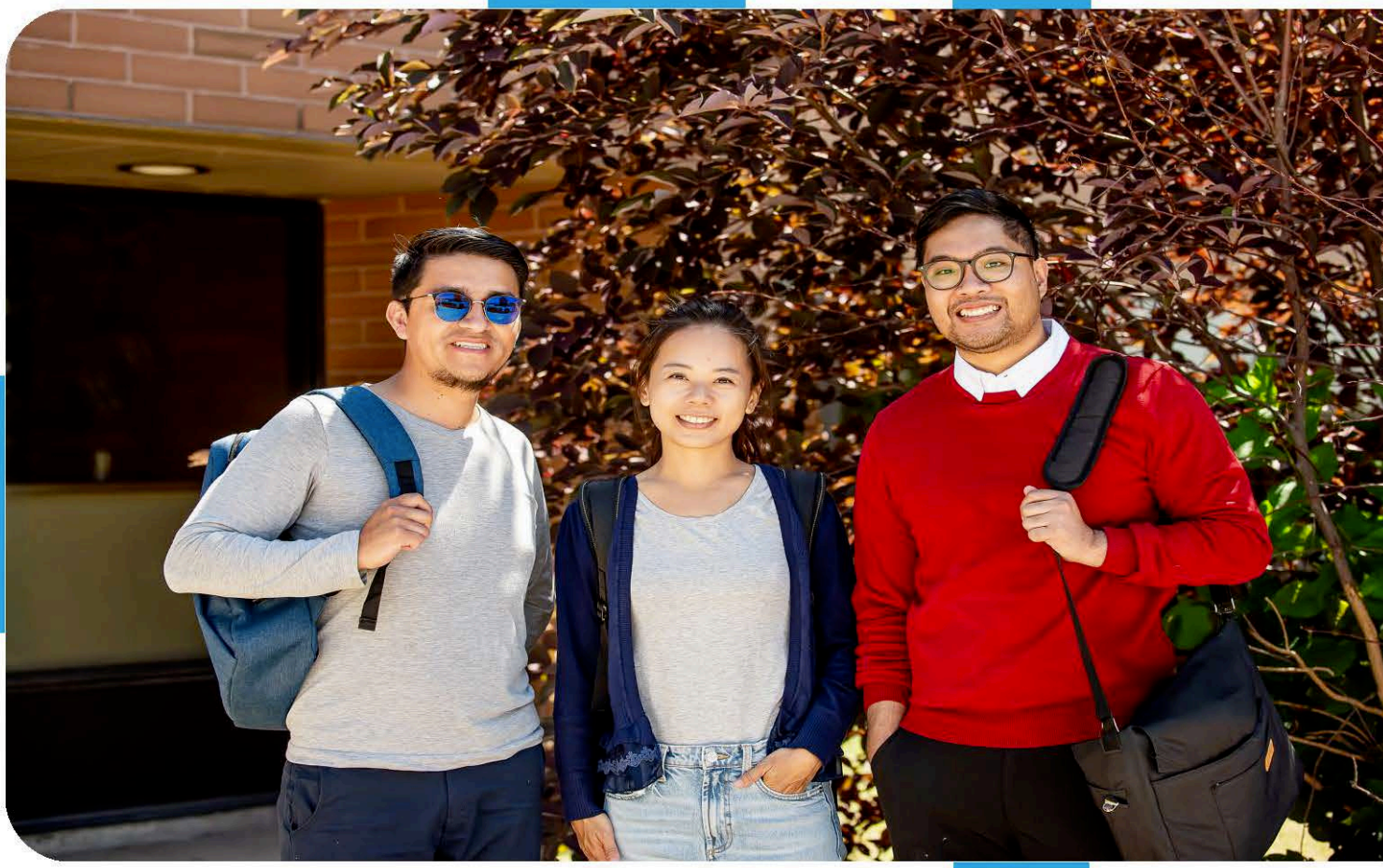

Software Developer

Program Guidebook

May 2025

Table of Contents

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 Software Developer Program and support your academic success. 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 Software Developer program team consists of:

Andre Specht	Instructor	andre.specht@mitt.ca
Cody Wallbridge	Instructor	cody.wallbridge@mitt.ca
Hamza Haque	Instructional Assistant	hamza.haque@mitt.ca
Felix Liang	Instructional Assistant	jibing.liang@mitt.ca
Dwayne Sayers	Work Integrated Learning Officer	dwayne.sayers@mitt.ca
Frank Gallo	Dean	frank.gallo@mitt.ca
Jared Miskimmin	Program Manager	jared.miskimmin@mitt.ca

Elaine Penner	Academic Coordinator	elaine.penner@mitt.ca

Program Overview

Software Developer is a 12-month certificate program. It consists of 19 courses. One of these courses is the Software Developer work experience, which is an opportunity for students to apply their knowledge and skills during a seven-week work placement.

