skills related to creating advanced features of dynamic asset creation, and to apply code to assets.



Explore your potential! Take your skills to the next level.

PLUMBING TRADES

Program Description

Designed for students with strong personal interest in the piping and plumbing industry. This program will prepare students for employment, apprenticeship, or for further education in the plumbing industry.

Students will learn industry-approved methods of code applications and requirements for assembling, supporting, handling, and storing of piping and plumbing materials. Theory and demonstrations will focus on all aspects of residential piping and plumbing including sanitary drainage and water supply systems.

Part 1 - four credits offered in Semester 2.

Part 2 - four credits offered in Semester 1.

February start.

*Students may be required to make up any hours missed in one part of the program to be eligible to proceed to the next part
February start only.

Prerequisites and Beneficial Skills

- High School students must have completed Gr. 10
- Post-secondary students must have completed Gr. 12
- Good problem solving skills
- Ability to work in a team environment
- Effective communication skills
- Good physical health and manual dexterity

Work Practicum

A four-week mandatory work practicum is a component in the second part of the program. This valuable component provides students with relevant practical experience, working knowledge of on-the-job procedures, and an opportunity to develop employment contacts.

Certification

ATC will award certificates to students who successfully complete all eight courses.



Begin your training in plumbing now!

Apprenticeship and Employment Opportunities

The Plumbing Trades program at ATC will be accredited by Apprenticeship Manitoba under the trade of Plumber. To receive credit for Level 1 in-school Technical Training and a time credit to be determined upon accreditation students must:

- Successfully complete the Plumbing Trades program at ATC,
- Maintain an accumulative average of 70% or better in trade subjects, and
- Gain employment and register as an apprentice within two years of graduating.

Program Advantages

- Hands-on experience
- Communication and employability skills
- State of the art learning facility and lab
- Instructor has over 20 years of experience in the plumbing industry, and is a certified Journeyman
- Manitoba Apprenticeship Opportunities

Courses

PART 1

Introduction to Plumbing Pipe Trades

COURSE CODE: 8876 (20S)

This course is theory-based, it is the first step in a career in the Pipe Trades. It also introduces you to the program curriculum, including future employers' expectations in terms of safety, punctuality, honesty, working habits, and develop teamwork skills. As well, you will get an overview of the following: tools of the trade, general purpose and care and maintenance of each tool, materials used in the trade along with the general uses and handling and storage of each type of material, safety precautions observed when working with tools and materials.

Introduction to Piping Systems and Theories

COURSE CODE: 8877 (30S)

This course is theory based with some hands on components, it introduces you to common piping materials and their correct uses, methods of assembling, supporting, handling, and storing, and the types of tools used with each. Students will also learn how each type of piping is to be joined, supported, and tested. Types of piping includes, but is not limited to, cast iron, black iron, galvanized iron, copper, lead, plastic, and glass.

Installation of Plumbing and Piping Systems I

COURSE CODE: 8878 (30S)

This part of the course deals with Interpretation of plumbing code, including terminology used to describe plumbing parts and systems, sizing of sewers, drains, stacks, vents, etc., drawing layouts. Students will utilize code in constructing actual installations from layouts and blueprints.

Installation of Plumbing and Piping Systems II

COURSE CODE: 8879 (30S)

Students will identify the hazards and safety associated with glass piping. Students will also identify the proper handling of glass pipes, as well as demonstrate how to measure and cut glass pipe. Additionally, students will demonstrate and work with fuel cutting equipment.

PART 2

Sanitary Venting Systems

COURSE CODE: 8981 (40S)

Students will have the opportunity to design and size vent systems according to local code. Identify the hangers and supports use to install DWV and water supply systems and explain their applications. Install a venting system using correct slope or grade. Identify the significant code and health issues, violations and consequences related to DWV systems. Demonstrate the ability to test a DWV system and document the test procedure.

