

Graduate Profiles for RRC Programs

2003 – 2015

Prepared by Program and Curriculum Development

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GRADUATE PROFILES

The Graduate Profile is a set of program outcome statements that describe the essential and enduring knowledge, skills, and abilities expected by a graduate of a program. Developed from the Graduate Skills and Abilities Chart, the resulting profile describes the skills and abilities that program graduates will develop and attain as they progress through the program. The Graduate Profile provides the focus for program and course revision to ensure that all learning outcomes and assessments are relevant to the program. The Graduate Profile also provides the basis for Recognition Prior Learning (RPL) at the program level.

2014 - 15

DENTAL ASSISTING

The Graduate:

- A. Demonstrates effective written, verbal, and non-verbal communication skills appropriate to the dental profession.
- B. Adheres to safe work practices in accordance with WHMIS and other appropriate regulatory guidelines.
- C. Assists with dental procedures such as administration of anaesthetic, fillings, crowns, root canals, and surgical procedures.
- D. Performs intra-oral skills such as impressions, x-rays, sealants, polish and fluoride.
- E. Promotes overall health, by assessing patients' dietary and dental needs, and providing health promotion activities, oral health services and dental education to various target groups.
- F. Performs basic dental laboratory procedures and equipment maintenance.
- G. Adheres to manufacturers' instructions for the routine maintenance of dental instruments and equipment and requests technical support when required.
- H. Applies better business practices to sustain successful dental clinics/offices.
- I. Implements quality assurance for equipment maintenance and sterilization to ensure safe patient care.

2013 - 14

ABORIGINAL RESTORATIVE JUSTICE WORKER

The Graduate:

- A. Conducts needs assessment and provides culturally appropriate services.
- B. Demonstrates self-management skills to create healthy opportunities for success.
- C. Demonstrates effective oral and written communication skills.
- D. Works with professional standards and procedures that reflect the practices of restorative justice.
- E. Promotes holistic and culturally appropriate programs and services by exploring historical and current Aboriginal experiences within a safe and inclusive environment.
- F. Implements intervention strategies by providing options for accountability, responsibility and reconciliation.
- G. Utilizes analytical skills to manage cases and provide options within a restorative justice framework.
- H. Plans, implements, and evaluates prevention strategies by networking with multiple stakeholders.

SCIENCE LABORATORY TECHNOLOGY

The Graduate:

- A. Uses a variety of laboratory equipment to analyze: chemicals, food products, and pharmaceutical and environmental samples.
- B. Collects and analyzes samples using a variety of established laboratory techniques including spectroscopy, chromatography and microscopy.
- C. Executes scientific duties in compliance with quality systems including ISO, good laboratory practices and HACCP.
- D. Maintains accurate laboratory records such as log books, lab books, and quality control documents.
- E. Performs a variety of tissue culture laboratory techniques including maintaining, reviving and preserving cell lines.
- F. Performs molecular laboratory techniques including PCR, ELISA, isolation of DNA/RNA and cell transformations/mutations.
- G. Performs basic chemical and microbiological laboratory techniques with accuracy and precision.
- H. Adheres to safe work practices in accordance with WHMIS and other appropriate regulatory guidelines.
- I. Explores a variety of industrial processes such as food processing, water treatment and chemical analyses.
- J. Participates in research and development activities including experimental design, analysis, and presentation of results.
- K. Demonstrates personal and professional competencies including maintaining professional integrity, prioritizing tasks, solving problems, managing time and working independently as well as part of a team.
- L. Provides leadership and promotes mentorship and teambuilding.
- M. Communicates scientific concepts and data through meetings, oral presentations and written reports.
- N. Uses word processing, spreadsheet, presentation and industry-specific analytical software to present scientific data.

PROFESSIONAL BAKING & PATISSERIE

The Graduate:

- A. Communicates through effective application of oral and written skills and verbal and non-verbal cues, including the use of appropriate and current technology.
- B. Applies a variety of math skills to convert and calculate formulas, measurements, and temperature.
- C. Works safely, following government and industry guidelines, regulations and sanitation standards.
- D. Conducts inventory by maintaining a system of portion control, purchasing, and receiving to control quality and profitability.
- E. Effectively and efficiently selects and uses professional hand tools and bake shop equipment appropriate to the task, including systems of measurement.
- F. Directs bake shop production using a variety of resources in a baking and pastry environment to forecast operational needs.
- G. Identifies effective and ethical business practices, including marketing and building sustainable relationships in the management of a pastry and baking operation.
- H. Displays proficiency in crafting chocolate, sugar, and confections for a variety of applications.
- I. Designs and crafts a variety of cakes and tortes, producing a range of specialty items.
- J. Prepares, assembles and finishes a variety of yeast products, doughs, and quick breads.
- K. Displays a positive attitude, passion, commitment, personal management and self-discipline, maintaining high standards of practice and professional standing through a commitment to lifelong learning.
- L. Works effectively within a team environment while demonstrating respect, reliability and understanding to foster a positive and productive working environment.
- M. Applies fundamental skills to produce bakery products, modify formulas, and facilitate dietary requirements, with an awareness of potential allergens.
- N. Markets and displays baked goods, ensuring quality for distribution to wholesale and retail outlets.
- O. Applies creativity and critical thinking in preparation and presentation, while following current culinary and nutritional trends.

- P. Applies appropriate techniques and principles in the preparation of various frozen desserts.
- Q. Provides quality customer service, applying professionalism and knowledge of bakeshop products and services.
- R. Plans and designs facilities, and coordinates equipment for optimal work efficiency.
- S. Effectively manages human resources in accordance with industry and employment standards and practices.
- T. Calculates food, labour, and operational costs to ensure profitability.

TECHNICAL COMMUNICATIONS

The Graduate:

- A. Communicates in a clear, efficient, and respectful manner within a culturally diverse environment, using a variety of formats, media, and techniques to help users solve problems and/or understand complex information.
- B. Applies appropriate research techniques, tools, and sources to critically evaluate information in order to prepare and present communication plans to address audience, context, and content.
- C. Creates quality deliverables that convey information to diverse audiences in a wide and constantly changing variety of media, formats, and contexts.
- D. Manages and maintains complex and varied types of content using a variety of tools and methodologies to optimize long term accessibility and usability of information.
- E. Writes effectively using plain language for a variety of audiences to meet a variety of information needs.
- F. Applies project management principles to complete tasks to the satisfaction of stakeholders.
- G. Employs current layout and design conventions to increase audience comprehension.
- H. Edits using appropriate styles to ensure high quality deliverables that meet audience needs.
- I. Manages her or his career to develop professionally by engaging in and contributing to professional organizations, networking with stakeholders, and demonstrating a dedication to lifelong learning.
- J. Uses appropriate technology to create deliverables and convey information in synchronization with product development.
- K. Contributes to a business's interests by demonstrating business skills while complying with organizational policies and communicating in accord with legal requirements.
- L. Demonstrates professionalism by valuing diversity and respecting workplace culture, through accountability, reliability, ethical behaviour, and time management.

