Cybersecurity Analyst Advanced Diploma

Program Guidebook

Fall 2025

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About MITT

MITT is a post-secondary institute offering industry-driven, student-focused education in the areas of applied business, design and manufacturing technologies, health care, human services, information and communication technology, and skilled trades. We provide affordable, timely, skills-based education for learners seeking career entry and those looking to acquire relevant, in-demand competencies at any point in life.

Mission

To be an education provider of choice in Manitoba, a catalyst of success for students and industry, and a nimble innovator, driving Manitoba's economic future.

Vision

To support Manitoba's economic, social, and technological progress through industry driven and student focused education that advances learners of all backgrounds and identities.

Values

Student Focused: Encouraging the personal and professional growth of individuals and their pathways to employment in a student-centred environment.

Academic Excellence and Innovation: Striving for excellence and high standards in technical education, and encouraging innovation, creativity, and entrepreneurship.

Respect and Inclusion: Embracing diversity by providing our students, staff, and partners with an inclusive, safe, and respectful environment.

Employee–Centred: Valuing, respecting, and investing in our faculty and employees.

Effective Management: Ensuring fiscal responsibility, accountability, and corporate social responsibility.

Partnerships: Building partnerships with families, communities, industry, business, government, and other educational institutions.

Industry Driven: Reaching out and responding to industry and the needs of the labour market with flexibility.

Land Acknowledgement

MITT is situated on Treaty 1 land and the traditional territories of the Anishinaabe, Cree, Anisininew, Dakota, and Dene peoples and the homeland of the Red River Métis. We honour the sacredness of these lands and waters and dedicate ourselves to reconciliation and partnership today and in the future.

Introduction

Purpose of this Guidebook

This guidebook was designed to help you navigate your studies in the Cybersecurity Advanced Diploma program. It includes program-specific information such as graduation requirements, progression requirements, and course-eligibility requirements.

Welcome Message from the Dean

On behalf of faculty and staff, I am excited to extend a warm welcome as you start your journey here at MITT. As the Dean, Skilled Trades and Technology, it is my privilege to welcome you into our learning community.

As you attend our campuses, you will become part of a diverse and vibrant community of individuals that are passionate about learning, personal development, and making a positive impact in Manitoba. We strive to create an environment that fosters academic excellence, personal growth, and the exploration of innovative ideas.

I hope your time at MITT is one of immense growth, memorable experiences, and the beginning of lifelong connections. Thank you for choosing the Manitoba Institute of Trades and Technology and I wish you all a successful and fulfilling academic year.

Sincerely,

Frank Gallo
Dean, Skilled Trades and Technology

Program Team

The program team consists of:

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Program Overview

The Cybersecurity Analyst Advanced Diploma is a comprehensive program designed to prepare students for successful careers in cybersecurity. The curriculum covers core topics such as computer network fundamentals, cybersecurity essentials, ethical hacking, diagnostics and repair, Python programming for ethical hackers, security governance, risk management, and Security Operations Centre (SOC) analyst training.

Program Delivery

This program is delivered in a hybrid format with students taking courses on campus and online. The schedule will vary throughout the year and students are expected to be available during class time even on remote learning days.

Courses

Refer to Table 1: Courses for more information.

Course Outlines

Students are provided with a course outline for each course, which is posted to MyLearning. Course outlines contain important academic information such as a summary of the course's topics, assignments, and deadlines. Students are encouraged to carefully review course outlines and contact their instructor if they have any questions.

Course Prerequisites

What is a course prerequisite?

A prerequisite is a type of course eligibility requirement that a student must successfully complete before being eligible to take a specified related course. For example, suppose that Intermediate Math (MATH-200) has a course prerequisite of Basic Math (MATH-100). This means that a student must successfully complete MATH-100 before they are eligible to take MATH-200.

Refer to Table 2: Course Prerequisites for a visual overview of the program's prerequisites.

What happens if a student does not meet a prerequisite?

If a student does not meet a prerequisite, they will not be eligible to proceed into the associated course. Not meeting a prerequisite may result in a gap in studies and additional tuition costs.