Sanitary Drainage Systems

COURSE CODE: 8982 (40S)

Students will use approved submittal data, floor plans and architectural details to lay out fixture rough ins, to develop estimates and to establish general fixture locations, and explain sizing of building drains, sewers and storm drainage systems that pertain to actual applications.

Water Supply Systems

COURSE CODE: 8984 (40S)

Students will learn to use plans and fixture rough in sheets to determine the placement of fixtures and the route of water supply piping. Students will also demonstrate how to install a water distribution system using appropriate hangers. Students will learn how to install: bath tubs, shower stalls, valves, faucets, water closets, urinals, lavatories, sinks and drains.

Applied Plumbing and Piping Systems

COURSE CODE: 8985 (40S)

In this course, students apply knowledge and skills related to the piping trade that may include fabricating, installing, and laying piping systems. Students will apply the knowledge and skills from mathematics in the layout, joining, and fabrication of plumbing systems. Students will complete a single family plumbing installation from concept through to the finishing stage.



STUDENT SERVICES

Post-Secondary and Career Information

Students should contact Student Services for information regarding further post-secondary education or career planning.

Education and Personal Counselling Services

Counselling services are available to students through the Student Services department and GuardMe.

Academic Support Services

Students wishing to upgrade, or who may be experiencing specific difficulties in certain academic areas should contact the Student Services department for assistance.

Student Leadership

Students are encouraged to participate actively in the daily affairs of their program and ATC in general. ATC's Student Leadership Council is an outlet for student voice and involvement at ATC. The committee comprises of student representatives from each program and believes in the following statement of values:

As members of the Student Leadership Council, we act as ambassadors to our programs and the ATC school community. As we strive to enhance student life at ATC, we value and promote:

- *community service,*
- *student health and wellness,*
- *communication, and*
- *leadership.*

Student participation in the Student Leadership Council is encouraged.

FACILITIES

BYOD & Wireless Internet

Students are encouraged to bring their own technology (tablets, laptops, etc.) to support their learning inside and outside of the classroom. At this time, students are not required to bring their own devices. Should you choose not to bring a device, please be assured that your learning experiences at ATC will not be affected. ATC will not be responsible for lost or stolen devices. School based WiFi is available to students throughout the building.

Secure Electronic Charging Station

Students can securely charge their portable devices inside a Charging Station located in the Dining Room.

Lockers

Students are issued a locker number and lock at the time of registration. Only locks issued by ATC may be used on lockers. Locker combinations should be kept confidential. Students should not leave valuables in lockers at any time. The lockers remain the property of Louis Riel School Division and as such may be entered by designated divisional staff.

Culinary Services

The dining room is open for lunch from 12:15 - 12:45 p.m. daily unless otherwise announced. Weekly menus are posted in the dining room and the office. After a meal, students and visitors are expected to place their dishes on the designated

dish cart. Snacks and drinks are also available from the vending machines located in the main foyer.

Students working in the cafeteria are "students in training" and therefore deserve to be treated with respect and kindness.

Recreational

Gym facilities for recreational purposes are available to students from 12:15 a.m. - 1:10 p.m. unless otherwise posted. Proper gym attire must be worn. Street shoes are not allowed. Noon hour fitness classes may be offered through the Louis Riel School Division Continuing Education Program. Interested students should see the office for registration and fees.

Tennis courts owned by the City of Winnipeg are located immediately next to ATC's north parking lot and are available on a "first come" basis.

Parking

Limited assigned parking is available in the ATC parking lots. Parking fees are \$185 per year or \$95 per semester (subject to change). Assigned parking only is permitted on school property. Violators will be towed at owner's expense.

The City of Winnipeg will allow vehicles to park in the Maginot Arena lot if the vehicle owner abides by the following rules:

1. Park along the fence on the east side of the arena facing the track. Do not park in front of the arena.
2. Vehicles are driven prudently and courteously.
3. All garbage is placed in the garbage cans on the lot.

