

# Start your future at Commonwealth College

# Welcome to Commonwealth College

Congratulations on your decision to pursue higher education—you are making an investment that will prove invaluable for the rest of your life.

As the CEO of Commonwealth Education Group Inc., (CEG) of which Commonwealth College is a part, I have the honor of celebrating the transformational role of places like this—focused on students, committed to intellectual excellence and social responsibility, small enough to be personal and welcoming, yet large enough to provide access and opportunity.

Founded in over 25 years ago, Commonwealth College has long been known for providing a comprehensive academic experience to its students. Over the years we have changed and grown to meet students' needs but have never lost sight of our mission—to prepare our students for meaningful work and life in an interconnected and constantly changing world.

Commonwealth College currently offers diploma programs in Business, Healthcare, Hospitality & Beauty for domestic and international students. As the CEO, I take great pride in my team and putting Students First! I also ensure our class sizes are small, and all classes are taught by faculty who are highly experienced in the areas they teach. This means, our students by the time they graduate are employment ready.

With over 25 years of training thousands of students, we celebrate all of the kinds of students we educate, including new immigrants to Canada; international students; students transferring here from community colleges and universities; students who are here part-time, juggling college and other commitments; and people who are out in the work world and ready to pursue an enriching diploma, whether to further their careers or expand their expertise. Among these students are a significant number who are the first in their families to attend college, as well as those who are the latest of multiple generations of students to have attended Commonwealth.

I am so proud of the way Commonwealth College meets these students where they are and takes them where they need to go, changing their lives in the process.

Wherever you belong in our campus community, know that we all are dedicated to helping you reach your full potential. From your first moments on campus to the day you walk across the stage for graduation and join the ranks of our distinguished alumni, our staff and faculty will be with you every step of the way.

Sincerely,

**Vijay Chintamaneni**

Chief Executive – Commonwealth Education Group Inc.

**Group Colleges:** Commonwealth College (Winnipeg), Campbell College (Edmonton), The Canadian Beauty Academy (Winnipeg), C-College Online.





# Why We Are **OUTSTANDING**

We offer instructor-led classes with training based on applying knowledge to practical situations. Our classroom environment is flexible to meet all learning needs and class sizes are small to allow for one-on-one assistance. Staff members with both educational and business experience are constantly in touch with potential employers to understand the immediate needs of the marketplace, so as to keep training in step with the latest trends in employer requirements.



# 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 firstclass facilities and courses in Business and Hospitality Programs.

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.





# Find A Program That's Right For You

With experienced instructors to support you throughout your course, financial aid options and career support, it's easier to train in a high-demand career stream that suits you.

## Business Programs

- » **Accounting, Tax and Payroll Administration**
- » **Administrative Professional**
- » **Education Assistant**
- » **Logistics & Supply Chain Management**

## Hospitality Programs

- » **Culinary Arts**
- » **Hospitality**

## Healthcare Programs

- » **Addictions, Community & Mental Health Worker**
  - » **Medical & Health Administration**
- 



# ACCOUNTING, TAX AND PAYROLL ADMINISTRATION



# Program at a Glance

As a skilled Accounting, Tax and Payroll Administrator, you will find employment in a variety of fields including bookkeeping, financial accounting, payroll and personal income tax preparation. In our program, you will acquire a command of financial and managerial accounting, accounting software, business communications, payroll, and personal income tax preparation. Accounting, Tax and Payroll program provides you with the accounting, technical and office management skills that are required to succeed in this diverse field.

## Program Length

Theory	580 hours
Capstone Project	80 hours
Total	660 hours

## Fee Schedule

Course Duration	7.5 Months
Tuition Fee	\$ 10,519.40 CAD
TCF	\$ 52.60 CAD
Registration Fee	\$ 275.00 CAD
Books & Supplies	\$ 0 CAD
<b>Total Fees</b>	<b>\$ 10,847.00 CAD</b>

## Courses Covered

Introduction to Accounting	Financial Accounting 1
Financial Accounting-1	Financial Accounting 2
Financial Accounting-2	Managerial Accounting
Managerial Accounting	Computerized Accounting
Computerized Accounting	Tax Preparation
Tax Preparation	Payroll
Payroll	Business Language and Communication
Payroll Fundamentals 1	Career Management
Payroll Fundamentals 2	Capstone Project
Business Language and Communications	
Excel Essentials	
Excel Advanced	
Introductory Accounting	

