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 Accounting, Hospitality, Office Administration, Logistics & Supply Chain Management and Indigenous Focused Early Childhood Educator. 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
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, 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

- 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

HOSPITALITY

COURSE DURATION: 700 HOURS
FULL TIME / PART TIME

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

BUSINESS ACCOUNTING

COURSE DURATION: 740 HOURS
FULL TIME / PART TIME

- Introductory Accounting
- Office Procedures
- Business Communication
- Computer Applications*/ Keyboarding
- Organizational Behaviour
- Business Accounting
- Accounting Software (Quickbooks)
**OFFICE ADMINISTRATION**

**COURSE DURATION:** 540 HOURS

**FULL TIME / PART TIME**

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

**LOGISTICS & SUPPLY CHAIN-MANAGEMENT**

**COURSE DURATION:** 1020 HOURS

**FULL TIME / PART TIME**

- 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

**INDIGENOUS FOCUSED EARLY CHILDHOOD EDUCATOR**

Louis Riel Vocational College in collaboration with Commonwealth College

**COURSE DURATION:** 24 MONTHS

- Indigenous Culture & History
- Child Development
- Children’s Play & Creativity
- Child & Family Diversity
- Developing Early Childcare Curriculum
- Understanding Children Through Observation
- Creating Inclusive Children’s Environments
- Design the Early Childcare Setting
- Early Literacy
- Guidance & Discipline
- Internal/External Communications
- Integrating Technology Adapting Curricula for Special Needs Children
- Nutrition, Health & Safety in Child Care
- Professionalism, Advocacy & Leadership
- Social Studies
- Practicum Work Placements (4)
## FEE SCHEDULE

### CULINARY ARTS

| Course Duration | 1350 Hours |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $10,000.00 |
| Books & Supplies Fee | $230.00 CAD |
| Training Completion Fund (TCF) | $100.00 CAD |
| Other Fees | $110.00 CAD |
| **Total Payment of Program** | **$10,665.00 CAD** |

### HOSPITALITY

| Course Duration | 700 Hours |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $5,700.00 CAD |
| Books & Supplies Fee | $149.00 CAD |
| Training Completion Fund (TCF) | $57.00 CAD |
| Other Fees | $250.00 CAD |
| **Total Payment of Program** | **$6,232.00 CAD** |

### BUSINESS ACCOUNTING

| Course Duration | 740 Hours |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $5,200.00 CAD |
| Books & Supplies Fee | $2,600.26 CAD |
| Training Completion Fund (TCF) | $52.00 CAD |
| Other Fees | $250.00 CAD |
| **Total Payment of Program** | **$5,727.00 CAD** |

### OFFICE ADMINISTRATION

| Course Duration | 540 Hours |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $4,000.00 CAD |
| Books & Supplies Fee | $100.00 CAD |
| Training Completion Fund (TCF) | $40.00 CAD |
| Other Fees | $250.00 CAD |
| **Total Payment of Program** | **$4,515.00 CAD** |

### LOGISTICS & SUPPLY CHAIN-MANAGEMENT

| Course Duration | 1020 Hours |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $10,351.49 CAD |
| Books & Supplies Fee | $230.00 CAD |
| Training Completion Fund (TCF) | $103.51 CAD |
| Other Fees | $250.00 CAD |
| **Total Payment of Program** | **$10,930.00 CAD** |

### INDIGENOUS FOCUSED EARLY CHILDHOOD EDUCATOR

| Course Duration | 24 Months |
| Registration Fee | $225.00 CAD |
| Tuition Fee | $14,900.00 CAD |
| TCF | $149.00 CAD |
| Books & Supplies | $2,600.26 CAD |
| Lab Fees | $100.00 CAD |
| **Total Payment of Program** | **$17,974.26 CAD** |

*Louis Riel Vocational College in collaboration with Commonwealth College*
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.
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):

☐ CULINARY ARTS  ☐ HOSPITALITY
☐ BUSINESS ACCOUNTING  ☐ OFFICE ADMINISTRATION
☐ LOGISTICS & SUPPLY CHAIN MANAGEMENT  ☐ INDIGENOUS FOCUSED EARLY CHILDHOOD EDUCATOR

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:

☐ Non-Refundable $225.00 registration fee  ☐ Application Form and copy of photo I.D.
☐ Applicant’s Questionnaire  ☐ 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:

☐ Medical Report  ☐ Disability Forms (if any)
☐ 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