COMPUTER APPLICATIONS FOR BUSINESS

Program Outline
COMPUTER APPLICATIONS FOR BUSINESS

Description
Consider this program if you are of Aboriginal heritage and are looking to learn a variety of skills, including how to use relevant Microsoft Office technology for business. You will learn how to prepare accurate business correspondence, and how to communicate effectively and professionally in business environments while respecting cultural diversity. You will also develop problem solving, decision making, and management skills and learn how to manage change while balancing professional and personal responsibilities. The program includes one 16-week work experience placement.

Optional exit: One-year (10-month) Computer Applications for Business Certificate

Admission Requirements

Preference will be given to people of Aboriginal ancestry.

Once we have reviewed your application, transcript(s), and Aboriginal Education Supplemental Application form, you will be provided with information regarding Regular Admission Requirement 3.

Regular Admission Requirements

1. Successful completion of Grade 12, including one credit in each of the following courses:
   - Grade 12 English
   - Grade 12 Math
   and
2. Submission of an Aboriginal Education Supplemental Application form within 30 days of applying
   and
3. Successful completion of an Academic Readiness Assessment

Special Admission Requirements
If you are 19 years of age or older on or before September 30 in your year of registration, have been out of high school for a minimum of one year, and you do not meet the regular admission requirements, you may apply under the special admission requirements.

1. Successful completion of one credit in each of the following courses:
   - Grade 10 English
   - Grade 10 Math
   or
   Successful completion of RRC's Academic Foundations program
   and
2. Meet Regular Admission Requirements 2 and 3

Who Should Enroll?
Consider this program if you are of Aboriginal heritage and are interested in pursuing a business-related career using computer technology.

Important

- The College reserves the right to cancel a program.
- $80 application fee and official high school transcript to accompany application (see application form).
- $300 non-refundable deposit is required after acceptance into a program. Accepted students will be notified. If program does not run, the $300 deposit will be refunded.
- Classes are based on minimum enrollment. If enrollment warrants, course dates may be adjusted to meet the required minimum enrollment.
• It is highly recommended that Essential Skills and Life Skills along with an Introduction to Aboriginal History is completed prior to start. Please contact us for dates, times and locations for this preparatory training.

• Students may apply for financial assistance through the Manitoba Student Aid program. For general information on applying please call 204-945-6321 or 1-800-204-1685, or visit their website at www.manitobastudentaid.ca, which also includes an online application. Applicants requiring financial assistance should complete their student loan applications well in advance of the class start date.

• Employment Insurance and Income Assistance clients may be eligible for financial assistance. For more information, contact the RRC Peguis Fisher River Campus at 1-204-645-4179.

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ABOR-1015 Exploring Aboriginal Cultures & Issues 1
Course Description
Students will have an opportunity to explore and become aware of the Aboriginal culture within Manitoba regions. The course will also examine and identify the lifestyles and issues facing Aboriginal people today. The course accommodates in a holistic approach and blending with the traditional & contemporary teachings of the aboriginal communities.

ABOR-1031 Exploring Aboriginal Cultures & Issues 2
Course Description
An exploration into the traditions, teachings and cultures of First Nations Communities focusing on Aboriginal families from the Manitoba regions and American First Nations.

ABOR-2007 Exploring Aboriginal Cultures & Issues 3
Course Description
An exploration and examination into the traditions and cultures of First Nations Communities around the world and how the issues have affected or impacted the First Nations family & communities. The course will also acknowledge the Aboriginal worldview perspectives on social, spiritual and environmental concepts.

ABOR-2009 Exploring Aboriginal Cultures & Issues 4
Course Description
Exploring the many Aboriginal cultures of the world and learning about their traditions. Learner will examine how the impacts and issues affect the Aboriginal families, Aboriginal communities and the aboriginal perspectives. These impacts and issues affect both the rural & urban way of livelihood.

ACCT-1048 Accounting 1
Course Description
This first course in accounting covers the double-entry bookkeeping procedures, adjustments, and the preparation of a worksheet to produce financial statements pertaining to sole proprietorships for a service business. This results in a complete presentation of the accounting cycle for a service business.

ACCT-2002 Accounting 2
Course Description
Students will use subsidiary ledgers, special journals, make adjusting, closing entries for a merchandising business. Students will calculate and record a payroll.

BUSA-1011 Excel
Course Description
Microsoft Office Excel 2013 Introductory is a hands-on course in which students are introduced to spreadsheet processing software. Students will utilize the program to develop spreadsheets for business and personal purposes. Emphasis is on creating, analyzing, and performing calculations with complex data. Students will learn techniques in Excel that will help manage, manipulate, and enhance data, in the form of tables and charts.

BUSA-1013 Access
Course Description
Microsoft Office Access 2013 is a hands-on introductory course in which students are introduced to database software. Students will utilize the Access software to create databases, tables, queries, forms, and reports for business and or personal purposes.

BUSA-1016 Word
Course Description
Microsoft Office Word 2013 Introductory is a hands-on course in which students are introduced word processing software. Students will utilize the word’s processing program to develop business and personal documents. Students will work with documents that include formatting and organizing text, preparing special document formats, columns, and tables. Students will add emphasis to word processing documents by adding pictures, borders and hyperlinks.

BUSA-1033 Web Design
Course Description
This course is a hands-on approach with a conceptual framework which introduces students to all aspects of the Web page authoring and Web site management program Microsoft Expression Web. Students will learn to design Web pages for accessibility and usability.