Table 1: Courses

This table presents the courses in the program.

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CRBRS-1000	Fundamentals of Computer Systems	This course introduces students to the foundational concepts of computer systems, including hardware, software, operating systems, networking, and basic security. Students will learn how to assemble and configure computers, install and troubleshoot operating systems, and set up simple networks. The course also covers basic network security principles, secure wireless configurations, and troubleshooting common IT issues. Through hands-on activities, students will develop essential technical skills for further studies and IT careers.	n/a	D (50%)
CBRS-1010	Cybersecurity Essentials	Cybersecurity Essentials teaches comprehensive cybersecurity concepts and skills at the entry-level, from threat mitigation and defense to post-incident forensics. Learners will progress from basic cybersecurity concepts to experiences in assessing vulnerabilities and risks. With video and rich interactive media support, participants learn, apply, and practice cybersecurity knowledge and skills through a series of in-depth, hands-on experiences and simulated activities that reinforce their learning	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
COMM-1000	Communication Essentials	This course is designed to equip participants with the essential skills needed for effective communication within various professional settings in Canada. The course combines lectures, interactive workshops, group discussions, and practical exercises to ensure a comprehensive learning experience. Participants will engage in real-world scenarios and case studies appropriate for a range of industries to apply the concepts learned in class. Feedback from peers and instructors will refine and enhance communication skills throughout the course.	n/a	D (50%)
CBRS-1100	Computer Networking I	This course provides a comprehensive introduction to networking architectures, models, protocols, and components essential for connecting users, devices, applications, and data across modern computer networks and the internet. Students will gain hands-on experience in performing basic configurations for routers and switches to build simple local area networks (LANs), including the integration of IP addressing schemes and foundational network security. Additionally, the course covers configuring VLANs, Inter-VLAN routing, and applying security best practices. Students will also develop troubleshooting skills for inter-VLAN routing on Layer 3 devices, ensuring a thorough understanding of network operations and security.	CBRS-1000	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-1020	Cloud Fundamentals (AWS)	The Cloud Fundamentals (AWS) course is designed to provide a comprehensive understanding of cloud computing with a focus on Amazon Web Services (AWS). This course covers the essential concepts of cloud computing, the benefits of adopting AWS for business operations, and practical skills for leveraging AWS services to optimize and transform business processes.	n/a	D (50%)
CBRS-1110	Windows Server Administration	This course provides hands-on experience in configuring and managing Windows Server roles and services. Students will deploy Active Directory, configure DNS and DHCP, manage NTFS permissions, virtualization, and deploy Windows Server on Microsoft Azure, building foundational skills in Windows Server and cloud infrastructure.	CBRS-1000	D (50%)
CBRS-1200	Computer Networking II	Computer Networking II builds on the foundational concepts covered in Computer Networking I, further developing students' skills in switching technologies, routing operations, and enterprise network security. Students will learn to configure and troubleshoot small-to-medium business networks, including wireless local area networks (WLANs), while identifying and mitigating LAN security threats. The course also explores enterprise network architectures, security considerations, and network management tools. Additionally, students will gain hands-on experience in protecting networks against cybersecurity threats, preparing them for more advanced networking roles.	CBRS-1100	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
NSA-590	Technical Writing and Documentation	This course is designed for IT professionals seeking to enhance their technical writing skills, with a focus on language use within the IT and cyber-security industries. Participants will explore the linguistic aspects of creating high-quality technical documents, such as proposals, manuals, process guides, and cyber-security-related materials. Through hands-on practice, students will learn the structure and format of these specialized documents and gain practical experience by crafting them. This approach equips participants with the skills to effectively and precisely communicate complex information tailored to technical and cyber-security contexts.	n/a	D (50%)
CBRS-1160	Linux for Cybersecurity	This course provides a practical introduction to essential Linux system administration skills. Students will gain proficiency in Linux command-line navigation, managing files and users, setting permissions, and monitoring processes. They will delve into Linux networking, software management, task scheduling, and bash scripting. The course also covers system security, storage solutions, and the basics of web services, databases, and containerization. Through practical exercises, students will develop the skills needed to effectively manage and troubleshoot Linux systems.	CBRS-1000	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-1130	Database Fundamentals	Database Fundamentals covers essential topics in database administration, including understanding database types and structures, recognizing standards and commands, and running scripts for data systems. You will learn about the impact of programming on database operations, database planning and design, and the implementation, testing, and deployment of databases. Additionally, the course includes monitoring and reporting on database performance, data maintenance processes, governance, and regulatory compliance, and securing data, data access, and the database server. It also addresses classifying types of attacks and planning for disaster recovery, as well as best practices for backup and restore operations. The course will integrate video, interactive media support, lectures, hands-on activities, discussions, group activities, and scenario simulations to reinforce learning.	CBRS-1000	D (50%)