Program Delivery

This program is delivered on campus, except for the work experience, which typically occurs at an industry partner's place of business.

Courses

There are 19 courses in the Software Developer program. 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 Software Developer program.

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-100	Introduction to Web Development	This course introduces students to the hands-on, project-based approach of the Software Developer program. Students begin developing their coding skills by building responsive websites, including a portfolio to display images, descriptions, and links to the projects created throughout the program.	n/a	D (50%)
SD-110	Javascript Basics	Students will develop basic JavaScript skills through hands-on experiences and will showcase their abilities by solving a variety of programming problems and building interactive web versions of Tic-Tac-Toe and the classic game 'Concentration'.	n/a	D (50%)
SD-120	Object Oriented Javascript	Students will build on their existing JavaScript skills, exploring JavaScript objects, prototypes and classes. Students will also be introduced to new syntax and features added to the JavaScript language as part of the ES6 specification. Putting all this together, students will construct and control player characters and enemies to recreate the classic arcade game 'Frogger' and a Budget Calculator app.	Minimum grade of D (50%) in SD-110	D (50%)
SD-130	Tools and Automation	Navigating around a computer using a shell is a necessary skill for all software developers and keeping source code safe is just as important. In this course students will learn the basics of using the shell and securely managing their source code using Git, a popular source control application. Finally, students will leverage their new-found shell knowledge and build their own tools and scripts to help optimize their development workflow.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-125	Unit Testing in .Net	his course provides an in-depth introduction to the principles and practices of unit testing in C#. Students will explore various testing frameworks and tools, learning how to create, execute, and manage unit tests to ensure code quality and reliability. The course emphasizes the importance of testing in the software development lifecycle and covers best practices for writing effective tests.	Minimum grade of D (50%) in SD-120 & SD-110	D (50%)
SD-105	Introduction to Third-Party API's	Students will develop applications that integrate with a variety of existing third-party services to provide unique functionality. Students will work with Geolocation APIs, Geocoding APIs and the Winnipeg Transit API to develop an app that identifies the best route to a destination, and work with The Movie Database API to build an app that determines current trending movies.	Minimum grade of D (50%) in SD-130	D (50%)
SD-160	Technical Writing Skills	This course focuses on the development of technical writing skills for IT professionals. Students will develop the language skills needed for effective communication with colleagues and clients. Students learn to create documents and use online tools that are required for success in the Software Developer program, as well as in the workplace.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-170	Communication and Presentation Skills	This course focuses on the communication skills that are necessary to be successful in a professional workplace environment. The course will primarily focus on speaking and listening skills, such as using diplomatic language, being clear and concise, giving and receiving constructive criticism, making and responding to requests, using appropriate levels of formality, and demonstrating active listening skills. A significant part of the course will be spent on creating and delivering effective presentations to a variety of audiences for various purposes. Other topics will include: cultural communication differences, the effective use of current technology for professional communication, and positive collaboration to achieve the goals of a group.	n/a	D (50%)
SD-115	Introduction to LINQ and ASP.Net MVC	This course provides an introduction to building websites using the Model-View-Controller (MVC) architectural pattern and Language Integrated Query (LINQ). Students will learn the fundamentals of web development using MVC, exploring the MVC architecture and its components—Model, View, and Controller. Additionally, the course will introduce LINQ, a powerful set of technologies that integrates query capabilities directly into the C# language, enabling efficient data querying and manipulation	n/a	D (50%)
SD-300	Object-oriented Programming Fundamentals	This course covers the fundamental concepts of object-oriented programming (OOP) using C#. Students will learn to create and work with classes and objects, understand and apply key OOP principles such as inheritance, polymorphism, encapsulation, and abstraction. The course provides a comprehensive overview of essential OOP concepts, enabling students to design and implement robust and maintainable software.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-310	Relational Database Design	This course provides a comprehensive introduction to designing and managing relational databases. Students will learn fundamental database concepts and practices, including how to create, interact with, and manage databases. The course covers essential database concepts, including normalization, indexes, entity relationship diagrams and database schema design. Additionally, students will explore how to integrate databases with applications	n/a	D (50%)
SD-330	Advanced Database and ORM Concepts	This course provides an in-depth exploration of advanced database management and Object-Relational Mapping (ORM) concepts. Students will gain practical experience with complex database interactions and learn to integrate databases with applications efficiently. The course covers various advanced topics in database design, implementation, and management, ensuring students are well-equipped to handle real-world database scenarios.	Minimum grade of D (50%) in SD-310	D (50%)
SD-340	Advanced Topics in C#	This course provides an in-depth exploration of advanced C# programming concepts. Students will enhance their understanding and proficiency in C# by learning about various advanced topics and techniques.	Minimum grade of D (50%) in SD-300	D (50%)
SD-290	Algorithms and Data Structures	This course provides a comprehensive introduction to algorithms and data structures in C#. Students will learn to utilize various data structures and design algorithms to solve complex problems. The course teaches how to measure and improve the performance of code, emphasizing the importance of efficient algorithmic solutions.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-320	Introduction to Number Systems and Desktop Applications	This course provides an introduction to number systems and desktop application development. Students will learn about different number systems, such as binary and hexadecimal, and how to represent and convert numbers between these systems. The course also covers the basics of creating desktop applications using C#	n/a	D (50%)
SD-350	Software Engineering and Design Patterns	This course provides an in-depth exploration of widely-used design patterns within the .NET Platform. Students will learn how to recognize and apply these patterns to solve common software design problems, enhancing their ability to create maintainable, scalable, and efficient code. The course will cover creational, structural, and behavioral design patterns, providing both theoretical knowledge and practical implementation skill	n/a	D (50%)
SD-255	Personal Brand and Career Management	Students will learn the importance of developing and managing their personal brand, and develop strategies for transitioning successfully into their desired future careers.	n/a	D (50%)
SD-260	Introduction to React	This course allows students to further develop their knowledge of front-end frameworks, diving deep into React.js. Students will learn how to install and manage a React.js installation, and how to use it to create dynamic and stateful single page web-apps. Modifying existing apps and creating new apps will provide students with a well-rounded understanding of how to build applications and use them to their full potential.	n/a	D (50%)