2012 - 13

HOTEL & RESTAURANT MANAGEMENT

The Graduate:

- A. Demonstrates effective verbal, non-verbal and written communication skills to achieve personal and business goals.
- B. Demonstrates professionalism through positive attitude, ethical behavior, adaptability, and a commitment to personal and professional growth.
- C. Demonstrates leadership skills to effectively inspire staff and maintain the culture and vision of the organization.
- D. Provides efficient and personalized customer service to exceed expectations, solve problems, and create memorable experiences.
- E. Exceeds expectations in serving food and beverages while applying industry practices and standards.
- F. Demonstrates industry specific skills to successfully manage and operate accommodations, ancillary, and food and beverage outlets.
- G. Maintains facilities and equipment to successfully complete required functions to the highest industry standards and government regulations.
- H. Maintains a business concept through applying the vision and brand standards to create memorable experiences for guests.
- I. Manages human resources by complying with legislation and regulations in accordance with industry standards and practices.
- J. Uses a variety of technology and information systems to improve productivity, communication, and effectiveness.
- K. Demonstrates sales and marketing skills to effectively qualify and service specific market segments.
- L. Plans and executes all logistical components of catered events to satisfy client and business expectations.
- M. Works safely, following government and industry guidelines, regulations, and standards.
- N. Applies basic accounting and financial knowledge to plan, administrate, analyze, and make decisions to achieve organizational goals.
- O. Manages revenue to maximize profitability by using industry revenue management practices.

- P. Manages expenses to maximize profitability by forecasting and controlling inventory, labour, and other costs.

APPLIED COUNSELLING

The Graduate:

- A. Assesses strengths, resources, and challenges of individuals, families, groups, and communities to assist them in achieving their goals.
- B. Contributes to meeting diverse needs and experiences of individuals, groups, families, and communities by promoting accessible and responsive programs and services.
- C. Refers clients to appropriate resources to assist individuals, families, groups, and communities.
- D. Develops strategies and plans that lead to the promotion of self-care, improved job performance, and enhanced work relationships.
- E. Facilitates groups across a wide range of environments to support growth and development of individuals, families, and communities.
- F. Supports community efforts to empower clients to advocate for change strategies that facilitate personal, social and economic growth, and challenge patterns of oppression and discrimination.
- G. Communicates effectively and empathetically by using active listening, as well as written, verbal and non-verbal communication skills.
- H. Demonstrates personal integrity and accountability in all roles and responsibilities.
- I. Develops and maintains professional relationships with colleagues, supervisors, and community partners which adhere to professional, legal, and ethical standards aligned to human service work.
- J. Participates in lifelong learning and advocating for the profession.
- K. Uses a variety of technologies and facility-specific software to communicate, create documents and conduct research.

BUILDING DESIGN CAD

The Graduate:

- A. Participates in pre-construction functions including data gathering, sketching and estimating to create construction drawings using industry software such as CAD and BIM.
- B. Applies codes, bylaws and regulations to ensure health and safety, fire protection, barrier free access and structural sufficiency.
- C. Researches and applies sustainable building practices to comply with building programs such as LEED.
- D. Uses, adapts and maximizes technologies to create and manage building information.
- E. Integrates architectural, structural, mechanical and electrical disciplines within the building project to promote construction efficiency.
- F. Prepares project manuals, using industry specific software, to delineate quality of material and workmanship.
- G. Administers construction contracts to ensure compliance with project contract documents.
- H. Administers project resources by establishing, scheduling and monitoring project activities and tasks within constraints of time, costs and quality.
- I. Demonstrates verbal, graphic, written, and interpersonal communication skills to work effectively in teams.
- J. Demonstrates professionalism, integrity, ethics, accountability, resourcefulness and lifelong learning.

COMMUNITY DEVELOPMENT

The Graduate:

- A. Practices CD/CED principles universally, to build sustainable, healthy and equitable communities.
- B. Fosters trust relationships and builds social capital, creating viable teams and networks able to sustain the community development / community economic development process.
- C. Mobilizes and empowers communities for leadership and critical thinking, through facilitation, education, capacity building, power-sharing, advocating and mentoring.
- D. Communicates across cultures and sectors using visual, written and oral methods to support co-operation and understanding amongst community stakeholders.
- E. Uses, adapts, and maximizes technologies to create and communicate information to communities.
- F. Plans, documents and evaluates organizational and community initiatives using a variety of participatory methods.
- G. Supports community planning by designing, implementing and reporting on research such as mapping assets, assessing needs and monitoring trends and new practices.
- H. Networks to identify, maintain and assess community resources.
- I. Generates revenue and wealth through grants, partnerships, business development and donations; develops funding proposals and business plans; builds and maintains funder relationships; meets reporting requirements.
- J. Manages and administers organizational resources to provide stability and sustainability.
- K. Uses human resource management principles to build, motivate and manage staff and volunteers within a safe environment.
- L. Demonstrates personal integrity, reliability, ethics, accountability, and resourcefulness in all roles.

CULINARY ARTS

The Graduate:

- A. Works safely, following government and industry guidelines, regulations and sanitation standards.
- B. Identifies, fabricates, prepares and cooks a variety of foods, maintaining a high quality standard.
- C. Effectively and efficiently selects and uses professional hand tools and kitchen equipment appropriate to the task.
- D. Applies appropriate techniques and principles in the handling, preparation and cooking of food.
- E. Prepares, assembles and finishes a variety of breads, pastries, and dessert items.
- F. Develops and applies sensory perception, using flavor profiles, pairings and global cuisine to meet client/industry expectations.
- G. Communicates through effective application of oral and written skills and verbal and non-verbal cues, using appropriate and current technology.
- H. Works effectively within a team environment while demonstrating respect, reliability and understanding to foster a positive and productive working environment.
- I. Displays a positive attitude, passion, commitment, personal management and self-discipline, maintaining high standards of practice and professional standing through a commitment to lifelong learning.
- J. Applies creativity and critical thinking in preparation and presentation, while following current culinary and nutritional trends.
- K. Demonstrates sustainable and ethical practices in the purchase and use of ingredients, products and services.
- L. Applies a variety of math skills to convert and calculate recipes, measurements, and temperatures.
- M. Manages inventory by maintaining a system of portion control, purchasing, receiving, and rotation to control quality and profitability.
- N. Demonstrates customer service and professionalism in a variety of situations to provide a positive guest experience.

- O. Demonstrates social responsibility by building relationships within the community through volunteer participation.
- P. Designs facilities and menus for optimal work efficiency.
- Q. Effectively manages human resources in accordance with industry and employment standards and practices.
- R. Manages finances by calculating food, labour, and operational costs to ensure profitability.