CBRS-1220	Firewall Applications	This course provides students with the knowledge and hands-on experience needed to configure, manage, and monitor Next-Generation Firewalls. Through practical in-class activities, students will develop the skills necessary to implement firewall security policies, configure Network Address Translation (NAT), and enforce Threat Prevention strategies to safeguard networks from known and emerging threats. Additionally, students will learn to monitor network traffic using the firewall's interactive web interface and reporting tools. By the end of the course, students will be proficient in deploying and managing essential firewall features to enhance network security.	CBRS 1010	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-1140	Fundamentals of Web Development	The Fundamentals of Web Development course introduces essential web development skills for future cybersecurity professionals. Students will learn the basics of HTML, CSS, and JavaScript to build simple web pages and gain a foundational understanding of how web applications function. Alongside development skills, the course introduces key security concepts, enabling students to recognize common vulnerabilities in web applications. Through hands-on practice, students will learn how to apply basic security measures, preparing them for more advanced studies in cybersecurity	CBRS 1000	D (50%)
CBRS-1150	Introduction to Programming Using Python	Students will learn the basics of programming using the Python Programming Language. Students will solve problems, explore real-world software development challenges, and create practical and contemporary applications.	CBRS-1000	D (50%)
CBRS-2100	Ethical Hacking I	This course offers a thorough introduction to ethical hacking, encompassing core principles, methodologies, and legal considerations. Students will delve into various techniques including information gathering, vulnerability assessment, system exploitation, and defense tactics against cyber threats such as malware, social engineering, and denial-of-service attacks. Hands-on exercises and real-world scenarios deepen proficiency in cybersecurity, equipping students for roles in penetration testing and defensive security strategies.	CBRS 1110, 1200, 1120, 1140	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-2200	Ethical Hacking II	This course covers advanced ethical hacking techniques across diverse digital environments. Students will learn session hijacking, evasion of IDS, firewalls, and honeypots, and how to exploit vulnerabilities in web servers, applications, and databases. The course also covers wireless network hacking, securing mobile platforms, IoT, OT systems, cloud environments, and applying cryptography to protect data and communications.	CBRS-2100	D (50%)
CBRS-1050	IT Project Management	This course equips cybersecurity professionals with the skills and knowledge to successfully manage projects from initiation to completion. Participants will learn how organizational factors influence project success, develop essential initiation documents, and build project teams. The course covers key project management processes, including planning, scheduling, resource allocation, risk management, communication, and change management. Participants will also gain practical experience in executing projects, addressing challenges, and ensuring successful project closure through reviews and lessons learned. By the end, learners will have the tools to effectively lead and contribute to projects in cybersecurity environments.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-2300	Applied Penetration Testing I	This course provides an in-depth exploration of the foundational skills required for effective penetration testing, focusing on the red team role. Students will master the penetration testing process, from reconnaissance and enumeration to exploitation and lateral movement. Key topics include network enumeration, vulnerability assessment, password attacks, and Active Directory exploitation. By the end of the course, students will be equipped with the skills necessary to identify, exploit, and pivot within target systems, laying the groundwork for advanced offensive security techniques.	CBRS-2200	D (50%)
CBRS-2400	Applied Penetration Testing II	Building on the skills from Applied Penetration Testing I, this course focuses on web application exploitation, post-exploitation techniques, and enterprise network attacks. Students will explore SQL injection, XSS, file upload vulnerabilities, and privilege escalation on both Linux and Windows systems. The course concludes with a capstone project where students conduct simulated attacks on enterprise networks, followed by comprehensive documentation and reporting to simulate real-world red team engagements.	CBRS-2300	D (50%)
CBRS-2010	Python for Ethical Hackers	This course is tailored for students who have completed an introductory course in Python programming. The course delves into the practical applications of Python in the field of ethical hacking and cybersecurity, focusing on automating security assessments, developing hacking tools, and enhancing network security.	CBRS-1150	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
CBRS-2110	SOC Analyst-I	"This course equips students with the foundational skills to monitor, detect, and respond to security incidents as a SOC Analyst. It focuses on real-time security monitoring, log analysis, and threat detection, providing hands-on experience with SIEM tools like Splunk and Elastic. Students will learn to analyze event logs from different sources, investigate threats, and examine network traffic to identify malicious activity. Through practical labs and in-class activities, they will strengthen their ability to recognize attack patterns, implement defensive measures, and effectively respond to security incidents. "	CBRS-1010	D (50%)
CBRS-2210	SOC Analyst-II	This advanced course builds on SOC Analyst I, focusing on malware analysis, digital forensics, and advanced threat detection techniques. Students will gain hands-on experience with tools like YARA and Sigma for rule-based detection, investigate Windows attacks using Splunk, and conduct in-depth forensic analysis. The course also covers proactive threat hunting, security incident reporting, and effective communication of incidents. Through practical exercises, in-class activities, and an applied project, students will reinforce real-world SOC operations, enhancing their ability to investigate, respond to, and mitigate cyber threats.	CBRS-2110	D (50%)
CBRS-2500	Security Governance and Risk Management	This course is a cornerstone of the Cybersecurity program, designed to equip students with the strategic insights necessary to manage and govern security within an organization. This course explores the critical aspects of security governance, including policy development, risk assessment methodologies, compliance obligations, and the alignment of security strategy with organizational goals.	CBRS-1050	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
GLOB-1000	Global Citizenship	Inspired by the United Nations' Sustainable Development Goals, this course introduces students to global challenges and issues to broaden their knowledge, skills, and perspectives on the world today. Through discussions, readings, and online and in-class activities, students will explore diverse cultural perspectives, critically examine systems of oppression and discrimination, and engage with the stories and experiences of global citizens who have fought for social justice, human rights, and environmental sustainability around the world. Students will emerge from this course with greater cultural competence, improved intercultural communication skills, and a deepened commitment to promoting diversity, equity, and inclusion at work, at school, and in their communities.	n/a	D (50%)