Course Code	Course Name	Course Description	Prerequisite(s)	Minimum Grade Required for Graduation
SD-270	Software Developer Internship	Eligible students will have the opportunity to synthesize and apply the knowledge and skills they have acquired throughout the Software Developer program in a real-world context, learn on-the-job procedures, and develop valuable job contacts. Students must meet eligibility requirements and receive instructor approval prior to attending internship.	Refer to Table 6: Work Experience Requirements	*P (Pass)*

Table 2: Course Prerequisites

This table presents the prerequisites in the Software Developer program in an alternate format. For a listing of prerequisites, refer to Table 1: Courses. A student requires a minimum grade of C (60%) in any prerequisite course.

		Has the following prerequisites:																	
		SD-100	SD-110	SD-120	SD-130	SD-125	SD-105	SD-160	SD-170	SD-115	SD-300	SD-310	SD-330	SD-340	SD-290	SD-320	SD-350	SD-255	SD-260	SD-270
Is a Prerequisite for:	SD-100	n/a	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-110	-	n/a	X	-	X	-	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-120	-	-	n/a	-	X	-	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-130	-	-	-	n/a	-	X	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-125	-	-	-	-	n/a	-	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-105	-	-	-	-	-	n/a	-	-	-	-	-	-	-	-	-	-	-	-	X
	SD-160	-	-	-	-	-	-	n/a	-	-	-	-	-	-	-	-	-	-	-	X
	SD-170	-	-	-	-	-	-	-	n/a	-	-	-	-	-	-	-	-	-	-	X
	SD-115	-	-	-	-	-	-	-	-	n/a	-	-	-	-	-	-	-	-	-	X
	SD-300	-	-	-	-	-	-	-	-	-	n/a	-	-	X	-	-	-	-	-	X
	SD-310	-	-	-	-	-	-	-	-	-	-	n/a	X	-	-	-	-	-	-	X
	SD-330	-	-	-	-	-	-	-	-	-	-	-	n/a	-	-	-	-	-	-	X
	SD-340	-	-	-	-	-	-	-	-	-	-	-	-	n/a	-	-	-	-	-	X
	SD-290	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	-	-	-	-	X
	SD-320	-	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	-	-	-	X
	SD-350	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	-	-	X
	SD-255	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	-	X
	SD-260	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a	X
	SD-270	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	n/a

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 Software Developer 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.