GRAPHIC DESIGN

The Graduate:

- A. Designs and executes strong visual concepts to effectively communicate a specific idea.
- B. Communicates professionally through active participation, interpretation, and understanding.
- C. Manages project expectations by working effectively within schedules.
- D. Executes, manages, troubleshoots, and tests detail-oriented work using appropriate tools to defined specifications.
- E. Demonstrates professionalism by taking inclusive, ethical and responsible actions, and by committing to/embracing lifelong learning.
- F. Creates a strategic plan to achieve goals.
- G. Communicates using relevant industry vocabulary in an objective and clear manner.
- H. Effectively researches and evaluates relevant information based on specific objectives.
- I. Applies business principles by working collaboratively, and effectively managing resources.

LEGAL ADMINISTRATIVE ASSISTANT

The Graduate:

- A. Demonstrates personal professionalism through a strong work ethic, reliability, integrity, adaptability, the desire to learn, and the ability to solve problems and work independently.
- B. Displays interpersonal skills by respecting and empathizing with others, following instructions, asking clarifying questions, accepting and giving feedback, and participating on teams.
- C. Demonstrates excellent verbal, non-verbal, written and listening skills with lawyers, clients and co-workers by using correct grammar, spelling, punctuation, tone, structure, and legal terminology.
- D. Works within legal processes for areas of law including corporate and commercial, real estate, family, civil litigation, wills and estates, and criminal.
- E. Completes legal documents, standard forms, and document and minute books from verbal or written instructions, transcription, or precedents.
- F. Demonstrates confidence and initiative by effectively recording information and handling telephone calls and incoming and outgoing mail and courier transactions.
- G. Organizes, diarizes, and prioritizes to manage schedules, appointments, and files and to meet deadlines.
- H. Creates, organizes, and maintains paper and electronic files and filing systems including file closure, retrieval, archiving, and destruction.
- I. Performs online and paper due diligence searches.
- J. Keyboards accurately at 55 words per minute.
- K. Uses office equipment and technology including Microsoft Office Suite and accounting software proficiently, and adapts to new software in the workplace.
- L. Manages documents by tracking changes, creating new versions, and following naming conventions.

- M. Supports law office accounting procedures by tracking time and disbursements, preparing invoices, and handling cheques.
- N. Complies with Law Society and law office regulations and policies by working within scope of occupation, conducting conflict searches, following trust account and identification verification rules, and maintains confidentiality.

2011 - 12

ANIMAL HEALTH TECHNOLOGY

The Graduate:

- A. Uses a variety of technologies and vet specific software to communicate, record and file information, and create documents.
- B. Demonstrates effective verbal, non-verbal, written, and interpersonal communication skills appropriate to the veterinary workplace.
- C. Safely and effectively administers prescribed drugs to patients.
- D. Accurately dispenses and explains prescribed drugs to clients.
- E. Complies with workplace safety, privacy, and health regulations by adhering to government legislation and to the policies of professional organizations.
- F. Performs patient assessment to obtain patient data that will allow accurate patient evaluation with minimum stress and maximum safety.
- G. Safely and effectively manages patients in all phases of anesthetic procedures.
- H. Integrates all aspects of patient management for common surgical procedures in common domestic species.
- I. Provides nursing care for hospitalized patients (common domestic species) including administering therapeutic care through appropriate nutrition, and husbandry.
- J. Performs laboratory animal procedures as outlined by the Canadian Council on Animal Care.
- K. Takes x-rays and provides support for other diagnostic imaging procedures using appropriate techniques and following recommended safety measures.
- L. Performs laboratory procedures by obtaining and preparing patient samples and conducting appropriate analysis with a high level of quality control.
- M. Demonstrates personal integrity, reliability, ethics, accountability, and resourcefulness in all roles and responsibilities.
- N. Demonstrates professionalism by valuing diversity, respecting workplace culture, and committing to lifelong learning.
- O. Provides dental care for dogs and cats.

BUSINESS ADMINISTRATION GRADUATE PROFILE

The Graduate:

COMMON COMPETENCIES (A-K):

- A. Demonstrates professionalism as a team member by making ethical decisions that will contribute to the team's overall success.
- B. Develops communication, time management, and organizational strategies that will be implemented to complete tasks, meet deadlines, and demonstrate teamwork skills.
- C. Applies human resource principles to help support, guide, and train others within an organization.
- D. Develops and reviews career plans, measure and assess strengths, and identify areas for growth.
- E. Fosters and maintains excellence in relationships with internal and external stakeholders by managing conflict, building trust, valuing diversity, demonstrating adaptability, and nurturing respect.
- F. Contributes to the planning and implementation of a project to meet unique and measurable goals.
- G. Manages risk and contributes to effective decision making using math, accounting, and statistics as well as an understanding of relevant legislation and regulations.
- H. Uses a variety of interpersonal styles, media, and tools to communicate effectively with various audiences.
- I. Applies critical thinking skills to help management implement decisions and resolve problems.
- J. Selects and uses appropriate software, Internet research tools, and office technology to help manage information.
- K. Complies with current laws and regulations in dealing with provincial, federal and international jurisdictions.

ACCOUNTING COMPETENCIES (L-R):

- L. Develops, reviews, and discusses qualitative and quantitative non-financial reports.
- M. Advises on internal control procedures by assisting in their development, implementation, and subsequent monitoring.

- N. Performs the functions of the accounting cycle by using available technology to identify, record, reconcile, and review economic exchange transactions.
- O. Produces financial statements in accordance with appropriate financial and industry standards.
- P. Analyzes and interprets financial reports by using a variety of professional analysis techniques and provide recommendations for improvement.
- Q. Presents financial information and discuss it with stakeholders.
- R. Assists with the budget development process and follow-up by monitoring progress and facilitating appropriate action.

FINANCIAL SERVICES COMPETENCIES (S-X):

- S. Develops and presents a strategic financial plan based on a detailed evaluation and analysis utilizing; appropriate credentials; creativity and critical thinking to meet clients' financial objectives and risk tolerance.
- T. Demonstrates a customer-centric attitude through the selection and provision of products and services that represent the compliance and regulatory requirements in the financial services industry.
- U. Manages risk by applying basic accounting principles, identifying credit risk, or identity fraud during the management of the loan application process.
- V. Applies basic math skills and financial calculations to investments, credit bureau reports, credit evaluation, and prospectus reports following the appropriate institution regulations.
- W. Manages and assesses the insurance needs and risks of a client in the areas of mortality and morbidity which includes the insurance application and underwriting processes.
- X. Applies and interprets the appropriate fiduciary principles and practices as it pertains to the contractual obligations of the client, advisor and institution.

MARKETING COMPETENCIES (Y-DD):

- Y. Applies proven sales techniques while demonstrating positive interpersonal skills.
- Z. Manages a brand ethically, responsibly, and consistently within an organizational culture.
- AA. Generates value and differentiation through appropriate integrated marketing communication.
- BB. Develops, prepares, implements, measures, and evaluates a marketing plan.
- CC. Conducts effective market analysis research to identify current trends in market needs, market demand, and industry best practices.
- DD. Procures goods and services using effective supply chain analysis and vendor relations.