# ADMINISTRATIVE PROFESSIONAL





# Program at a Glance

If you enjoy working with people, using computer applications, compiling and organizing information, performing administrative duties ranging from general office tasks to acting as a special assistant in any office environments, Administrative Professional Diploma Program (ADP) is the right profession for you. Administrative Professionals perform a wide variety of clerical and administrative tasks such as scheduling appointments, word processing, bookkeeping and accounting, photocopying, filing and answering telephone calls and other correspondence. Administrative Professionals work in a variety of industries ranging from large corporations, small and medium-sized businesses, and non-profit groups to government departments.

## Program Length

Theory	460 hours
Practicum	160 hours
Total	700 hours

## Fee Schedule

Course Duration	700 Hours
Tuition Fee	\$ 6,450.00 CAD
TCF	\$ 64.50 CAD
Registration Fee	\$ 225.00 CAD
Books & Supplies	\$ 254.97 CAD
<b>Total Fees</b>	<b>\$ 6,994.47 CAD</b>

## Courses Covered

- Applied Office Procedures
- Microsoft Word
- Business Language and Communication
- Microsoft Excel
- Introductory Accounting
- Professional Development Workshops
- Job Search Techniques and Job Maintenance



# EDUCATION ASSISTANT



# Program at a Glance

Graduates of this program will be prepared to work as elementary and secondary school teacher assistants, supporting students and assisting with teaching and non-instructional tasks. Students will be qualified to assist in areas of personal care, teaching and behaviour management under the supervision of teachers or other child care professionals. Opportunities for employment can be found in public and private elementary, secondary and special needs schools and treatment centres.

## Program Length

Theory	436 Hours
Practicum	120 hours
Total	556 Hours

## Fee Schedule

Course Duration	556 Hours
Registration Fee	\$ 275.00 CAD
Tuition Fee	\$ 7,202.99 CAD
Training Completion Fund (TCF)	\$ 36.01 CAD
<b>Total Fees</b>	<b>\$ 7,514.00 CAD</b>

## Courses Covered

Inclusive Education  
The Role of the Educational Assistant  
Growth and Development  
Exceptional Learners  
Record Keeping  
Learning Styles  
Life Skills and Social Development  
Language Development  
Introduction to Computers  
Learning Disability  
Understanding and Managing Student Behaviour  
Ethics and Professionalism  
Math and English  
Portfolio Development  
WEVAS  
Non-violent Crisis Intervention  
Career Development Strategies  
Practicum





# LOGISTICS & SUPPLY CHAIN MANAGEMENT



# Program at a Glance

## Full Time / Part Time

Our intensive Diploma program provides you with necessary knowledge including handy updated tools, processes and technology, training you to be job-ready in less than a year. On receiving your diploma you may find employment in sectors like automobile, e-commerce, retail, technology, FMCG and logistics companies. One may find employment in industries involving Manufacturing, logistics, production, consumer packaged goods, freight forwarding, Export/ Import operations, Distribution warehousing or the Transportation sector. The Supply Chain Management – Logistics program helps you to develop strong communication, analytical and problem solving skills.

*\* This program has been approved for advanced standing towards attaining the Supply Chain Management Professional (SCMP™) designation*

## Program Length

Theory	635 hours
Practicals	225 hours
Practicum	160 hours
Total	1020 hours

## Courses Covered

- Operations Management
- Organizational Behavior
- Business Communications
- Computer Applications
- Warehouse Management
- Demand Forecasting
- Management Information Systems
- Inventory Management
- Business Mathematics
- Economics
- Business Logistics- Transportation
- Project Management
- Marketing
- Procurement
- Business Law
- Competitive Contracting & Negotiation
- Career Management
- Practicum

## Fee Schedule

Course Duration	1020 Hours
Registration Fee	\$ 275.00 CAD
Tuition Fee	\$ 12,900.00 CAD
Training Completion Fund (TCF)	\$ 64.50 CAD
<b>Total Fees</b>	<b>\$ 13,239.50 CAD</b>