Students will complete one of the following courses depending on practicum eligibility:

CBRS-3900	Cybersecurity Analyst Practicum	This seven-week practicum provides students with the opportunity to gain real-world experience by working with industry employers in professional settings. Students will apply their knowledge and skills in diverse roles, adapting to the specific needs and operations of their host organizations. This practical experience enhances their readiness for the workforce, offering valuable insights into professional environments. The practicum serves as a capstone experience, bridging academic learning with real-world application.	All courses in program and a minimum program average of 70%	P (Pass)

CBRS-3500	Cybersecurity Analyst Capstone Project	This seven-week course offers students the opportunity to apply the skills and knowledge gained throughout their program to complete a comprehensive, real-world project. Working individually or in teams, students will address a cybersecurity challenge by designing, implementing, and documenting a solution in areas such as threat detection, vulnerability assessment, penetration testing, or security operations. Through this hands-on experience, students will strengthen their problem-solving, research, and technical skills, preparing them for professional roles in the field. The course culminates in a tangible deliverable, such as a security tool, a proof-of-concept implementation, or a detailed assessment report. This project-based alternative is ideal for students seeking to further develop their expertise and showcase their capabilities.	All courses in program	P (Pass)

Course and Program Schedule

A course's location and schedule are stated on its course outline. A student can check the start and end dates of each course in their program by using the MITT Student Portal: https://mitt.ca/current-students/student-portal

The college's Academic schedule, which includes information about campus closures and other important dates, can be found on the MITT website: https://mitt.ca/current-students/academic-schedule

A visualization of this program's usual course delivery sequence is presented in Table 3: Course Delivery Sequence. Note that while this visualization provides the program's usual delivery sequence, it is subject to change.