OFFICE MANAGEMENT COMPETENCIES (EE-II):

- EE. Demonstrates marketing skills by: identifying target markets, selecting technology to reach target audiences, developing customer relations as well as promoting a corporate vision and culture.
- FF. Applies industry standards while negotiating and finalizing contracts, monitoring the contract's terms throughout its life, and creating business relationships.
- GG. Implements a structured records management system involving information creation, retention, retrieval, and disposition to meet legal and industry requirements.
- HH. Effectively manages facilities by applying safe work practices, coordinating contractors, performing minor maintenance, procuring supplies, and managing inventories.
- II. Performs office accounting functions including: entering accurate financial information, preparing supporting documents and reports, and administering office finances within budgets.

2010 - 11

LIBRARY INFORMATION TECHNOLOGY

The Graduate:

- A. Performs records management skills by developing inventories and retention schedules, preparing records for storage, and creating descriptions for archival materials.
- B. Discusses, interprets and evaluates a variety of literature to assist patrons in finding materials appropriate to their needs.
- C. Demonstrates circulation skills including management of materials, maintenance of patron databases, facilitation of inter-library loans, and shelf reading.
- D. Applies basic accounting knowledge to purchase and receive materials for different collections.
- E. Develops library collections through analysis, selection and inventory of resources, and collection policy including handling challenges to resources.
- F. Communicates effectively using appropriate tools: visually, orally and in writing through active participation, listening and by asking questions at the level of the audience.
- G. Applies reference skills in patron interviews and resource recommendations by using appropriate technology.
- H. Utilizes social media and office software in a variety of formats.
- I. Creates bibliographic records in manual and automated environments for material in different formats according to international standards.
- J. Uses supervisory skills to assist in the hiring, training, managing and motivating of staff and volunteers.
- K. Assists in managing facilities including preparing schedules, maintaining security, arranging for building accessibility, and preparing/implementing a plan to respond to accidents and disasters.
- L. Demonstrates adaptability, creativity, flexibility and resourcefulness individually and as part of a team.
- M. Creates and implements programs and marketing strategies to promote literacy and the library.
- N. Demonstrates professionalism through: time management, participation in professional organizations, adherence to privacy and workplace health and safety legislation, respect for diversity and a commitment to lifelong learning.

AMERICAN SIGN LANGUAGE – ENGLISH INTERPRETER

The Graduate:

- A. Prepares for interpreting on and off site by developing assignment-specific schema, gathering materials, identifying language use, contacting consumers and team interpreter(s), and assessing logistical needs.
- B. Commits to ongoing professional development by pursuing mastery in ASL and English, pursuing professional accreditation, maintaining membership in professional associations, and networking with the community.
- C. Demonstrates personal competencies to manage and maintain a balanced quality of life, trust and integrity in professional relationships while continuing to develop intrapersonal and interpersonal skills.
- D. Acts as an ally with the Deaf & Deaf-Blind communities through ongoing involvement and reciprocity to support community goals, build trust, and bridge cultures.
- E. Demonstrates professionalism and accountability by practicing high quality ethical decision-making and ongoing reflection, consistent with community needs and values.
- F. Facilitates interactions in ASL and English either individually or in a team by providing interpretation in a manner that is conscientious of language and cultural variance while monitoring for overall message equivalency.
- G. Manages a career of working individually or in a team by networking, coordinating schedules, and managing or dealing with financial matters.
- H. Acts as a resource by being available to the AEIP/DSP students.
- I. Interprets in a variety of settings by creating a career path that allows for growth and learning.
- J. Interprets for a variety of consumer groups by creating a career path that allows for growth and learning.
- K. Uses technology to coordinate and manage logistical aspects of a career.
- L. Interprets through the use of a variety of communication devices.

RECREATION FACILITATOR FOR OLDER ADULTS

The Graduate:

- A. Communicates effectively and empathetically in all interactions by using active listening as well as written, verbal, and non-verbal communication skills.
- B. Demonstrates personal integrity and accountability in all roles and responsibilities.
- C. Demonstrates professionalism by participating in life-long learning and advocating for the profession.
- D. Uses appropriate documentation procedures and tools for the assessment, planning, implementation, and evaluation of all aspects of the profession.
- E. Applies the skills necessary to plan, promote, and deliver therapeutic programs.
- F. Evaluates programs based on identified goals and objectives and make necessary modifications.
- G. Complies with workplace safety, privacy, and health regulations by adhering to the organization's policies and procedures.
- H. Demonstrates supervisory skills through planning, coordinating, and delegating tasks related to ongoing programming.
- I. Creates individual, small group, and large group program plans by identifying interests, assessing needs, and adapting as necessary.
- J. Uses a variety of technologies to communicate, research, create documents, and utilize facility-specific software.
- K. Commits to advocating and supporting the individual through a sincere understanding of their holistic needs.
- L. Works within a recreation budget and perform related basic tasks.

2009 - 10

AVIATION MANAGEMENT

The Graduate:

- A. Communicates effectively using written, oral, and nonverbal communication skills to achieve personal and business goals.
- B. Demonstrates leadership skills by developing trust and showing initiative and commitment to the industry and the organization.
- C. Respectfully manages Human Resources in accordance with industry standards and company practices.
- D. Manages organizational resources to meet objectives, solve problems, and advocate for change.
- E. Demonstrates professionalism that reflects industry best practices.
- F. Applies appropriate operational and industry specific technologies to realize sustainable efficiencies.
- G. Assures quality by managing systems and procedures that promote safety and a proactive, customer focused culture.
- H. Demonstrates the innovative management of business development.
- I. Develops and continually renews professional development curriculum that complies with industry standards.
- J. Manages crisis through a comprehensive emergency response plan.
- K. Applies effective customer service policies by determining needs, soliciting feedback, and exceeding expectations.
- L. Effectively manages records information systems.
- M. Manages time, both own, and others', in order to meet organizational objectives.

COLLISION REPAIR AND REFINISHING

The Graduate:

- A. Inspects vehicle damages and gathers vehicle information to determine repair procedures.
- B. Uses industry tools and technologies to dismantle and evaluate vehicle to make repair decisions.
- C. Details vehicle by performing interior and exterior cleaning and defect removal.
- D. Performs various collision repairs such as part replacement, sheet metal damage, mechanical, electrical, safety restraints and corrosion protection.
- E. Prepares and applies undercoats and topcoats by operating and maintaining spray equipment.
- F. Communicates using appropriate tool: verbal, non-verbal, visual, inter-personal, written, listening to the level of the audience.
- G. Employs safe work practices and procedures by complying with all codes and regulations and maintaining safety/health certification.
- H. Demonstrates professionalism through a positive attitude, ethical behaviour, accountability, integrity, confidence, respect for workplace culture, valuing diversity and continuous learning.
- I. Uses, maintains and troubleshoots hand and power tools and equipment including welding, lifting, diagnostic, recycling, measuring and sand blasting.
- J. Manages timelines through balancing workflow, interacting with others, following timelines, and demonstrating reliability and punctuality.