SD-160	Technical Writing Skills
SD-100	Introduction to Web Development
SD-110	JavaScript Basics
SD-170	Communication and Presentation Skills
SD-130	Tools and Automation
SD-120	Object Oriented JavaScript
SD-105	Introduction to Third-Party API's
SD-260	Introduction to React
SD-300	Object-Oriented Programming Fundamentals
SD-290	Algorithms and Data Structures
SD-255	Personal Brand and Career Management
SD-115	Introduction to LINQ and ASP.NET MVC
SD-310	Relational Database Design
SD-125	Unit Testing in .Net
SD-320	Introduction to Number Systems and Desktop Applications
SD-330	Advanced Database and ORM Concepts
SD-340	Advanced Topics in C#
SD-350	Software Engineering and Design Patterns
SD-270	Software Developer Internship

NOTE: Order of courses differs between Fall and Winter cohorts.

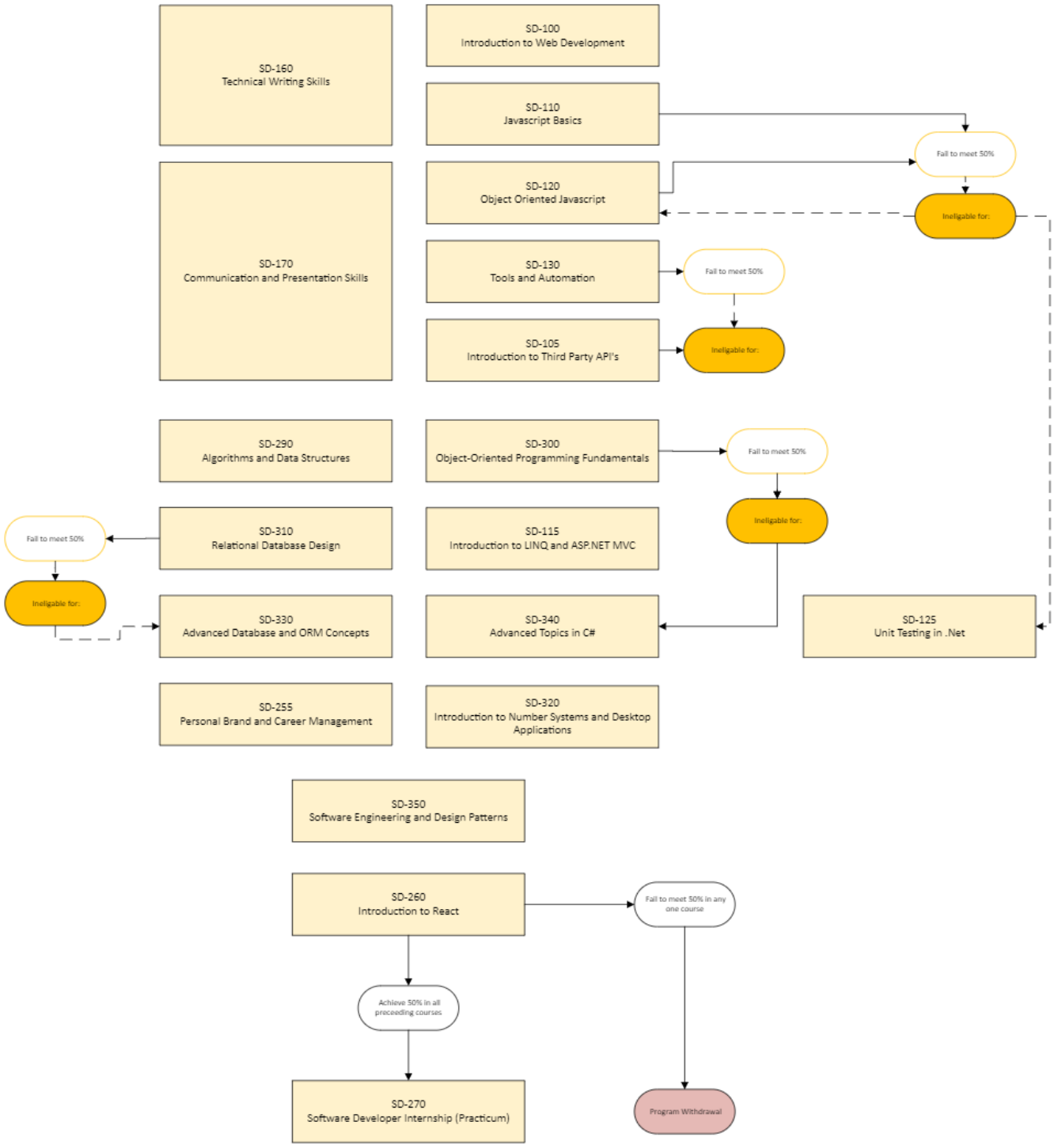
SD-160
Technical Writing Skills
SD-100
Introduction to Web Development
SD-110
Javascript Basics
Fail to meet 50%
SD-120
Object Oriented Javascript
Ineligable for:
SD-170
Communication and Presentation Skills
SD-130
Tools and Automation
Fail to meet 50%
SD-105
Introduction to Third Party API's
Ineligable for:
SD-290
Algorithms and Data Structures
SD-300
Object-Oriented Programming Fundamentals
Fail to meet 50%
Ineligable for:
Fail to meet 50%
SD-310
Relational Database Design
SD-115
Introduction to LINQ and ASP.NET MVC
Ineligable for:
SD-330
Advanced Database and ORM Concepts
SD-340
Advanced Topics in C#
SD-125
Unit Testing in .Net
SD-255
Personal Brand and Career Management
SD-320
Introduction to Number Systems and Desktop Applications
SD-350
Software Engineering and Design Patterns
SD-260
Introduction to React
Fail to meet 50% in any one course
Achieve 50% in all preceeding courses
SD-270
Software Developer Internship (Practicum)
Program Withdrawal