FACILITIES

Public Transportation

Winnipeg Transit has implemented a cashless fare system.

ATC is accessible by bus via Elizabeth Road (19 - Marion/Autumnwood) or Lagimodiere (75 - Crosstown East).

- Students 21 years of age and under who have not graduated from high school, qualify for reduced transit fares by using their Student ID Card.
- Students 21 years of age and over and post-secondary students qualify for reduced transit fares through Winnipeg Transit's post-secondary program. The pass costs 20% less than a normal adult fare. Students must show a valid Student Photo ID Card when boarding a transit bus. On the initial sale to the student, a sticker (annual) is attached to the Student Photo ID Card to indicate that the Student ID Card is valid.

- Students enrolled in any ATC program who meet the criteria are eligible may purchase a peggo card at a cost of \$5.00. The card can then be loaded online or at participating merchants. Please visit the Winnipeg Transit website to obtain more information about this program. <http://winnipegtransit.com/en/fares/say-hello-to-peggo/about-peggo/>

ATC Salon

At the ATC Salon students are pleased to offer hairstyling and esthetics services to clients. All services are performed by students-in-training under the supervision of certified and licensed hairstyling or esthetics teachers. Appointments are strongly encouraged and can be booked by calling **204-233-3754**.

For **hair services**, normal hours of operation are Wednesday, Thursday, and Friday from 8:45 a.m. - 12:00 p.m.

For **esthetics services**, normal hours of operation are Wednesday, Thursday, and Friday from 10:00 a.m. - 2:30 p.m.

Please note that hours of operation may change.

GUIDELINES

Attendance

Absenteeism undermines a student's ability to perform at his/her best and is particularly detrimental in practical course work. Consequently, **regular and punctual attendance is a requirement** for all courses, programs and work experience. Excessive absenteeism and lateness will result in a review of a student's status in a course/program. If deemed appropriate, a student may be withdrawn from a course/program for absenteeism.

Students or parents (of students who are under the age of 18) are **required** to contact the ATC Administration Office **by phone** before the start of class if absent that day. E-mail messages will **not** be accepted for absence notification. Our automatic dialer will notify students and/or parent/guardians of unexplained absences on a daily basis. Students are expected to be punctual for their classes. Excessive tardiness may result in partial absences.

The program teacher is the primary person responsible for monitoring student attendance. At four (4) absences in a course, the teacher will meet with the student. At six (6) absences, the student will be notified in writing and a meeting with Student Services department will be scheduled to determine an appropriate course of action.

At ten (10) absences, withdrawal from the program may be recommended. In exceptional circumstances, missed class time may be made up in consultation with the program teacher(s). In cases where a student is sponsored by an outside agency, that agency will also be notified of attendance.

Assessment and Reports

Skill development, understanding of concepts and professionalism are assessed continuously and through comprehensive final assessments. The work placement practicum final report, where applicable, will also be used in determining overall student performance.

There are two formal reporting periods per semester:

| | |
|---------------------|---|
| 1st semester | November - mid-term report February - final report |
| 2nd semester | April - mid-term report June - final report |

Parents or guardians of secondary students are encouraged to contact program teachers at any time to discuss their son's or daughter's progress. Progress review conferences will be held at each mid-term report by appointment only. Students and parents will be notified of dates and times.

GUIDELINES

Grading Scale

All marks issued must be reported to Manitoba Education as a percentage grade. For ATC certification purposes, the following grade scale will apply:

- 90-100%** Outstanding performance in all aspects of program
- 80-89%** Very good level of performance
- 70-79%** Satisfactory performance
- 60-69%** Marginal performance level

A grade between 50% and 59% reflects performance below an acceptable standard. Students who do not complete the entire set of program or course requirements in accordance with the program outline may be issued an “I” (Incomplete) designation. They may complete the remaining requirements within a time frame indicated by the teacher and approved by the administration. An “I” designation is only temporary and will apply in special circumstances. Students who require time beyond the regular program for course/program completion will be charged tuition on a per course basis as applicable.