OFFICE TECHNICIAN

The Graduate:

- A. Demonstrates professionalism by interacting ethically, maintaining composure, and a positive attitude, while following the policies of the organization.
- B. Communicates professionally with a variety of audiences using active listening, written, verbal, and non-verbal communication skills.
- C. Shares ideas and respects those of others in a culturally diverse environment while learning and problem solving.
- D. Demonstrates effective organizational and resource management skills.
- E. Provides customer service by demonstrating empathy, flexibility, and the ability to multi-task to solve problems in a timely fashion.
- F. Demonstrates computer skills by keyboarding efficiently and accurately using various office software.
- G. Performs a variety of office procedures such as processing mail and managing supplies.
- H. Operates a variety of current office equipment.
- I. Stages a variety of events by effectively managing resources and logistics.
- J. Manages records by adhering to laws, regulations, and workplace policies and procedures.
- K. Demonstrates accurate and thorough basic accounting skills by managing various accounts.

2008 - 09

COMPUTER ACCOUNTING TECHNICIAN

The Graduate:

- A. Demonstrates organizational skills by setting goals and priorities to balance work and life.
- B. Demonstrates effective written and oral communication skills.
- C. Uses various accounting and office software to input data, generate and interpret basic reports to aid management in problem solving and effective decision making.
- D. Demonstrates problem solving skills in a variety of situations.
- E. Demonstrates appropriate professional and ethical conduct by exhibiting effective team skills and maintaining confidentiality while practicing respectful behaviours.
- F. Performs timely procedures for remittances to government regulatory bodies.
- G. Processes Accounts Payable by maintaining and reconciling vendor accounts through processing purchases, adjustments, and payments.
- H. Processes Accounts Receivable by maintaining and reconciling customer accounts through processing sales, adjustments, and cash receipts.
- I. Processes payroll by maintaining and reconciling employee and employer records, and processing and calculating both employee and employer remittances.
- J. Applies basic accounting theory through accurate performance of daily, monthly, and yearly activities.
- K. Assists in preparation of financial reports in compliance with organizational requirements.

DIGITAL MULTI-MEDIA TECHNOLOGY

The Graduate:

- A. Communicates using appropriate tools: visually, orally, and in writing - through active participation, listening, and by asking questions.
- B. Works in a team to solve problems creatively while cultivating respectful and productive working relationships.
- C. Demonstrates professionalism by valuing diversity and respecting workplace culture through accountability, reliability, ethical behavior, and time management.
- D. Uses technology in an efficient and organized manner to create projects that incorporate a variety of existing or emerging media.
- E. Designs creatively by applying colour and composition theory as well as typographic techniques and principles.
- F. Applies principles of design, storytelling, and motion to 2D and 3D animation.
- G. Applies principles of photography, storytelling, and editing to produce video and still images.
- H. Designs, develops, publishes, and maintains efficient web sites using standards-based coding and scripting techniques.
- I. Integrates audio into projects by mixing and recording various tracks and using sound effects.
- J. Manages projects by interacting with stakeholders respecting timelines, work flow, and production schedules.
- K. Contributes to the budget process by identifying total costs, estimating resources, and preparing status reports.
- L. Applies marketing and sales skills to convey and promote ideas, while valuing client input.
- M. Gathers, interprets, and applies information using appropriate tools, methods, and techniques.

PARA EDUCATOR

The Graduate:

- A. Provides assistance to resource and/or classroom teachers in the preparation of course materials.
- B. Establishes rapport with students and differentiate support according to individual behavior.
- C. Manages student behavior while providing supervision according to the classroom management style practiced by the classroom teacher.
- D. Demonstrates effective verbal, non-verbal, written, and inter-personal communication skills appropriate to the level of the audience.
- E. Uses a variety of technology appropriate to the school and classroom environment.
- F. Provides medical support to students as required and permitted by regulations and school policy.
- G. Demonstrates safe work practices and respond to emergencies as they arise.
- H. Demonstrates organizational skills, ethical behavior, and accountability as a professional working in a school environment.
- I. Facilitates instructional activities under supervision of a teacher.
- J. Complies with laws and regulations that pertain to a school environment and related activities.

2007 - 08

ABORIGINAL SELF-GOVERNMENT ADMINISTRATION

The Graduate:

Demonstrates Professionalism

- A. Provides leadership by interacting with others in ways that contribute to effective working relationships and the completion of tasks.
- B. Maintains high standards in all aspects of the job.
- C. Works as a professional, demonstrating a positive attitude, commitment, and discipline.
- D. Deals with people, problems and situations with honesty, integrity and personal ethics.
- E. Learns continuously, keeping up-to-date in the skills that are required to do the job.
- F. Identifies and pursues opportunities for licensing and professional certification and accreditation.

Practices Inter-Governmental Relations

- A. Builds partnerships and develops professional relationships to influence policy and legislation and to defend the rights of their communities.
- B. Applies governance models that cultivate the development of elected bodies, constitutions and practices that respect traditional forms of leadership and support Aboriginal rights and interests.

Applies Governance Models

- A. Advocates for Aboriginal self-government.
- B. Drafts constitutions, by-laws and policies that support elected bodies and traditional forms of Aboriginal leadership.
- C. Works with groups that promote Aboriginal interests.

Demonstrates Cultural Competence

- A. Values Aboriginal world views, language and culture.
- B. Respects cultural differences (spirituality, language, teachings, traditions and practices).

Communicates Effectively

- A. Communicates effectively using the written, spoken, and non-verbal communication skills that fulfills the purpose and meets the needs of the audience.
- B. Reads and interprets information in a variety of formats (e.g. manuals, contracts, forms, legislation, treaties and other related historical documents and court rulings) to plan and complete tasks.
- C. Listens and asks questions to understand and appreciate the points of view of others.
- D. Writes clearly and for a variety of purposes (e.g. proposals, briefing notes, media releases and presentations).
- E. Shares information using a range of information and communications technologies (e.g. voice, e-mail, computers etc.).
- F. Explains concepts and contexts from an Aboriginal point of view.

Manages Projects

- A. Adheres to accepted Project Management practices to plan, design or carry out a variety of projects or tasks.
- B. Leads or supports others in the completion of tasks and/or assigned responsibilities.
- C. Monitors the project or task and identifies ways to improve and/or adapt to changing requirements.

Engages the Community

- A. Organizes meetings and other community engagement processes to identify, clarify and/or resolve issues.
- B. Solicits the participation of stakeholders in the community engagement processes.
- C. Establishes effective working relationships and builds consensus to meet community goals and objectives.
- D. Manages and resolves conflict when appropriate.

Uses Technology

- A. Uses the computer and mobile technologies (PDAs and Blackberries) as project management and community engagement tools.
- B. Uses office productivity/ information management/project management software (e.g. MS Office and MS Projects) to manage and communicate all aspects of the project management and community engagement processes.

