



# STUDENT HANDBOOK



MANITOBA INSTITUTE OF  
TRADES & TECHNOLOGY

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# GENERAL INFORMATION

## LOCATION

The PTEC streams of the Software Developer and Network Systems Administration programs will be delivered in an online/blended format. In-person classes will take place in our state-of-the-art IT facility on the second floor of MITT's Henlow Campus.

Some course components may be delivered remotely. Instructors will provide students with access instructions as required.

## CLASS TIMES

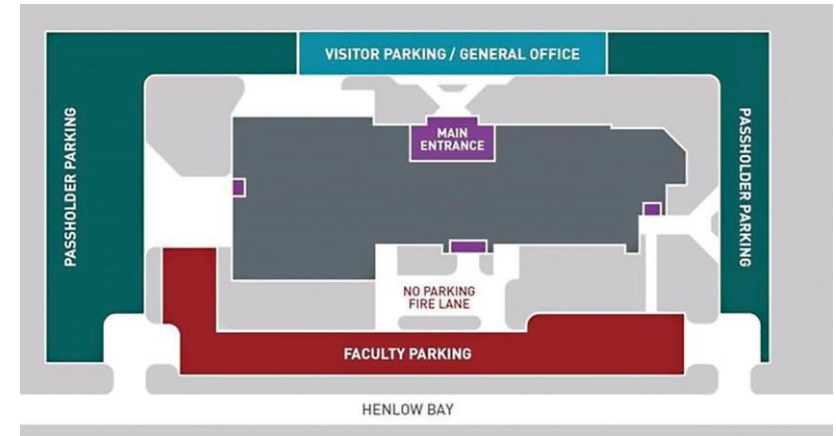
	Network Administration	Software Developer Stream
Grade 11	Host High School in AM	Host High School in AM
	12:30 PM - 3:30 PM Room HNL 210	12:30 PM - 3:30 PM Room HNL 206
Grade 12	8:30 AM - 11:30 AM Room HNL 210	8:30 AM - 11:30 AM Room HNL 206
	Host High School in PM	Host High School in PM

## TRANSPORTATION

Bus transportation for PTEC students has been arranged through Pembina Trails School Division. Students who want to use their own transportation can purchase a student parking pass or park on the street.

MITT's passholder parking stalls are monitored by Impark. Student parking is \$25 a month, and there is a \$25 non-refundable decal fee and a \$25 refundable decal deposit due at the time of set up. To sign up for parking, please visit the [Impark website](#).

## PARKING MAP



## LOCKER RENTAL

Student lockers are available to PTEC students at no cost to the student. Depending on demand, each locker may be assigned to two students.

Lockers are assigned on a first-come, first-served basis and are provided for the duration of the student's program.

**To sign up for a locker, please visit the Henlow Campus general office.**

### NOTE:

- Renting a locker can be done at any time during your program, depending on availability. A student ID card or Letter of Acceptance with government-issued ID is required when requesting a locker rental.
- Students must provide their own lock.
- Students who have already rented a locker may be required to partner with another student if single-student lockers are limited or sold out.
- Any students occupying a locker without having signed up may have their lock cut and belongings removed.
- Students must purchase their own lock and take responsibility for the security of their belongings at all times. MITT is not responsible for loss or theft of property stored in lockers and will remove all property stored beyond a student's last day of classes.
- Lockers remain the property of MITT and are used by students with MITT's permission. MITT reserves the right to remove locks and search lockers at the discretion of MITT Management.

## LOST & FOUND

The general offices at each MITT campus building accept items found on MITT property. Identification may be required before items are returned to their owners and MITT reserves the right to dispose of unclaimed items periodically throughout the year.

# COURSE LISTINGS\*

## SOFTWARE DEVELOPER STREAM

### GRADE 11

Introduction To Web Development  
 Javascript Basics  
 Object Oriented Javascript  
 Introduction To Third-Party API's  
 Tools And Automation  
 Introduction To React  
 Technical Writing Skills

### GRADE 12

Algorithms and Data Structures  
 Object-Oriented Programming Fundamentals  
 Introduction to LINQ and ASP.Net MVC  
 Rational Database Design  
 Advanced Database and ORM Concepts  
 Advanced Topics in C#  
 Introduction to Number Systems and Desktop Applications  
 Unit Testing in .Net  
 Software Engineering and Design Patterns  
 Personal Brand & Career Management  
 Communication & Presentation Skills

Please visit [mitt.ca/sd-course-info](http://mitt.ca/sd-course-info) for complete course descriptions