Graduation Requirements

The Academic Standards (AC-2-10) policy defines a **Graduation Requirement** as "a program-specific academic requirement that a student must meet to graduate from a program." A common example of a Graduation Requirement is having to successfully complete each course in a program. A student who does not meet one or more Graduation Requirements by their program's scheduled end date is ineligible to graduate.

The program's Graduation Requirements are listed in Table 4: Graduation Requirements.

What happens if a student does not meet a Graduation Requirement?

If a student does not meet a graduation requirement they will be ineligible to graduate. This often means that a student will need to repeat a course or take some other action to address the missing graduation requirement. This may result in a gap in studies and additional tuition costs.

For example, assume that a Graduation Requirement is to successfully complete a course. If a student does not successfully complete the course, they will need to repeat the course to be eligible to graduate.

Table 3: Course Delivery Sequence

This table presents the usual course delivery sequence in the program.

Term I	
CRBRS-1000	Fundamentals of Computer Systems
CBRS-1010	Cybersecurity Essentials
COMM-1000	Communication Essentials
CBRS-1100	Computer Networking I
CBRS-1020	Cloud Fundamentals (AWS)
CBRS-1110	Windows Server Administration
Term II	
CBRS-1200	Computer Networking II
NSA-590	Technical Writing and Documentation
CBRS-1160	Linux for Cybersecurity
CBRS-1130	Database Fundamentals
CBRS-1220	Firewall Applications
CBRS-1140	Fundamentals of Web Development
CBRS-1150	Introduction to Programming Using Python
Term Break	
15 weeks, no classes	
Term III	
CBRS-2100	Ethical Hacking I
CBRS-2200	Ethical Hacking II
CBRS-1050	IT Project Management
CBRS-2300	Applied Penetration Testing I
CBRS-2400	Applied Penetration Testing II
CBRS-2010	Python for Ethical Hackers
Term IV	
CBRS-2110	SOC Analyst-I
CBRS-2210	SOC Analyst-II
CBRS-2500	Security Governance and Risk Management
GLOB-1000	Global Citizenship
CBRS-3900	Cybersecurity Analyst Practicum

Table 4: Graduation Requirements

*To graduate from the **Cybersecurity Advanced Diploma** program, a student must meet the following Graduation Requirements:*

1. Receive a minimum grade of D (50%) in all of the program courses.
2. Receive a Pass (P) in either CBRS-3900 Cybersecurity Analyst Practicum or CBRS-3500 Cybersecurity Analyst Capstone Project

Progression Requirements

The Academic Standards (AC-2-10) policy defines a **Progression Requirement** as "a program-specific academic requirement that a student must meet to remain enrolled in a program." A common example of a Progression Requirement is to successfully complete a certain course. A student who does not meet a Progression Requirement is withdrawn from their program.

The program's Progression Requirements are listed in Table 5: Progression Requirements.

Work Experience

The program has a 7-week unpaid work experience. It provides an opportunity for students to apply the theoretical knowledge and practical skills that they've acquired throughout the program to a real-world setting.

A work experience placement is not guaranteed. To qualify for a work experience, students must meet the requirements listed in Table 6: Work Experience Requirements.