Performs Research

- A. Identifies goals for research and develops and/or selects culturally appropriate research methodologies and instruments.
- B. Uses analytical and problem-solving skills to extrapolate research findings in a culturally appropriate manner.

Builds Sustainable Communities

- A. Develops and implements the education/ training and mentorship strategies that increase the community's capacity for sustainable growth and prosperity.
- B. Builds community equity by following accepted economic development practices and by supporting Aboriginal entrepreneurship.

Demonstrates First Nations Land Management Skills

- A. Interprets the Indian Act, the Treaty Land Entitlement and the Additions to Reserve Policy and other related legislation to assist with the management of land and resources.

CAP/IST (COMPUTER ANALYST/PROGRAMMER/INFORMATION SYSTEMS TECHNOLOGY)

The Graduate:

- A. Ascertain business / client requirements using information gathering techniques to examine and document needs – determining and confirming scope and requirements.
- B. Demonstrates professional and ethical attitudes and behaviour in a variety of settings.
- C. Communicates effectively with a variety of audiences.
- D. Identifies project stakeholders, deliverables, and constraints using project tools, according to industry principles, standards, and practices.
- E. Demonstrates initiative, reliability, respect, and objectivity in a positive manner- both individually and in team environments.
- F. Applies testing methodologies to ensure appropriate quality in systems development.
- G. Applies industry governance, standards, and best practices.

The Application Development Stream Graduate:

- A. Analyzes solution requirements by translating and documenting business functionality and exploring alternatives to arrive at an integrated solution.
- B. Designs applications by translating and prototyping analysis following technology standards and accepted industry methodologies.
- C. Develops applications according to accepted standards using a variety of programming tools to translate specifications into reusable objects based on learned testing and debugging techniques.
- D. Formulates solution architecture by incorporating strategic and tactical solutions to develop models according to business needs.
- E. Constructs solution architecture by integrating business rules into a user friendly environment considering accepted technologies such as networking principles, web services, service.
- F. Develops business applications by using current, common, and emerging languages and development tools.
- G. Develops applications for a variety of Operating System environments.

- H. Applies current and emerging system development methodologies.
- I. Applies common modeling techniques to processes and data.
- J. Uses middleware to integrate systems by comparing and contrasting systems, identifying core components, and deprogramming the systems.

The Web Development Stream Graduate:

- A. Analyzes and document user requirements to identify potential solutions.
- B. Designs web applications to current standards and requirements using design tools.
- C. Uses development tools and current standards to construct applications that conform to requirements.
- D. Coordinates transition to production through training, documentation, and deployment.
- E. Creates interactive web applications to specifications using current technologies.
- F. Maintains systems by controlling application versions and configuring platforms.

The Database Stream Graduate:

- A. Identifies data owners and analyze and document their requirements using standard database diagramming g tools. Create logical and physical data models and databases from specifications using Structured Query Language (SQL) and scripting languages, while adhering to security guidelines, policies, and practices.
- B. Analyzes and recommends appropriate solutions given proposed database architecture alternatives.
- C. Implements standard and non-standard SQL using a command line interface as well as Relational Database Management System (RDBMS) – specific Graphical User Interface (GUI) tools.
- D. Designs, develops and tests reusable code to create new databases using SQL and scripts. Supports and administers databases using database tools, manages backup and recovery, security, applies troubleshooting procedures and techniques under different operating systems and using diagnostic tools, as well as provide data for audits.
- E. Demonstrates implementation skills by contributing to transition to production and post-implementation process including clean-up, review and verification.

The Network Stream Graduate:

- A. Defines, analyzes, and documents a high level network architecture plan to meet business needs.
- B. Designs, researches, and documents a network infrastructure to meet business needs incorporating industry standard products and best practices.
- C. Implements, tests, and documents network infrastructure from concept to production including standard hardware, network appliances, and software.
- D. Monitors installed network infrastructure to ensure corporate computing standards and expectations are met in the areas of security, performance, scalability, availability, and data integrity.
- E. Supports installed network infrastructure to ensure corporate computing standards and expectations are met in the areas of security, performance, scalability, availability, and data integrity.

INDUSTRIAL ARTS/TECHNOLOGY TEACHER EDUCATION

The Graduate:

- A. Communicates effectively with students, parents, and colleagues in an education environment.
- B. Teaches safety practices and procedures to students while modeling safe practices in classrooms and labs.
- C. Creates inclusive learning environments that recognize and respect student's diversity, individual differences, perspectives and learning styles.
- D. Leads or supports when appropriate, and contributes to motivating others.
- E. Demonstrates professionalism to students, peers, parents and the community following a professional code of conduct, school/division policies, and applicable laws and regulations.
- F. Designs instruction applying curriculum guidelines, writing learning outcomes and using indicators of success including broad assessment, varied instructional techniques, and personalized instruction.
- G. Manages classrooms and labs in schools creating a safe and engaging learning environment.
- H. Assesses/evaluates student performance applying summative and formative evaluation strategies, designing and applying assessment/evaluation tools, and reporting on student progress/achievement.
- I. Teaches Industrial Arts/Technology using related tools and equipment safely, while leading students through design, development, application, and reporting phases of Industrial Arts labs/projects.
- J. Manages classroom and lab facilities ensuring equipment and facilities are safe, well maintained, and adequately stocked following school/division procedures regarding: maintenance, ordering, and purchasing.
- K. Uses information and computer technologies as tools for instruction and administrative purposes.
- L. Learns continuously, keeping up-to-date with trends in education and industry.

2006 - 07

CREATIVE COMMUNICATIONS

The Graduate:

- A. Demonstrates initiative, drive and the ability to multi-task while striving for excellence in the workplace.
- B. Applies technical skills to produce finished projects in a variety of existing and emerging media.
- C. Plans, implements, and monitors projects and resources in a time-effective manner to achieve objectives.
- D. Creates ethical and relevant content by identifying appropriate media that engages a target audience and respects diversity.
- E. Writes and edits effectively for a wide range of media.
- F. Communicates in a respectful and professional manner.
- G. Demonstrates professionalism: a positive attitude, commitment, discipline, and continuous learning.
- H. Applies strategic thinking and planning skills.
- I. Solves problems by being innovative and resourceful; identifies and suggests alternative ways to get the job done.
- J. Responds to routine business challenges using appropriate technical and interpersonal skills.
- K. Applies appropriate concepts from planning to operational phases of a marketing process.
- L. Implements a range of research, analytical, and evaluative skills, presenting information in a professional format.