Industry Work Practicum

Students registered in a certificate program **must complete** the required work experience/practicum for program completion. Times and duration of practicum are determined by the program. Students in a workplace are covered by Workers Compensation. International Students must apply and hold a working permit/co-op permit prior to start of work practicum.

Course Credits

Students will receive a Manitoba Education credit for each of the program courses completed successfully. Each of these credits can be applied toward high school graduation or for post-secondary purposes.

ATC Certificates

Students who have met all the necessary program requirements will receive an ATC program certificate. Some programs require an overall average of 60% or 70% and completion of required hours before certification can be issued. Please see individual program information for requirements.

Additional Program Information and Articulation Agreements

- **Apprenticeship Training:** Some programs are accredited for Level I Apprenticeship Certification.
- **Transfer of Credits:** ATC has articulation agreements with Red River College that may allow qualifying students from an ATC program to be granted credit towards a Red River College related program.
- **Industry Certification:** Some programs provide the opportunity to write external exams for recognized industry certification.
- **Advisory Committee:** ATC’s Industry-Based Advisory Committee provides programs with valuable insights in program development, hiring trends and job demands.

Foods Containing Nuts/Peanuts

ATC is not able to guarantee a peanut/nut free environment due to the nature of the Culinary Arts, Baking, and Pastry programs. Peanuts and nuts can be found on our premises and may be used in cooking and baking. ATC will issue an alert message to students if nuts/peanuts are used. Students are encouraged to exercise caution when purchasing food in our cafeteria.

ATC POLICIES

ATC acknowledges that all students and staff have the right to function in a safe environment and within an atmosphere of respect and civility. ATC further acknowledges that students have certain rights and responsibilities in accordance with divisional policies. (Specific policy information is available upon request at the ATC office or at the school division office.) The more frequently referred to items are outlined as follows.

All international students must abide by ISP Terms and Conditions. Please refer to our website at isp.lrsd.net.

Authorization for Photo Publication

ATC is actively involved in marketing ventures that include advertising, newspaper articles, competitions and video presentations that may involve student and staff photos published in print, on video or on the Internet. On the first day of classes, students (and parents/guardians if under 18) will be required to complete a form in order to give or withhold permission to publish photos.

ATC POLICIES

Disclose Student Information

ISP will share any information pertaining to academic and behavioral concerns with natural parents, guardian or agent for any student in high school, regardless of age.

Dress Code

Students are expected to dress in a manner appropriate to a business environment. This means that clothing should be neat, clean, and not torn. As well, inappropriate slogans on clothing, bare midriffs and spaghetti straps are not acceptable. Hats, caps, hoods, etc. are to be removed in classrooms and the dining room. Outerwear should be kept in lockers and is not to be worn in classrooms or the cafeteria food order line.

Emergency Preparedness Plan

Policy EBCA - Emergency Preparedness Plan guides all of the Division's schools. The plan includes emergency control procedure drills twice per year. Various situations compel response plans to clear school hallways, and we want students, staff and visitors to be prepared. Not all situations are high-risk; some merely demand added caution.

At ATC, we practice emergency control procedures to establish that:

- procedures and staff authority are clear to all
- students understand that these procedures can apply to a range of situations, not all high-risk.

It is important that **all visitors** follow the emergency control procedure directions of staff without question.

Graduation

Students will receive information early in the spring regarding ATC's certificate and graduation ceremony. Dates and information regarding grad photos and grad rings will be announced.

Illness

Students who become ill during school hours are asked to proceed to the ATC Office to sign out. For students under the age of 18, parents will be contacted before the student is allowed to leave the building.

Internet & Systems Student User Agreement

All students (and parents/guardians if under 18) within the Louis Riel School Division must complete an agreement for the Use of Technology and the Internet.