*may be altered by the instructor depending on the needs of the class.*



## Cyber SecurityAnalyst (CySA)

Students in the Cyber Security Analyst stream have two options at the end of Grade 12

- 1) Early exit upon completion of Term II and Graduate with the Network Systems Technician Certificate
- 2) Enroll in Term III and complete the Advanced CySA Program

### GRADE 11

#### YEAR 1 (Option 1)

##### Term I (Grade 11: Sep - Jun)

Computer Networking I  
Computer Networking II  
Cybersecurity Essentials  
Personal Brand and Career Management  
Windows Server Administration

#### YEAR 1 (Option 2 – Early graduation)

##### Term I (Grade 11: Sep - Jun)

Computer Networking I  
Computer Networking II  
Cybersecurity Essentials  
Personal Brand and Career Management  
Windows Server Administration

### GRADE 12

#### Term II (Grade 12: Sep - Jun)

Red Hat Linux II | Linux for Cybersecurity  
Cloud Fundamentals (AWS)  
Network Security  
Personal Brand and Career Management

#### Term II (Grade 12: Sep - Jun)

Red Hat Linux II | Linux for Cybersecurity  
Cloud Fundamentals (AWS)  
Network Security  
Personal Brand and Career Management  
Network and Systems Administrator Capstone

#### Term III (Enroll in Next Available CySA Cohort)

Fundamentals of Web Development  
Database Fundamentals  
Firewall Applications  
Web and Cloud Security  
IT Project Management



# STUDENT RESOURCES, SERVICES, & LIFE

While studying at MITT, PTEC students are able to take advantage of the complete college experience. Whether you are looking for additional supports during post-secondary studies, hoping to engage with fellow post-secondary students in extra-curricular activities, or seeking information about your career after school, MITT offers this to all its students - including PTEC.

## STUDENT SERVICES

While at MITT, PTEC students can access the MITT-offered services below. However, given the unique dual life of PTEC students, a student seeking support may wish to contact their host high school counselor or the PTEC principal as a first point of contact.

The MITT Student Services team provides academic, personal, and career supports to future and current MITT students. These are MITT staff that students can connect with when they need help, or have questions about how to plan and be successful in their MITT program.

To book an appointment with a member of the Student Services team, please

**Contact Student Services:** 204-989-6512 or [studentservices@mitt.ca](mailto:studentservices@mitt.ca)

### STUDENT SERVICES OFFERS THE FOLLOWING SUPPORTS:

Accessibility Services

Student Advising

Indigenous Student Advising

MITT Social Worker

Learning Assistance

For more information on these services, visit our website: [mitt.ca/student-services](http://mitt.ca/student-services)

## STUDENT LIFE

There are many ways you can connect with employers, develop friendships, build your skills, and gain professional experience during your time at MITT. Volunteering, participating in student groups or creating your own, learning about other cultures, building community in Winnipeg, or networking with industry leaders are some of the ways you can enhance your experience and build your resume.

Every month, information and announcements on events and activities happening at MITT can be found in The Current, MITT's student e-newsletter, as well as on the monitors and announcement boards around campus.

The Current is MITT's student e-newsletter. Here, you will find details about events, sports, stories, and activities happening at MITT and around Winnipeg. Students are encouraged to submit ideas, announcements, and content by emailing [thecurrent@mitt.ca](mailto:thecurrent@mitt.ca). The e-newsletter is distributed by email at the beginning of each month; watch for it in your inbox.

### MITT VOLUNTEER PROGRAM (MVP)

Gaining experience outside of the classroom is just as important as your formal studies. MITT offers students volunteer opportunities on and off campus at different events throughout the academic year. Students participating in MVP receive a monthly summary of volunteering opportunities. The program is based on an hour-tracking system that offers different levels of recognition. The more you volunteer, the better the perks!

For more information contact [volunteer@mitt.ca](mailto:volunteer@mitt.ca).

## STUDENT GROUPS

### MITT INDIGENOUS STUDENT'S CIRCLE

MITT's Indigenous Student's Circle (ISC) is located in the Aazhogan Aboriginal Student Centre and is open to all students who wish to participate in Indigenous cultural events and share similar experiences while attending MITT.

For more information contact [ryan.bruyere@mitt.ca](mailto:ryan.bruyere@mitt.ca).

### MITT WOMEN IN TRADES AND TECHNOLOGY (WITT)

WITT is a great way for women at MITT to network and gain workplace skills relevant to their chosen profession. The group meets regularly throughout the year and organizes activities, including meetings and professional development opportunities with guest speakers and groups relevant to women entering careers in the trades and technology sectors. For more information contact [delvinder.kaur@mitt.ca](mailto:delvinder.kaur@mitt.ca).