GREENSPACE MANAGEMENT

The Graduate:

- A. Analyzes Site Environment
 - Conducts comprehensive site assessments using a variety of instruments and techniques to observe, collect, test, measure and determine land use suitability.
- B. Designs Greenspace
 - Crafts greenspace designs that integrate hardscape and softscape features that are environmentally responsible and meet customer requirements.
 - Applies the knowledge of the visual and physical characteristics of plants and their use to greenspace design.
- C. Manages Projects
 - Plans, executes, and concludes a wide range of greenspace projects following accepted project management principles.
 - Uses the project specifications to identify material, labour, and equipment requirements and to prepare accurate cost estimates for all aspects of a greenspace project.
- D. Manages a Business
 - Utilizes effective management skills for small business environments.
 - Identifies opportunities for niche markets by studying market and industry trends.
- E. Uses Technology
 - Uses the computer as a tool to communicate all aspects of the project management process.
 - Operates, maintains, transports and stores a variety of machinery and equipment in a safe and responsible manner.
- F. Communicates
 - Communicates effectively using the written, spoken, and non-verbal communication skills that fulfills the purpose and meets the needs of the audience.
 - Reads and interprets information in a variety of formats (e.g. manuals, contracts, forms, schematics, blueprints and drawings) to plan and complete tasks.
- G. Demonstrates Professionalism

- Advocates for the adoption of a culture of environmental stewardship for all greenspace projects.
- Maintains high standards in all aspects of the job by adhering to quality assurance practices.
- Interacts with others in ways that contribute to effective working relationships and the completion of tasks.
- Works as a professional, demonstrating a positive attitude, commitment, and discipline.
- Learns continuously, keeping up-to-date with industry skills requirements.
- Identifies and pursues opportunities for licensing and professional certification and accreditation.

H. Builds Greenspaces

- Designs, installs and maintains irrigation and drainage systems following responsible water management practices.
- Uses the visual and physical characteristics of plants to select the appropriate plant materials to sustain the integrity of the design features.
- Works safely, following relevant government and industry guidelines, regulations, standards, safety codes and practices.
- Operates equipment and tools according to manufacturer's instructions.

I. Manages Plant Materials

- Uses plant science principles and effective cultivation and maintenance practices to manage all plant materials.

J. Maintains Greenspaces

- Applies the principles and practices of Integrated Pest Management to ensure environmentally responsible pest management.
- Carries out a variety of maintenance tasks and procedures to maintain and manage a greenspace on a regular basis over a period of time.

2005 - 06

ABORIGINAL LANGUAGE SPECIALIST

The Graduate:

- A. Respectfully communicates in English and in a targeted Aboriginal language, both orally and in writing, so others will listen and understand.
- B. Creatively problem solves and adapts to change in an open-minded and constructive way.
- C. Honours and respects Aboriginal and other histories and incorporates traditional teachings into cultural values.
- D. Demonstrates creativity by taking risks while assessing personal strengths and weaknesses and seeking help from others.
- E. Is a positive role model by confidently using their Aboriginal language professionally while demonstrating pride, humour, and integrity.
- F. Through the use of the internet and other resources including elders, practices ethical research and shares information with people in the community.
- G. Provides translation services by applying linguistic skills and strategies in both English and Aboriginal languages in both oral and written forms.
- H. Provides accurate, consecutive, and simultaneous interpreting from source language (English) to target language (Aboriginal) in various dialects.
- I. Advocates, promotes, and supports Aboriginal language programs and services.
- J. Maintains and practices health and wellness in all areas of development (spiritual, mental, physical, and emotional).
- K. Provides effective leadership by collaborating, delegating, facilitating, and empowering others and by demonstrating your strengths and abilities.
- L. Demonstrates and maintains professionalism by providing effective customer services following protocol, policies, and procedures.
- M. Performs and/or participates in a variety of artistic expressions using an Aboriginal language.
- N. Produces oral and visual language materials complying with copyright regulations and validated by elders, using a variety of media to relate expressive ideas.

- O. Uses various teaching methodologies in delivery and assessment:
 - O1) Plans and delivers lessons focusing differentiated instructional strategies and techniques that respond to the diverse learning styles of Aboriginal students.
 - O2) Uses a variety of assessment techniques through analysis of their purpose, teaching target, method, and quality indicators.
- P. Plans a course using indicators of success including broad assessments, varied instructional techniques, and personalized instruction and applying language acquisition theory to select the teaching strategy to maintain an Aboriginal language focus.
- Q. Uses various technologies to communicate, create, archive, and promote Aboriginal language materials.

CERTIFICATE IN ADULT EDUCATION

The Graduate:

- A. Communicates effectively and acts professionally with students and colleagues in an adult education environment.
- B. Collaborates professionally on a team, respecting group dynamics.
- C. Offers leadership when appropriate, and contributes to motivating students.
- D. Creates learning environments that recognize and respect student's diversity, individual differences, and perspectives.
- E. Plans a course using indicators of success including broad assessment, varied instructional techniques, and alternative delivery models.
- F. Plans and delivers lessons focusing on differentiated instructional strategies and techniques that respond to the diverse learning styles and needs of learners.
- G. Applies adult learning principles.
- H. Uses a variety of assessment techniques and analyzes their purpose, teaching target, method, and quality indicators.
- I. Adapts curriculum to address current trends and best practices in the adult education field.
- J. Creates a safe learning environment.

AEROSPACE MANUFACTURING TECHNICIAN

The Graduate:

- A. Works safely, following relevant government and industry guidelines, regulations, standards, safety codes and practices.
- B. Reads and interprets information in a variety of formats (e.g. manuals, forms, schematics, blueprints and drawings) to plan and complete tasks.
- C. Communicates effectively using the written, spoken, and non-verbal communication skills that fulfill the purpose and meets the needs of the audience.
- D. Interacts with others in ways that contribute to effective working relationships and the completion of tasks.
- E. Selects, uses and maintains a variety of specialized tools and equipment to fabricate, repair and assemble parts and structures.
- F. Selects, uses and maintains a variety of precision measurement equipment to ensure compliance of all work to material and process specifications.
- G. Applies a variety of mathematical techniques to plan and complete tasks.
- H. Plans, implements and monitors work flow in accordance with lean manufacturing principles.
- I. Fabricates honeycomb core details using a variety of techniques for composite sandwich panels.
- J. Fabricates complex structural aerospace components using a variety of hand lay-up techniques.
- K. Trims composite structures to drawing size requirements.
- L. Assembles sheet metal and composite structure following specified fitting, fastening and sealing processes.
- M. Uses surface finishing compounds and techniques to prepare the composite structure for the final paint process.
- N. Paints and polishes the finished composite structures.
- O. Repairs defective composite structures to specifications using a variety of repair and refinishing techniques.
- P. Maintains high standards in all aspects of the job by adhering to quality assurance practices and by responding to the human factors affecting performance.
- Q. Works as a professional, demonstrating a positive attitude, commitment, and discipline.

