

Get Real.

Real Skills. Real Jobs.

— www.commonwealthcollege.ca —



Dear Applicant,

Thank you for your inquiry into Commonwealth College's programs. A copy of our brochure and information package has been enclosed for your reference.

Commonwealth College was established over 30 years ago and offers comprehensive and advanced programs available in the field of Culinary Arts, Business Administration, Human Resource, Hospitality and Network Management/PC Technician. Our extensive theory and practical hands-on instruction by fully licensed and certified educators makes us remarkably exceptional. Please fill out the application form enclosed to enrol and secure a start date and submit it to us along with the registration fee.

Please feel free to contact the school with any questions you may have or to arrange for an interview or tour. For additional information on our school or programs, please visit our website at www.commonwealthcollege.ca.

We look forward to meeting you.

Sincerely,

Steven Watson
Head of Faculty



ABOUT COMMONWEALTH COLLEGE

Commonwealth College was founded in 1996. Commonwealth College is a progressive Private Vocational Institute located in the heart of beautiful and historic Exchange District of Winnipeg (just five minutes' walk to most major attractions like the historic and cultural Forks Market).

Commonwealth College enrolls students from all around the world and offers first class facilities and courses in Culinary Arts, IT, Business and Hospitality. The Management Team and Faculty are committed to giving you the best possible educational experience whilst you study with Commonwealth College.

By studying Vocational, Educational and Training courses at Commonwealth College, students will be job ready in less than a year and can also use the qualification gained to enter a range of Tertiary Institutions like Universities and other Colleges of Higher Learning.



COURSE OUTLINE

CULINARY ARTS

COURSE DURATION: 1350 HOURS

FULL TIME : MON. TO FRI 9 AM TO 4:30 PM

PART TIME : MON. TUES. WED. 9 AM TO 4:30PM

- ♦ Orientation I : Structure & Scope of Work
- ♦ Trade Safety Awareness
- ♦ Communication
- ♦ Trade Related Documents
- ♦ Tools & Equipment
- ♦ Personal Hygiene & Kitchen Sanitation
- ♦ Weights & Measures
- ♦ Cooking Principles I
- ♦ Receiving & Storage
- ♦ Stocks & Soups
- ♦ Thickening & Binding Agents
- ♦ Sauces
- ♦ Vegetables & Fungi
- ♦ Potatoes
- ♦ Pulses, Grains & Nuts
- ♦ Pastas & Dumplings
- ♦ Meats
- ♦ Poultry I
- ♦ Fish I
- ♦ Seafood I
- ♦ Salads
- ♦ Sandwiches
- ♦ Fruit
- ♦ Eggs & Dairy Products
- ♦ Breakfast Cookery
- ♦ Introduction to Baking
- ♦ Bread Products
- ♦ Cookies
- ♦ Pies, Tarts, Flans & Fillings
- ♦ Work Experience

HOSPITALITY

COURSE DURATION: 700 HOURS

FULL TIME : MON. TO FRI 9 AM TO 4:30 PM

PART TIME : MON. TUES. WED. 9 AM TO 4:30PM

- ♦ Business Communication
- ♦ Mathematics
- ♦ Microsoft Word / Keyboarding / Powerpoint
- ♦ Microsoft® Office Excel
- ♦ Bartending
- ♦ Accounting
- ♦ Introduction to Basic Service / Banquet / Catering / Dining Room Service
- ♦ Front Desk
- ♦ Maintenance
- ♦ Kitchen Helper / Safety Sanitation

BUSINESS ACCOUNTING

COURSE DURATION: 740 HOURS

FULL TIME : MON. TO FRI 9 AM TO 4:30 PM

PART TIME : MON. TUES. WED. 9 AM TO 4:30PM

- ♦ Introductory Accounting
- ♦ Office Procedures
- ♦ Business Communication
- ♦ Computer Applications*/ Keyboarding
- ♦ Organizational Behaviour
- ♦ Business Accounting
- ♦ Accounting Software (Quickbooks)
- ♦ Career Search
- ♦ Practicum