Safety Equipment, Procedures and Uniforms

Students are expected to comply with program requirements that require the wearing of uniforms or coveralls and/or safety equipment such as safety glasses and boots. Students are responsible for keeping uniforms/coveralls clean and tidy and safety gear in good condition. Proper safety procedures must be followed in all programs. Violation of these expectations may result in suspension.

Smoking

Divisional policy prohibits the use of tobacco in schools and on school property for high school and post-secondary students.

Start Times

Classes begin at 8:30 a.m. with opening exercises (Anthem) - please be in your first period room. If you are in the hallways, please remove any hats/caps and stand quietly.

Student ID Cards & Photos

Photo Day is in early September. All students must have a photo taken at ATC for their student ID card. ID cards will be required by Winnipeg Transit for reduced fares. Photo packages can also be purchased at a reasonable cost.

Visitors

All visitors **must** report to the office to sign in and obtain a visitor's badge. Students are asked **not** to invite friends to meet at ATC.



ATC CODE OF CONDUCT

ATC fosters and promotes a positive learning environment where people behave appropriately. Appropriate behaviour includes: respect for self and others, courtesy, honesty and concern for the welfare of others. ATC will not tolerate inappropriate or illegal behaviour. Illegal behaviour includes, but is not limited to, theft, vandalism and violence. These acts will result in an immediate suspension from ATC and possible legal involvement.

(The Board of Trustees of the Louis Riel School Division endorses the following material and requires its inclusion in the Codes of Conduct of the Division's Schools)

1. Our Code of Conduct is based upon the following beliefs as stated in Divisional Policy JK – Student Discipline:

- The ultimate goal of a Code of Conduct is to develop student self-discipline.
- Most students behave appropriately.
- Attributes of appropriate behaviour include but are not limited to:
 - respect for self and others
 - empathy
 - cooperation
 - courtesy
 - responsibility
 - honesty.
- Responses to behaviour occur with consideration for individual needs and circumstances.
- Effective behaviour management strategies:
 - promote self-discipline
 - are pro-active
 - are based on fair and equitable treatment
 - consider developmental differences
 - support constructive behaviour change
 - respect the findings of educational research
 - consider the safety and welfare of the school and community.
- Parents/Guardians play a significant role in shaping their child's behaviour and attitudes and therefore the Division strives for a constructive partnership with the home.
- Adults have the responsibility to model for students those attributes and behaviours which support a positive learning environment.

2. The following expectations derive from the Public Schools Act:

- Pupils and staff must behave in a respectful manner and comply with the code of conduct.
- Bullying, or abusing physically, sexually or psychologically – orally, in writing or otherwise – any person is unacceptable.
- Discriminating unreasonably on the basis of any characteristic set out in subsection 9(2) of The Human Rights Code is unacceptable.
- Using, possessing or being under the influence of alcohol or illicit drugs at school is unacceptable. Any student in possession of or under the influence of drugs or alcohol on school premises or at school sponsored activities will be suspended. Police may be contacted and a report will be made to Divisional Administration for review.
- Gang involvement will not be tolerated on school sites.
- Possessing a weapon, as “weapon” is defined in section 2 of the Criminal Code (Canada), will not be tolerated on school sites. No student may have in his/her possession anywhere in the school building or on school property any weapons or objects that may possibly be used as weapons. Violation will result in suspension and recommendation for expulsion from ATC and possible police involvement.
- Pupils and staff must adhere to school policies respecting appropriate use of electronic mail and the Internet, including the prohibition of material that the school has determined to be objectionable.