R. Learns continuously, keeping up-to-date with industry skills requirements.

2004 - 05

ELECTRICAL

The Graduate:

- A. Works safely, following relevant government and industry guidelines, regulations, standards, codes, and practices.
- B. Interprets blueprints, schematics and trade-related code rules to plan installations
- C. Selects, operates and maintains a variety of tools and equipment for the completion of trade-related tasks.
- D. Applies theories of the electrical trade, completing tasks within limitations of expertise
- E. Installs a variety of basic electrical systems and/ or electrical components under direct supervision of a journeyman electrician.
- F. Maintains and troubleshoots electrical systems by applying basic electrical science principles and procedures.
- G. Works within the pressures of the construction industry, displaying both independence and the ability to work as a member of a team.
- H. Demonstrates effective oral, written, and non-verbal communication skills, using trade terminology as appropriate.
- I. Interacts with others in ways that contribute to effective working relationships and achievement of goals.
- J. Estimates, calculates, and records data in trade-related forms/documents using a variety of math skills.
- K. Works as a professional, demonstrating a positive attitude, commitment, and discipline.
- L. Maintains high standards of practice and professional standing through a commitment to life-long learning.
- M. Solves problems in a broad range of situations by thinking critically and adapting to new circumstances.
- N. Manages use of time to complete tasks and attain goals.
- O. Uses computer, communication and office technologies as required.

HOSPITALITY AND TOURISM

The Graduate:

- A. Demonstrates industry specific skills to manage and operate a hotel, restaurant or tourism business.
- B. Demonstrates effective administrative skills to plan strategically and comply with legislation.
- C. Sells and markets hospitality and tourism products and services to meet the needs of customers, businesses, and stakeholders.
- D. Demonstrates effective use of various technology and information systems.
- E. Provides customer service while displaying a high level of professionalism to exceed expectations, and solve problems.
- F. Communicates using written, oral, and non-verbal communication skills to achieve personal and business goals.
- G. Demonstrates a positive professional attitude, leadership skills, and commitment to the industry, maintaining high standards of practice through life-long learning.
- H. Solves problems in a broad range of situations by thinking critically and adapting to new circumstances.
- I. Manages human resources in accordance with industry standards and practices.
- J. Applies basic financial knowledge in planning, analyzing and decision making to achieve organizational goals.
- K. Works safely, following government and industry guidelines, regulations, and standards.

INFORMATIONS SYSTEMS TECHNOLOGY

The Graduate:

- A. Designs solutions consistent with identified user requirements within the framework of current and accepted industry methodologies by applying research skills, formulating test plans, and creating documentation.
- B. Develops, tests, and deploys quality assured business systems components.
- C. Applies best practices to manage and maintain networks, hardware and software systems, and databases.
- D. Demonstrates basic systems integration skills by comparing and contrasting systems, identifying core components and diagramming systems in a team-based environment.
- E. Identifies project stakeholders, deliverables, and scope according to Project Management Institute (PMI) principles, using project management tools.
- F. Demonstrates effective communication skills, employing relevant knowledge and judgment.
- G. Demonstrates effective leadership by delegating, guiding, and providing feedback to others.
- H. Applies analytical and creative problem-solving skills.
- I. Demonstrates professional and ethical attitudes and behaviours in a variety of settings.
- J. Values continuous self-improvement and life-long learning.

The Application Development/E-Commerce Graduate:

- A. Develops business applications by using common and emerging technologies, methodologies, procedures, and best practices appropriate to the client.

The Database Graduate:

- A. Uses database management tools to create, maintain, administer, and manage multiple databases.

The Network Management Graduate:

- A. Plans, installs, and manages a variety of network environments applying industry standards and best practices.

MICROCOMPUTER APPLICATIONS

The Graduate:

- A. Communicates effectively and professionally with colleagues and clients in business environment, respecting cultural diversity.
- B. Addresses and solves problems by thinking critically and innovatively.
- C. Thinks creatively and adapts to change.
- D. Manages, documents, and improves efficient business processes.
- E. Researches, documents, distributes, and verifies information, complying with applicable legislation.
- F. Works collaboratively on a team, respecting group dynamics.
- G. Participates in timely, consultative decision-making.
- H. Works independently.
- I. Leads or supports when appropriate, and contributes to motivating others for high performance.
- J. Organizes multiple tasks using appropriate planning tools.
- K. Manages career development within organizational goals, balancing professional and personal responsibilities.
- L. Selects and uses appropriate current technology.
- M. Develops positive relationships with people while responding to challenges with honesty, integrity, and personal ethics.
- N. Sets and meets goals, monitor progress, and evaluate results within a time frame.
- O. Identifies and accesses learning opportunities for continuous growth.
- P. Participates in designing, executing, and evaluating projects with a plan.
- Q. Uses relevant technological, mathematical, business, and human relations skills; and demonstrates a basic knowledge of current business trends.

2003 - 04

BUSINESS/TECHNOLOGY TEACHER EDUCATION

The Graduate:

- A. Communicates effectively and acts professional with students and colleagues in an education environment.
- B. Collaborates professionally on a team, respecting group dynamics.
- C. Leads or supports when appropriate, and contributes to motivating others.
- D. Creates learning environments that recognizes and respects student's diversity, individual differences, and perspectives.
- E. Plans a course using indicators of success including broad assessment, varied instructional techniques, and personalized instruction.
- F. Plans and delivers lessons focusing differentiated instructional strategies and techniques that respond to the diverse learning styles and needs of learners.
- G. Manages a computer lab in school environment taking a lead role in maintaining networks, hardware and software system.
- H. Selects and uses industry standard software to ensure students are prepared for the workplace.
- I. Demonstrates knowledge of theory-based business courses.
- J. Uses a variety of assessment techniques and analyzes their purpose, teaching target, method, and quality indicators.
- K. Facilitates change within the classroom and the school by supporting colleagues with technology.
- L. Adapts curriculum to address current trends and best practices in the education field.

GRADUATE PROFILES BY SCHOOL

School of Health Sciences and Community Services

- Dental Assisting
- Science Laboratory Technology
- Animal Health Technology
- Medical Radiologic Technology

School of Hospitality & Culinary Arts

- Professional Baking & Patisserie
- Hotel and Restaurant Management
- Hospitality and Tourism
- Culinary Arts

School of Indigenous Education

- Community Development
- Aboriginal Restorative Justice Worker
- Aboriginal Self-Government Administration
- Aboriginal Language Specialist
- Microcomputer Applications

School of Business and Applied Arts

- Technical Communications
- Graphic Design
- Business Administration
- Library Information

- Aviation Management
- Computer Accounting Technician
- American Sign Language – English Interpreter
- Digital Multi-Media Technology
- CAP/IST (Computer Analyst/Programmer/Information Systems Technology)
- Creative Communications
- Information Systems Technology

School of Continuing & Distance Education

- Applied Counselling
- Legal Administrative Assistant
- Recreation Facilitator for Older Adults
- Office Technician

School of Construction and Engineering Technologies

- Building Design CAD
- Greenspace Management
- Electrical

School of Transportation, Aviation and Manufacturing

- Collision Repair and Refinishing
- Aerospace Manufacturing Technician

Centre for Teaching Excellence Innovation and Research

- Industrial Arts/Technology Teacher Education
- Business/Technology Teacher Education
- Certificate in Adult Education

Regional Services

- Para Educator