Students are encouraged to form groups to facilitate events and activities that enhance their time at MITT. If you are interested in starting a group, email [volunteer@mitt.ca](mailto:volunteer@mitt.ca) for more information.

### MITT PRIDE

MITT Pride welcomes LGBT2SQIA+ (lesbian, gay, bisexual+, transgender, Two-Spirit, queer or questioning, intersex, asexual/aromantic, and all other marginalized identities under our diverse umbrella of gender identities and sexual orientations). We strive to empower these students by providing opportunities to socialize, support each other, and create a safer and more accepting school community. Pride allies (straight, cisgender students who are committed to supporting LGBT2SQIA+ people and learning about the issues we face) are welcome to participate and join. The group is shaped by student input and facilitated by a staff member who is also a member of the community.

If you have questions about the group's meeting schedule and activities, or would like to be added to our email list, contact MITT Pride at [pride@mitt.ca](mailto:pride@mitt.ca).

## STUDENT SPACES

### AAZHOGAN ABORIGINAL STUDENT CENTRE

The Aazhogan Aboriginal Student Centre at the Henlow Campus is MITT's meeting place for First Nations, Inuit, and Metis students. The Centre is a smudge-friendly zone and a place to find support, study, or spend time socializing with friends and classmates.

### STUDENT SUCCESS CENTRE

The MITT Student Success Centre is located in the centre of the Henlow Campus and is home base for all of MITT's student advising services. It is also where students can go for access to computers, printing services, and a quiet study area.

### STUDENT RELAXATION ZONE

Across the hall from the Student Services Centre is the Student Relaxation Zone. This is a dedicated space for students to socialize, play foosball, watch television, or simply relax and meet with their friends.





## OTHER STUDENT PERKS

### CAFETERIA

The MITT cafeteria offers a variety of food options for breakfast, lunch, and dinner. All meals are prepared by our Culinary Arts students.

**Breakfast:** 8:00 am – 10:00 am

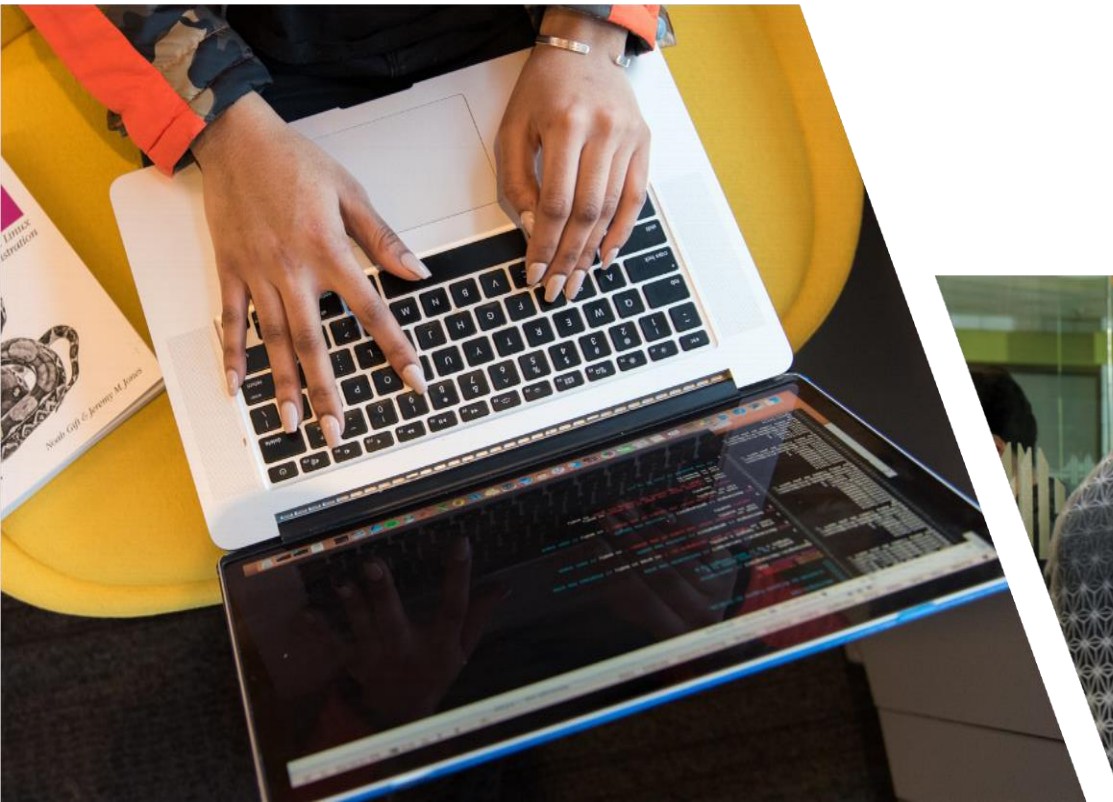
Breakfast specials, egg sandwiches, fresh fruit, fruit parfaits, baked goods. Price range: \$3 – \$8.