Table 5: Progression Requirements

To continue to progress in the program, a student must meet the following Progression Requirements:

1. Receive a minimum grade of D in CRBRS-1000 Fundamentals of Computer Systems
2. Receive a minimum grade of D in CBRS-2100 Ethical Hacking I
3. Meet the prerequisites for either CBRS-3900 Cybersecurity Analyst Practicum or CBRS-3500 Cybersecurity Analyst Capstone Project

Table 6: Work Experience Requirements

*To be eligible to take the **Cybersecurity Analyst** program's work experience credit, a student must meet the following requirements:*

1. Receive a minimum grade of D (50%) in all other courses in the program.
2. Have a Program Grade Point Average (PGPA) of B (70%) or higher in the program.
3. Provide a valid co-op work permit or demonstrate that an application for a co-op/work permit was submitted within the first 4 weeks of the program (international students only).

Academic Standards

The Academic Standards (AC-2-10) policy establishes academic requirements that a student must meet to remain enrolled in, or graduate from, a program. An overview of important concepts from the policy, such as Academic Probation, Program Withdrawal, and Academic Suspension, are included in this program guidebook.

Academic Probation

What is Academic Probation?

The Academic Standards (AC-2-10) policy defines Academic Probation as "a student status that results when a student is identified as being at-risk of unsuccessful program completion." A student receives a student status of Academic Probation if any of the following occur:

1. Upon completion of a course, the grade received is not sufficient for use as a Course-Eligibility Requirement (e.g., prerequisites) or Graduation Requirement.
2. Following a review of the student's performance, an Academic Manager determines that the student is at risk of not meeting, or is unable to meet, a Graduation Requirement.

A student who receives a status of Academic Probation is:

1. Permitted to continue their studies.
2. Removed from any course for which they no longer meet the Course-Eligibility Requirements (e.g., prerequisites).
3. Subject to Conditions for Program Continuance.
4. Responsible for any additional costs resulting from the Academic Probation, including those associated with the established Conditions for Program Continuance.

What is the Purpose of Academic Probation?

The purpose of Academic Probation is to promote program recovery by implementing a structured process to review a student's academic performance, provide referrals to on-campus and off-campus support services (where appropriate), and establish Conditions for Program Continuance.

Academic Suspension

What is Academic Suspension?

The Academic Standards policy defines an Academic Suspension as "a student status that results in a student being ineligible to continue in post-secondary studies for a period of eight months. Academic Suspension occurs when a student:

- Receives a student status of Required Program Withdrawal two or more times.
- Does not successfully complete the same course three times, or a Work-integrated Learning course two times.

A student who receives an Academic Suspension is:

- Withdrawn from their program, subject to the Withdrawal and Refund Policies.
- Given a status of Academic Suspension and is not eligible to apply to or study in any MITT post-secondary program for a period of 8 months.
- Subject to the tuition refund schedule, based on the start date of the Academic Suspension.

Program Withdrawal

What is Program Withdrawal?

The Academic Standards (AC-2-10) policy defines a Required Program Withdrawal as an administrative action that results in a college-initiated withdrawal from a program. A student receives a Program Withdrawal if any of the following occur:

1. A student does not meet a Progression Requirement.
2. A student on Academic Probation does not fulfill their Conditions for Program Continuance.

A student who receives a Program Withdrawal is:

1. Withdrawn or dropped from all their courses.
2. Withdrawn from their program.
3. Eligible to apply for Program Re-entry to the same program, or admission to another program.
4. Subject to the Tuition Refund Schedule, based on the effective date of the Required Program Withdrawal.

Note that a student may be subject to Program Withdrawal without first being placed on Academic Probation.

Grade Scale

MITT uses the following grade scale.

Letter Grade	Grade Point Value	Accumulated Evaluation Percentage
A+	4.5	90 – 100%
A	4.0	80 – 89%
B+	3.5	75 – 79%
B	3.0	70 – 74%
C+	2.5	65 – 69%
C	2.0	60 – 64%
D	1.0	50 – 59%
F	0.0	0 – 49%

Maximum Time to Complete

What is the Maximum Time to Complete each program?

A student has a maximum of 5 years, starting from the first day of scheduled classes, to complete the program.

A student who is at risk of not completing the program within this time limit is encouraged to meet with their program's Academic Coordinator.

Why does a Maximum Time to Complete Exist?