Table 4: Graduation Requirements

To graduate from the Software Developer program, a student must meet the following Graduation Requirements:

1. Receive a minimum grade of D (50%) in the following 18 courses.
    1. Introduction to Web Development (SD-100)
    2. Javascript Basics (SD-110)
    3. Object Oriented Javascript (SD-120)
    4. Tools and Automation (SD-130)
    5. Unit Testing in .Net (SD-125)
    6. Introduction to Third-Party API's (SD-105)
    7. Technical Writing Skills (SD-160)
    8. Communication and Presentation Skills (SD-170)
    9. Introduction to LINQ and ASP.Net MVC (SD-115)
    10. Object-oriented Programming Fundamentals (SD-300)
    11. Relational Database Design (SD-310)
    12. Advanced Database and ORM Concepts (SD-330)
    13. Advanced Topics in C# (SD-340)
    14. Algorithms and Data Structures (SD-290)
    15. Introduction to Number Systems and Desktop Applications (SD-320)
    16. Software Engineering and Design Patterns (SD-350)
    17. Personal Brand and Career Management (SD-255)
    18. Introduction to React (SD-260)
2. Receive a grade of P (Pass) in Software Developer Internship (SD-270)

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

Work Experience

The Software Developer program has a seven-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 Software Developer program, a student must meet the following Progression Requirements:

1. Meet the prerequisites for Software Developer Internship (SD-270) by the course's scheduled start date.

Table 6: Work Experience Requirements

To be eligible to take the Software Developer program's work experience credit (SD-270), a student must meet the following requirements:

1. Achieve 50% in each of the 18 preceding courses.
2. 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 the Software Developer Program?

A student has a maximum of four years, starting from the first day of scheduled classes, to complete the Software Developer 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 Software Developer program. These policies are listed in Table 7: Program-Specific Policies.

Table 7: Program-Specific Policies

The Software Developer 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. All extension requests must be received 24 hours prior to assignment deadline. Instructors at their discretion may impose a late penalty for assignments as noted on the course outline.

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 prior to the start time of the assessment.

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.

Laptop Policy

Students are expected to keep their laptop in good running order and are required to bring it to every class. Students who arrive to class without a functioning laptop may be required to retrieve their device, which could result in an absence and/or impact their participation and professionalism grade.

Academic Honesty

As a student in the Software Development Program, you are expected to uphold the highest standards of academic honesty. AI tools and online resources are used at the approval of the Software Developer Instructional staff. Students are expected to follow the guidelines set by instructors and any use of AI generation or online sources must be approved by instructors on an assignment-by-assignment basis.

Students may be required to participate in an instructor-led interview after assignment submission to show their understanding of the coding practices used in their assignments. Students unable to adequately explain their code usage may receive a grade of 0 or other penalty deemed appropriate by the instructor for the assessment in question.

Attendance

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.

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?