## Career Opportunities

- Production Coordinator
- Consultant
- Supply Chain Analyst
- International Logistics Manager
- Supply Chain Software Manager
- Warehouse Operations Manager
- Customer Service Manager
- Fulfillment Supervisor
- Transportation Coordinator
- Purchasing Manager
- Inventory Specialist

# CULINARY ARTS





# Program at a Glance

## Full Time (Level - 1 Apprenticeship, Manitoba Approved Program)

Sharpen your culinary skills and become a professional cook by learning the art and delivery of an exceptional culinary experience. Gain knowledge and skills in classic cooking fundamentals as well as current industry trends, taught by passionate chef-instructors.

The Culinary Arts Diploma program combines classroom theory with hands-on training as you rotate through two-week blocks in a commercial-grade kitchen. Passionate instructors train and guide you in small groups through the different techniques and styles of cooking.

### Program Length

Theory	722 hours
Practicals	418 hours
Practicum	210 hours
Total	1350 hours

### Courses Covered

Introduction to Cooking and Food Services  
Cooking Principles  
Culinary Terms, Knife Skills and Mise en Place  
Nutrition  
Certified Food Handlers Course  
Sanitation, Safety And Equipment  
Stocks, Soups, Sauces  
Vegetables, Fruits, Starches And Farinaceous  
Meats, Fish And Poultry  
Breakfast Cookery  
Hot And Cold Beverages  
Dairy Products  
Garde Manger  
Flavors And Seasonings  
Principles Of Baking  
Basics In Baking  
Desserts  
Menu Planning, Food Costing, Math & Culinary Math  
Computer Applications  
Life, Employability Skills & Communication  
Work Experience

### Fee Schedule

Course Duration	1350 Hours
Registration Fee	\$ 275.00 CAD
Tuition Fee	\$ 11,400.00
Books & Supplies Fee	\$ 340.00 CAD
Training Completion Fund (TCF)	\$ 57.00 CAD
<b>Total Fees</b>	<b>\$ 12,072.00 CAD</b>

### Career Opportunities

You'll be able to find employment throughout Canada and abroad in a variety of culinary roles, including:

Baker  
Banquet Chef  
Business Owner  
Caterer  
Corporate Chef  
Food And Beverage Manager  
Food Sales Representative  
Line Cook  
Prep Cook  
Sous Chef

# HOSPITALITY



# Program at a Glance

## Full Time

The Hospitality program enables students to master the essential operational skills needed in the hospitality industry

The Hospitality program covers every imaginable type of property. From bed and breakfasts to five-star resorts, from hotel chains to roadside motels, from luxurious villas to one-room cabins, from stately cruise ships to houseboats and yachts, hospitality properties abound.

## Program Length

Theory	540 hours
Practicum	160 hours
Total	700 Hours

## Courses Covered

Workplace Essentials	
Bartending	
Introduction to Basic Service/Banquet	
Food & Beverage Operations	
Front Desk Agent	
Kitchen Helper/Safety Sanitation	
Event Coordinator	
Work Experience	

## Career Opportunities

After completing a diploma in hospitality, graduates could get a job in the following sectors:

- Airline And Railway Travel
- Conferences And Convention Centers
- Travel Agencies
- Tourist Offices And Ministries Of Tourism
- Tour Operators
- Spas And Wellness Centers
- Cruise Companies
- Event Management
- Casinos
- Catering Companies
- Bars And Private Clubs
- Concert And Theatre Venues
- Museums And Other Cultural Venues
- Theme Parks

## Fee Schedule

Course Duration	700 Hours
Registration Fee	\$ 275.00 CAD
Tuition Fee	\$ 7,097.51 CAD
Training Completion Fund (TCF)	\$ 35.49 CAD
<b>Total Fees</b>	<b>\$ 7,408.00 CAD</b>



# ADDICTIONS, COMMUNITY & MENTAL HEALTH WORKER



# Program at a Glance

Commonwealth College offers the Addictions, Community and Mental Health Worker program. This program will help you acquire the skills required to work in the community service field at large, while also specifically targeting the mental health and addiction services. Subjects are delivered using evidence-based knowledge and skills in screening, assessing, and responding to people with mental health and substance-use issues from diverse cultural and community perspectives.