**Lunch:** 11:30 am – 1:00 pm

Lunch specials, soup, stir-fry, pasta, salad, sandwiches, baked goods. Price range: \$8 – \$10.

**Afternoon Snack:** 1:45 pm – 2:30 pm

Onion rings, fries, poutine, chicken fingers, chicken wings, smoothies. Price range: \$3 – \$8.



## CAREER DEVELOPMENT SERVICES

PTEC students are getting the best of both worlds! MITT and PTEC have partnered with Tech Manitoba to offer industry-driven mentorship opportunities to PTEC students, which culminates in an internship opportunity at the end of your classes.

In addition to this PTEC-specific opportunity, MITT offers Career Development Services for all current students and alumni.

### CAREER ADVISING

We assist current students and alumni with all aspects of career planning. Whether MITT is the start of your career path, or your next step on a longer career journey, we can help you plan for career success.

### EMPLOYMENT ADVISING

Whether you need help developing your resume or want to practice before an important job interview, we can help. We also offer current students and alumni our expertise in job search strategies that help lead you to employment success.





# STUDENT POLICIES & MITT EXPECTATIONS

MITT policies ensure that every member of the MITT community can learn, study, and work within an environment of professionalism and respect. By enrolling in studies at MITT, students are expected to act in compliance with all Institute policies, rules, and regulations. Students found to be in violation of MITT policies, rules, or regulations will be subject to disciplinary action as outlined in the appropriate MITT policy. MITT will work in collaboration with Pembina Trails School Division should a disciplinary issue arise. A complete list of MITT policies can be found [here](#).

## STUDENT BEHAVIOUR

MITT expects students to conduct themselves in a responsible, professional manner while on campus, and at all times while representing MITT. MITT instructors and staff, along with students, must work together to ensure a professional and collegial learning environment which is safe, inclusive, and supportive of learning. Inappropriate behavior which disrupts other students or staff will result in disciplinary action under the [MITT Student Discipline Policy](#). MITT reserves the right to reprimand a student or to impose a suspension or expulsion from studies at MITT.

## ACADEMIC STANDARDS

MITT is committed to facilitating successful student progression through their program while also upholding academic rigour. A Course Outline will be provided to students at the start of each course and the Course Outline will specify what is expected of the student to pass the course. Students have a responsibility to familiarize themselves with all information contained in the Course Outline. Instructors have authority to set appropriate evaluation methods and accept or deny extension requests. Students can expect their assessment items to be graded and returned within 10 business days of their submission.

## WORK CONNECTIONS EMPLOYERS

Job postings we receive from employers will be conveniently emailed directly to students in the related MITT program. Make sure your email address is current in the MITT portal to receive these emails.

## PARTNERSHIP WITH TECH MANITOBA

MITT, PTEC, and Tech Manitoba have partnered together to connect students with leading experts and mentorship experiences in their chosen streams. At MITT, we build upon the foundation of this mentorship that starts in Grade 9 and culminates in an internship experience following the end of classes. Each year, PTEC students will engage in mentorship experiences that will help them develop the soft skills to complement their technical skills ultimately enabling them to develop into a career-ready PTEC graduate!



A student who does not successfully meet the required outcomes of a course (e.g., does not achieve a passing grade) will be suspended from studies. In these situations, MITT will work with the PTEC Principal to find a solution that best meets the needs of the students while also maintaining the progression requirements of the program.

## COMPUTER USAGE

Students are expected to conduct themselves at all times in a professional and respectful manner when accessing or using any MITT computing hardware, software, or network resources. Any computing resource provided by MITT is expected to be used for purposes related to MITT programs, or for appropriate personal use. The same is expected and required of privately owned computers and phones being used on-campus or connected to an MITT network, as well as computing equipment used at a work practicum or co-op site.