3. Responses to inappropriate behaviour:

- Disciplinary consequences of violating the Code of Conduct are subject to the following policies of the Louis Riel School Division:
 - Student Discipline
 - Responses to Use of Weapons & Violent Behaviour in the Learning Environment
 - Student Use of Alcohol and Other Drugs
 - Student Suspension/Expulsion
- Interpersonal Relations and Resolution of Concerns About Harassment/Discrimination.
- Interested members of our school community may access copies of the above policies from the Louis Riel School Division website <http://www.lrsd.net> or the school administration.
- The process for appealing disciplinary decisions begins with the school administration. Further appeal is possible; refer to Appendix E of Policy BC – Board Authority and Conduct.

ATC WORKPLACE HOSTS

ATC programs have a work practicum component which provides students with the opportunity to develop and practice trade and career skills outside of the classroom. ATC program teachers rely on the support of Employers who invest their time and resources to provide authentic learning experiences for students. ATC wishes to acknowledge the following Employers for making valuable contributions and assisting us in training the next generation of skilled employees.

| | | |
|------------------------------------|---|--|
| Abstract Salon and Spa | Ferns Heating | Peaks Construction |
| AEVI Spa, Salon and Boutique | Floortek | Pineridge Hollow Restaurants |
| Alex EI | Fountain Tire | Powerland |
| Algera Home Improvements Ltd. | Frank Motors | Prairie Hospitality Inc. |
| Alliance Marine | Gas Performance | Prairie 360 Skyline Restaurant |
| Allied Roofing | Gauthier Chrysler | Provincial Flooring |
| Alpha Masonry | Government of Manitoba | Randall Plumbing |
| Alzheimer Society of Manitoba | Great-West Life | Resto Gare Restaurant |
| Ateah's Framing | Hanover Homes | Revolutions Hair Salon |
| Auto Haus Volkswagen | Home Care and Mental Health | Samson Construction |
| B & A Construction | Hometown Builders | San Dale |
| Ballycastle Cabinetry | Hoogendoorn Cost. | Sarta Heating & Cooling Ltd. |
| Battlefield Equipment Rentals | HP Enterprise Services | Sets on Corydon |
| Birchwood Ford | Hy Style Projects | Shear Style Hair Studio, Inc. |
| Birchwood Honda | Ice Age Mechanical | Society Hair |
| Birchwood Kia | In Ferno's Bistro | Southdale Hair Salon |
| Botticelli Salon Spa | Interlake-Eastern Regional Health Authority | Southern Health-Santé Sud |
| Bouchard Bros. Construction | JAG Construction | St. Vital Unisex |
| Cabinet Clearence Corner | Joey Polo Park | T-Mac Auto Services |
| CanadInns Windsor Park | Keystone Builders & Renovators Ltd. | The Duha Group |
| CanadInns Fort Garry | KGS Group | The Right Angle Carpentry |
| Canadian Association of Principals | Krow Construction | U-Haul |
| CDP Imaging Systems | La P'tite France | Ultra Cuts |
| Cebado | Larters at St. Andrews Golf Club | Univar Canada Ltd. |
| Chatters Salon | Louis Riel School Division | University of Manitoba Civil Engineering |
| Computer Avenue | Love My Do Hair Salon | Vickar Community GM |
| Computers for Schools Manitoba | Manitoba Housing | Vickar Trucks |
| Concept Builders | Military Family Resource Centre | Villa Aulneau |
| Consumer Affairs | MSB Carpentry | Waverly Mitsubishi |
| Crown Acura | MTS Allstream | West Region Child and Family Services |
| Crown Nissan | MTS Centre | WHRA ACCESS River East |
| Danny's BBQ & Smokehouse | Murray Chevrolet Hummer | WHRA ACCESS Transcona |
| Degagne Motors Ltd. | MX Renovations Ltd. | Winnipeg Regional Health Authority |
| Delta Hotel | OnX Enterprise Solutions Ltd. | Yarema's Framing |
| Dynamic Auto Service Ltd. | Opus Salon & Spa | |
| Econo Wall and Ceilings | Oswald Construction | |
| Edward Carrier | | |
| ERE Builders | | |
| Eurocars | | |



www.lrsd.net/schools/ATC