*\* The program is approved by the Canadian Addiction Counsellors Certification Federation (CACCF).*

## Program Details

### Program Length

Theory	676 hours
Practicum	240 hours
Total	916 hours

### Courses Covered

Fundamental Academics
Substance Use Theories & Treatment
Substance Use Awareness
Ethics
Interpersonal Communication
Essential Communication Skills for Counselling
Theories of Counselling, A Framework
Writing & Document Use in the Workplace
Introduction to Psychology & Mental Health
Understanding and Working with Mental Health/illness
Resource & Services; Social Services & Resources

### Fee Schedule

Course Duration	9 Months
Tuition Fee	\$ 12,980.10 CAD
TCF	\$ 64.90 CAD
Registration Fee	\$ 275.00 CAD
<b>Total Fees</b>	<b>\$ 13,320.00 CAD</b>

Self Care
Dynamics of Family Systems
Facilitating Groups
Indigenous Studies
Working with Indigenous Youth, A Strength Based Perspective
Empowering the Youth at Risk
Understanding Trauma & Grief
Crisis Intervention
Practicum Placement

# MEDICAL & HEALTH ADMINISTRATION





# Program at a Glance

The Medical & Health Administration program provides students with the medical, technical and office management skills that are in demand in practitioner offices, clinics and residential care facilities. Our medical office administration training balances important medical and health knowledge such as Medical Terminology, Medical Transcription, Billing and Administration with the technical skills that are required in today's medical and healthcare environments.

As a Commonwealth College graduate, you'll be able to start your career helping Public Health Administration and Medical organizations run smoothly and keep patients comfortable and happy..

## Program Length

Total 42 Weeks

## Courses Covered

- Microsoft Word
- Medical Office Procedures
- Microsoft Excel
- Introductory Accounting
- Infection Control, Safety & PHIA
- Medical Terminology
- Medical Transcription
- Electronic Medical Record Software
- Provincial Billing
- Communication Skills for the Health Care Professional
- CULTURAL DIVERSITY & INCLUSION
- Job Search Techniques and Job Maintenance
- CPR/First Aid
- Keyboarding

## Career Opportunities

- Medical Office Assistant
- Medical Administrative Assistant
- Clinic Assistant
- Medical Transcriptionist
- Health Administrator Assistant
- Front Office Manager
- Patient Coordinator

## Fee Schedule

Course Duration	42 Weeks
Registration Fee	\$ 275.00 CAD
Tuition Fee	\$ 12,650.75 CAD
Training Completion Fund (TCF)	\$ 63.25 CAD
<b>Total Fees</b>	<b>\$ 12,989.00 CAD</b>

A young man with a shaved head and a goatee is smiling broadly. He is wearing a grey t-shirt and a black backpack. He is holding a silver laptop under his left arm. The background is a blurred indoor setting.

### **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](http://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.

# APPLICATION FORM (DOMESTIC)

Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone/Cell: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Citizenship: \_\_\_\_\_

PROGRAM CHOICE (Please indicate the program you choose):

CULINARY ARTS

HOSPITALITY

MEDICAL & HEALTH ADMINISTRATION

LOGISTICS & SUPPLY CHAIN MANAGEMENT

EDUCATION ASSISTANT

INDIGENOUS FOCUSED EARLY CHILDHOOD EDUCATOR

ADDICTIONS, COMMUNITY & MENTAL HEALTH WORKER

ADMINISTRATIVE PROFESSIONAL

ACCOUNTING, TAX AND PAYROLL ADMINISTRATION

Preferred Start Date: \_\_\_\_\_ Alternate Start Date: \_\_\_\_\_ Full / Part Time: \_\_\_\_\_

Who will be funding your program: \_\_\_\_\_ ?

Enclosed is my:

Non-Refundable \$225.00 registration fee

Application Form and copy of photo I.D.

Copy of High School Certificate and transcript of marks (GED equiv)

Or successful completion of Commonwealth College entrance assessment

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

Financial

Disability Forms (if any)

Applying through Refer a Friend Program?

How did you hear about us?

Reference Name: \_\_\_\_\_

## 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