MITT's time limits are designed to be flexible enough to accommodate various challenges that could delay a student's program completion (e.g., a course failure or personal circumstances), while at the same time, short enough to ensure that a student's skills and learning are current and up to date for the workplace.

Student & Academic Policies

Students are responsible for reviewing and complying with all Student and Academic Policies. MITT's policies are listed on the college website: https://mitt.ca/about-mitt/mitt-policies

Academic Integrity

The Academic Integrity (AC-1-4) policy defines what is academic integrity and provides examples of what constitutes grounds for academic misconduct. Students who commit academic misconduct are subject to disciplinary action, as defined in the Student Discipline (AC-1-8) policy.

Accessibility

MITT is committed to creating a learning environment that meets the needs of its diverse student body. If a student has a disability, or thinks they may have a disability, it is strongly recommended that they meet with the Accessibility Student Advisor. More information about Accessibility Services, including contact information, can be found at www.mitt.ca/student-success/accessibility-services.

If a student does not have a documented disability, remember that other support services, including the Learning Support advisor, peer tutors, and clinical services are available through MITT Student Services.

Student Concerns and Appeals

If a student has a concern about a college service that is not related to assessment or instruction (e.g., admissions, facilities, or finance), they are encouraged to discuss their concern with the employee most directly involved. If the matter is not resolved, the student should then bring their concern to the appropriate department supervisor.

If a student has a concern related to their studies, such as assessment or instruction, they are encouraged to discuss their concerns with their instructor. If the matter is not resolved, the student should then bring their concern to their Academic Coordinator.

There is also a Student Appeals (AC-2-2) policy. Students are encouraged to speak with a student advisor to learn more about the appeals process at MITT.

Student Conduct

MITT seeks to provide students, staff, and partners with an inclusive, safe, and respectful environment. Our campuses consist of a diverse group of learners, including secondary students, domestic and international post-secondary students, and adult EAL learners.

MITT expects all students, regardless of program, to conduct themselves in a safe and respectful manner.

There are many Academic/Student policies that relate to MITT's commitment to create a campus environment that is safe, inclusive, and respectful. Policies that relate specifically to student conduct include:

- Student Behaviour (AC-1-1)
- Student & MITT Expectations (AC-1-2)
- Drug and Alcohol (AC-1-5)
- Respectful Workplace, Harassment Prevention, and Non-Discrimination (CC-2)
- MITT Computer and Telecommunications Usage (IT-1)
- Sexual Violence (SV-1)
- Workplace Safety, Health, and Wellness (WSH-1)

Program-Specific Policies

There are program-specific policies in the program. These policies are listed in Table 7: Program-Specific Policies.

Table 7: Program-Specific Policies

The program has the following program-specific policies:

Missed and Late Assessments

Students are required to submit each assessment item (assignment, project, etc.) by the deadline assigned by their instructor. Any assessment item not submitted by its deadline receives a mark of zero. An instructor may allow or deny a student's request for an extension.

Late Arrival to Time-Limited Evaluations

Students are required to write time-limited evaluations (quizzes, tests, etc.) and to complete practical assessments on the date set by their instructor(s). A student who arrives late to a time-limited evaluation is not provided with extra time to complete the evaluation.

A student unable to attend a time-limited evaluation due to illness or compassionate reasons may request alternate arrangements. A student who requests alternate arrangements must submit a written request to the program's Academic Coordinator.

Language Use

In this program, the language used in learning activities (e.g., lectures, group activities, class discussion, and demonstrations) and assessments (e.g., assignments, tests, etc.) is English. To support an inclusive learning environment in this program, students are expected to speak in a common language so everyone can participate equally.

Attendance

The following policy applies to any course where attendance is not part of assessment.

Students are expected to arrive on time and to come prepared for class. The following penalties apply to absences, late arrivals or early departures, and being unprepared for class:

- A student receives a 2% deduction from their final grade for each absence that occurs in a course.
- A student receives a 1% deduction from their final grade whenever they arrive late or leave early in a course.
- A student receives a 0.5% deduction from their final grade whenever they come to class unprepared in a course. Examples of being unprepared include not having a required textbook, supplies, PPE, or hand tools.