## ATTENDANCE

Students are expected to demonstrate their academic commitment by attending class regularly and participating in all class activities. Students and parents/guardians are responsible for managing the student's attendance within the framework of the [MITT Attendance Policy](#). MITT expects students to understand and accept the consequences of absenteeism.

MITT expects PTEC students or parents/guardians to report an absence to their instructor prior to missing class, if possible, or as soon as possible after class.



## ACADEMIC INTEGRITY

MITT has a responsibility to ensure that all grades earned and displayed on a student's academic record are true representations of the knowledge and skill level achieved. This also includes any admissions or registration information contained in the student record, as well as any other document submitted by a student for official purposes.

Academic dishonesty in any form is unacceptable. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fraud or fabrication, inappropriate collaboration, and impersonation. Students found to be in violation of the [Academic Integrity Policy](#) will be subject to disciplinary action under the [MITT Student Discipline Policy](#).

## DRUGS & ALCOHOL

While the Institute aims at being supportive to personal issues which may contribute to drug or alcohol issues, MITT must ensure the safety of staff and students at all times and has a responsibility to ensure that no illegal, or potentially damaging behaviours are taking place on-campus or while representing MITT. Any incident involving the possession, distribution, consumption, or being under the influence of drugs or alcohol will be reported to PTEC.



# FREQUENTLY ASKED QUESTIONS

Below are the answers to some commonly asked questions about the PTEC program at MITT. If you have a question that is not answered below, please do not hesitate to contact the program via the information on the last page of this booklet.

## 1. Do MITT grades show up on Pembina Trails School Division report cards?

No. The courses that PTEC students take at MITT are registered with the provincial Department of Education as high-school/post-secondary dual credits. This means that the course names will show up on divisional report cards with an indication of whether the credit was achieved or not. Specific grades will appear on official MITT transcripts that are sent to graduates upon the completion of the program. Interim grades are available and communicated to students via MyLearning and MITT's Student Portal. Contact an MITT instructor for more details.

## 2. Do PTEC students get report cards?

Yes and no. Twice a year (once per semester) parent(s)/guardian(s) will receive a Progress Report with the final grades in the completed courses up to that point in time. Unlike secondary report cards, mid-course grades will not be present on these reports. Only final grades in courses that have been completed will be included.

At the end of each academic year, parent(s)/guardian(s) will receive a copy of the official transcript with the final official grades for all completed courses.

At the end of the program, students will receive their official transcript as part of their graduation package. Transcripts can also be requested at any time for a fee.

NOTE: The above is only true while students are enrolled in the PTEC program while in high school. If students opt in to PTEC +1, no progress reports or transcripts will be sent automatically except the one to the student upon program completion.

## 3. What happens if a PTEC student fails a course at MITT?

Because MITT is a program-driven institution, students are enrolled at MITT in a specific program, rather than course-by-course. Most courses in a particular program are pre-requisites for a subsequent course in the program. All courses are pre-requisites for the practicum/internship. In order to avoid placing a student in a

course without the necessary skills to be successful, students who do not meet the required grades to pass a course may be suspended from their program. In such cases, MITT will work with the student, the PTEC Principal, their host high school, and parent(s)/guardian(s) (as appropriate) to develop a solution that meets the needs of the student.

## 4. Can a PTEC student withdraw from the program once they've started at MITT?

Yes. Students can withdraw from the program at any time, but there are natural "exit points" that align with the secondary school schedule that may prove better times to withdraw. A student that is considering withdrawing should connect with the PTEC Principal to discuss the impact on their program progression.

## 5. What happens when a PTEC student withdraws from the program at MITT?

Any course that the student has successfully completed will be awarded as a credit on both their MITT and high school records. Students should connect with the PTEC Student Support Teacher to discuss how this may impact their high school studies. Courses that are in-progress at MITT at the time of withdrawal will appear on their MITT Transcript as either a W or a final grade, depending on the progression through the course. Consultation with their MITT instructor and/or the PTEC Principal is recommended in these situations.

## 6. What are the technical specification recommended/required for the PTEC programs at MITT?

Both streams have the same specifications. There is no necessary software to purchase. Any required software will be set-up in class with instructor guidance.

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# TECHMB

Tech Manitoba is a member-based association that helps companies thrive and grow through collaboration, education, and promotion. We bring people together to share skills, explore ideas and build a strong community.

Working in collaboration with **PTEC** and **MITT**, Tech Manitoba bridges the vital industry to student connection by providing mentor support, internships, and workplace learning via our tech membership base.

To learn more & get involved visit:  
[techmanitoba.ca](http://techmanitoba.ca)