BUSA-1040 Office Procedures
(No description available at this time)

BUSA-1053 Introduction to Business
Course Description
This course provides a basic introduction to business management in Canada. Students will learn the context and the environment of Canadian businesses. They will research market, analyze critical success factors for business development and discover how they can support business with proper attitude and work ethics applied through Aboriginal values.
BUSA-1104 Keyboarding
Course Description
In this keyboarding course, students use online software to develop touch-typing skills necessary to complete other courses and employment expectations. Students begin at their own levels and proceed to achieve a minimum speed of 40 wpm.

BUSA-1113 Power Point
Course Description
Microsoft Office PowerPoint 2013 Introductory is a hands-on course in which students are introduced presentation software. Students will utilize the presentation program to present presentations for business and personal purposes. Emphasis is on developing competencies by systematically working through the projects in the textbook and doing related assignments.

BUSA-2005 Desktop Publishing
Course Description
Introduction to Electronic Desktop Publishing is a basic course in computer orientation of a specific desktop publishing program. The subject is designed to familiarize students with the basic software requirements to operate Microsoft Publisher 2013 and to perform basic functions required to use this software.

BUSA-3003 Career Advancement & Leadership
Course Description
Career Advancement and Leadership consists of a series of topics focusing on success in the workplace:
- Career Planning
- Educational Alternatives
- Job Search Techniques and Tools
- The World of Work

COMM-1026 Report Writing
Course Description
Report-Writing is the fourth course of the Communications Stream in the CAB program. In this course, students will learn to write a suite of standard business reports, using correct, basic English language skills, excellent keyboarding skills, and current formatting conventions.

COMM-1116 Presentations and Oral Communications
Course Description
This is the fifth of seven courses in the Communications Stream, focusing on:
- Communicating in person and by telephone
- Oral presentations

COMM-1131 Writing Business Documents
(No description available at this time)

COMM-1999 Basic Business Writing Techniques
Course Description
Basic Business Writing Techniques is the second of seven courses in our communications stream. It builds on the basic English language skills covered in the Basic English Language Skills course. The course guides participants through the writing process, incorporating audience orientation, efficiency and focus, and applying techniques to achieve clear and appropriate style in a business context.

COMP-1212 Computer Orientation
Course Description
This course covers basic computer concepts with major emphasis on the personal computer and its practical use including hardware, application and system software, the Internet and World Wide Web, internal Email system. Operating system software is also included in this course.

COMP-2032 Advanced Microsoft Applications
Course Description
This course is a continuation of the Microsoft Office software offered in Terms 1 & 2 in the Computer Applications for Business diploma. Advanced Microsoft Applications is a hands-on course in which students develop skills in the use of current Microsoft productivity software. Topics include intermediate and advanced skills in Word, Excel, and PowerPoint.

LANG-1325 Basic English Language Skills
Course Description
In this first business communication course, the foundations of strong business communication skills will be reviewed including basic parts of speech, spelling, and correct punctuation, capitalization, and number conventions.

MATH-1187 Basic Business Mathematics Concepts
Course Description
This course begins with a review of basic arithmetic and algebraic operations which is followed by a study of the application of ratio, proportion, and percent. The concept of banking will also be covered.

MGMT-2005 Meeting Management & Conference Planning
(No description available at this time)
WRKE-1010 Work Experience Placement
Course Description
The work placement experience provides participants with the eight weeks of working in an entry-level position in an office setting. The purpose is to orient the participant to expectations, routines, and realistic workplace assignments. The participant is treated as a new employee would be. The student is expected to meet all of the requirements placed upon a new employee on probation. The employer/host is expected to mentor the participant with information, guidance, demonstration, encouragement, and feedback.

WRKE-1011 Work Experience 2
Course Description
The work placement experience provides participants with the eight weeks or sixteen weeks of working in an entry-level position in an office setting. The purpose is to orient the participant to expectations, routines, and realistic workplace assignments. The participant is treated as a new employee would be. (S)He is expected to meet all of the requirements placed upon a new employee on probation. The employer/host is expected to mentor the participant with information, guidance, demonstration, encouragement, and feedback.

Employment Potential
Graduates will be prepared to work in an office in administrative support positions specializing in effective use of Microsoft Office software.

Graduation Requirements
Students must complete all courses, including work placements, to meet graduation requirements.

DECLARATION OF WAIVER
The information in this brochure is accurate as of November 17, 2014. The College does its best to update program information regularly so applicants are not inconvenienced. However, on occasion, changes do occur. Therefore, after November 17, 2014 the College reserves the right to modify or cancel any program, process, or procedure without notice or prejudice. Please visit our website at www.rrc.ca/interlake for complete and up-to-date program information.

Contact Information

Six Easy Ways to Register

In Person:
Red River College – Peguis Fisher River Campus (located behind the Peguis High School)
Peguis First Nation
Office Hours: 8:30 a.m. – 4:30 p.m., Monday – Friday

By Telephone:
1-204-645-4179

By mail:
Red River College – Interlake Campuses
P.O. Box 304
Selkirk, MB R1A 1T0

By Fax:
1-204-482-7082

Web Registration:
www.rrc.ca

Sponsorship:
Have your sponsor fax or mail the sponsorship authorization form. We can fax this to you. An invoice will be sent to the sponsor.