*included in Computer Applications : MS Word, MS Excel & MS Powerpoint



OFFICE ADMINISTRATION

COURSE DURATION: 540 HOURS

FULL TIME : MON. TO FRI 9 AM TO 4:30 PM

PART TIME : MON. TUES. WED. 9 AM TO 4:30PM

- ♦ Introductory Accounting
- ♦ Office Procedures
- ♦ Business Communication
- ♦ Computer Applications*/ Keyboarding
- ♦ Organizational Behaviour
- ♦ Career Search
- ♦ Practicum

*included in Computer Applications : MS Word, MS Excel & MS Powerpoint



FEE SCHEDULE

CULINARY ARTS

Course Duration	1350 Hours
Registration Fee	\$225.00
Tuition	
Books and Supplies	
Exam Fee	\$10,235.00
Total	\$10,660.00

HOSPITALITY

Course Duration	700 Hours
Registration Fee	\$225.00
Tuition	
Books and Supplies	
Exam Fee	\$5034.00
Total	\$5,259.00

BUSINESS ACCOUNTING

Course Duration	740 Hours
Registration Fee	\$225.00
Tuition	
Books and Supplies	
Exam Fee	\$4,600.00
Total	\$4,825.00

OFFICE ADMINISTRATION

Course Duration	540 Hours
Registration Fee	\$225.00
Tuition	
Books and Supplies	
Exam Fee	\$3400.00
Total	\$3,625.00

Tuition can be paid

- a) in full on day one
- b) half on day one, half at midterm
- c) in equal monthly instalments.

All prices include applicable taxes. The registration fee is payable with the submission of the student application form. The first month tuition is payable with the student enrollment contract on the first day of class. Instalments balance for tuition, textbook; equipment, Government T.C.F, and applicable sales tax are to be paid on the first of each month. All information is subject to change. Applications for student loans may be made at: www.studentaid.gov.mb.ca

Cancellation and Refund Clause

Upon signing the enrollment application, the school may retain the \$225.00 non-refundable registration fee.

Make Up Hours

A fee of \$5.00 per hour will be charged to the student if he/she does not graduate on the scheduled date. Hours of completion, assignments/ class work/tests all with passing grades, and payment must be received before the student is entitled to graduate and receive their certificate.

APPLICATION FORM

Full Name: _____ Date of Birth: _____

Address: _____ City: _____

Province: _____ Postal Code: _____

Social Insurance: _____ Email Address: _____

Telephone/Cell: _____ Alternate Phone: _____

PROGRAM CHOICE (Please indicate the program you choose):

- | | |
|--|--|
| <input type="checkbox"/> CULINARY ARTS | <input type="checkbox"/> HOSPITALITY |
| <input type="checkbox"/> BUSINESS ACCOUNTING | <input type="checkbox"/> OFFICE ADMINISTRATION |

Entrance Dates – First Monday of the month

Preferred Start Date: _____ Alternate Start Date: _____ Full / Part Time: _____

Who will be funding your program: _____ ?

Enclosed is my:

- | | |
|---|--|
| <input type="checkbox"/> Non-Refundable \$225.00 registration fee | <input type="checkbox"/> Application Form and copy of photo I.D. |
| <input type="checkbox"/> Applicant's Questionnaire | <input type="checkbox"/> Copy of High School Certificate and transcript of marks (GED equiv) |

Completion and submission of the following is required on the first day of class:

- | | |
|---|--|
| <input type="checkbox"/> Medical Report | <input type="checkbox"/> Disability Forms (if any) |
| <input type="checkbox"/> Financial | |

DISCLOSURE

I, the undersigned hereby apply for enrolment at Commonwealth College. I certify that all statements are complete and true to the best of my knowledge and that misrepresentation may result in cancellation of my application/acceptance. I agree that upon acceptance to Commonwealth College a contract made under the rules and regulations administered by the Department of Labour and by The Private Vocational Institutions Act and the Manitoba regulations must be signed by myself and the school. I agree to abide by the contract, rules and regulations of the school, and that the registration fee is non-refundable.

Signature

Date