Laptop Policy

Students are expected to keep their laptop in good running order and are required to bring it to every class. Coming to class without a functioning laptop may require the student to go get the laptop, an absence, and/or affect their participation and professionalism grade.

Technology Requirements

Online Tools

A variety of web-based technologies and tools may be used throughout this program, such as MyLearning, the Student Portal, and Microsoft 365. To be successful in your studies you will need to learn about, and become familiar with, these tools.

Information about these tools, including how-to guides on how to access them, can be found on the *About Online Learning* webpage: https://mitt.ca/about-online-learning

Technical Support for Students

Information on how to access technical support for various web-based technologies and tools can be found on the Student Accounts and Logins webpage: https://mitt.ca/current-students/student-accounts-and-logins-faq

Cameras and Recording Devices

Unless otherwise indicated, online class sessions are not recorded for later viewing. Students should ensure they have a way to take notes. To comply with MITT policies and to protect student and instructor privacy, cameras and other recording devices are not to be used by students, unless authorized by the course instructor.

Campus Life

Student Services

The MITT Student Services team provides academic, personal, and career support to future and current students. Students are encouraged to meet with an advisor whenever they need help or have questions about how to be successful in their MITT program.

To learn more, refer to the Student Services webpage: https://mitt.ca/student-services.

Career and Employment Services

The MITT Career and Employment Services team works with students to prepare them for meaningful careers and connects graduates with employers. The Career and Employment Services team helps current students and alumni with:

- Resume and cover letter review
- Interview preparation
- Job search
- Career exploration

To learn more, refer to Career and Employment Services webpage: https://mitt.ca/career-and-employment-services

Student Life

The MITT Student Life team of staff and volunteers deliver a wide range of on-campus and online opportunities for students to connect with employers, make friends, build their work skills, and gain professional experience while at MITT.

Student Life works year-round to facilitate student and staff-led events, activities, and student groups to learn about other cultures, build community, and to network with future colleagues and employers.

To learn more, refer to the Student Life webpage: https://mitt.ca/student-life

Food Services

Food services are available at the Henlow, Pembina, and Scurfield campuses:

Henlow Campus: The Bridge Café offers hot breakfast, hot lunch, and afternoon snacks including grab and go items and an assortment of hot and cold beverages. This building is within walking distance of the Fultz Campus. Onsite microwaves and vending machines are available.

Scurfield Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. This building is within walking distance of the Henlow Campus.

Pembina Campus: Offers grab and go food options, an assortment of hot and cold beverages, and onsite microwaves and vending machines. There are also several off-site fast food and dine-in restaurants nearby.

Public Transportation

All MITT campuses are accessible by public transportation. Route information is available on Winnipeg Transit's website: https://winnipegtransit.com/

Students can buy a peggo card (bus pass) directly from MITT. A valid student ID card must be shown at the time of purchase. Peggo cards are available for purchase at the Henlow and Pembina campuses.

Parking

Parking at MITT campuses must be paid at all times of the day. Parking is $25/monthly with Impark or $5/day with Hangtag.
Daily and monthly parking passes are available for the following campuses:

- 130 Henlow Bay
- 7 Fultz Boulevard
- 1551 Pembina Highway

For more information please visit: https://mitt.ca/parking

Knowledge Check

To be successful in your program, you should be able to answer the following questions:

1. How many courses are in my program?
    a. What is a course outline?
    b. Where are course outlines posted?
2. What is a course prerequisite?
    a. Which courses have prerequisites?
    b. What are those prerequisites?
    c. What happens if a student does not meet a prerequisite?
3. What is a Graduation Requirement?
    a. What happens if a student does not meet a Graduation Requirement?
4. What is a Progression Requirement?
    a. What happens if a student does not meet a Progression Requirement?
5. What are the requirements to take the Work Experience credit? (if applicable)
6. What is Academic Probation? What causes Academic Probation?
7. What is a Program Withdrawal? What causes a Program Withdrawal?