Newbarry College of Business, Service and Technology

Student Handbook

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Newbarry College
www.newbarryc.com
Address: 25 Sheppard Ave W Suite 300,
North York, ON M2N 6S6
Telephone: +1(416)230-1816
General Email: info@newbarryc.com

Section 1: About the Newbarry College of Business, Service and Technology

Newbarry focuses to give students the advantage of developing the vocational skills required to succeed in various industries within their careers. Newbarry College also provides various diploma programs for students to gain the necessary knowledge and work-related skills from programs related to business as well as Service and Information Technology. Our campus is conveniently located at North York, not only it is close to major transit routes, but it also has parking available for students.

Through our highly demanded diploma programs, we are dedicated to bringing students' strengths to the forefront. We offer College diploma programs, certificate programs, and training courses in Business, Service, and Technology, allowing students to compete for opportunities in the job market. Newbarry College also provides Certification programs and short-term training courses, as well as exclusive services for new immigrants to Canada. Our career-oriented programs with work-integrated learning are tailored to prepare students for their professional careers on a global scale in 1 academic year. We will ensure that our programs are relevant, concise, and competent to satisfy students' education requirements and go beyond their expectations.

Newbarry College is registered under the Private Career College Act to provide Ontario College Diploma programs for students. Not only we are a member of the National Association of Career Colleges, but we are also endorsed by Career Colleges Ontario. Therefore, our college is held to the highest standard of accountability and honestly, so that students are guaranteed to receive a quality education.

Section 2: Overall Goals and Philosophy

a. Overall Goals

Newbarry College has a goal of being an institution that is both inspirational and educating students for their future aspirations. This can be seen through our high-quality course content while setting personal goals for students. Also, to empower students by developing the knowledge and skills needed to become successfully employed in the industry they are passionate about. At Newbarry, students, teachers, and the administrative team all look ahead to our goals to understand the journey and the goals that need to be met to be successful in their careers. We will guide students during every step of the way, to support their transition from the classroom to the industry.

All of Newbarry College's programs are taught by industry-experienced instructors who keep themselves updated and on track with cutting-edge developments in the world of business, service, and technology. Many of our faculty members have at least 5 years of industry experience and will share their real-world knowledge with students. Our instructors and facilitators will be guiding students during every module of every program and providing them with access to real-world knowledge and insight. All of our programs are instructor-led and taught in small class sizes to prepare for the student's future success. Our administrative team is here to help one get the most from their education as well as preparing them to enter their future professions. We strive to provide a supportive and creative learning environment to encourage growth and personal development with the best learning experience for students. Not only through the resources from our team have members, but Newbarry College also provided state of the art equipment. Through facilities such as computer lab, servers, and network devices with software in each area of study, allows students to gain hands-on experience on the latest technology. This can expand the student's technical skills, as well as increasing the chances of finding employment.

b. School's Philosophy

"Strive for Success through Qualified Education with Flexible Career Path"

As a school that values a rich and high-quality education experience that will be useful for students, this principle is placed deeply into our institution. The connection between our curriculum and industry will allow students to develop the specific skills that employers expect them to bring to the job. Throughout our teaching model, it focuses on fostering vocational skills and life-long learning that can be applied beyond the student's future career.

By offering a qualified education with hands-on experience, allows students to reach a standard of work readiness knowledge for their future careers. We also emphasize helping students find their strengths and passion in order to work in professions that are related. Thus, they can reach maximum efficiency at their workplace and be career successful. We aim to give high flexibility in options for students when making a major career shift, learning new employability skills, or getting back into the workplace. Overall, this helps the journey that students take to determine their future and being able to find success in it.

Qualified Education

Our curriculum is responsive to competitive global job markets, allowing students to have high adaptability and chart the best path towards success. We can ensure the skills students learn in class are the ones needed on the job.

Therefore, we emphasize the following statements:

- Programs that Focus on Work-Integrated Learning
- Balance of Content and Skills
- Measuring Levels of Learning with Various Types of Assessments
- Constant Monitoring of Academic Progression and Improvement
- Flexible Academic Learning Structure
- Enabling Student's Progression and Success

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- Helping Students to Develop a Interdisciplinary Perspective on the Various Content that is Learned

Career Path

Here at Newbarry College of Business, Service and Technology, we want to empower students to help them develop the necessary skills and knowledge that they need for career success. By the end of the program, Newbarry's gradates will have the necessary skills for their career as they are heading in the right direction to success.

Therefore, we emphasize the following statements:

- Help students identify their future career options
- Identify the steps needed to achieve their future career path
- Develop the skills to network and connect with employment opportunities
- Refining personal resumes and cover letters to perfection
- Managing social media platforms such as LinkedIn
- Develop effective and efficient job search methods and skills

Section 3: Importance and Value of a Post-Secondary Education along with Successful Outcome

a. Importance and Value

Completing a post-secondary education is an experience that students can never forget. It requires commitment as well as dedication. It specifically enlightens students as they are more open to what they can learn in the classroom and in real-life situations. Students will be able to learn essential life skills such as time management, self-regulation, interpersonal, collaboration, and critical thinking.

Another key benefit that higher education has is the opportunity to earn a higher paying job. Statistics Canada states that people who completed their education with a high school diploma earn 17% more, on average than those without a high school diploma. Those who complete their post-secondary education receive a greater earning potential. On average, these individuals who have completed post-secondary education earn 28% higher than high school graduates.

b. Successful outcome

Newbarry College's mission is to help students reach a succesful outcome from their post-secondary experience by unleashing their potential and develop employability skills to reach for career success. A successful outcome for students at Newbarry College is not limited to finding employment; it includes developing life skills and excelling as professions in their workplace. Therefore, we are a team with professional values and dedication to the community with the intention of helping students discover the right career path for career success. All our programs are taught by industry-experienced instructors who keep themselves updated and on track with cutting-edge developments in the world of business, service, and technology. Additionally, our simulation work placements and work-integrated learning can bridge the gap between the classroom and industry.

In order to achieve such succesful outcomes, we encourage students to follow a few guidelines during their academic journey:

1. **Being Prepared**

Our programs are designed to improve student's profiles and prepare them for their future careers in a short period of time. Thus, our curriculum covers both the knowledge students have acquired from their previous academic performance with the new skills attained. Students are expected to be prepared and ready for their program by fulfilling all prerequisites.

2. **Growth Mindset**

A mindset that focuses on constant improvement encourages students to remain motivated, while focusing on the process and strategies they need to learn. This attitude also helps students to regulate their learning outcomes, analyze their weakness, and redouble their efforts rather than being overwhelmed by their mistakes or deviations from their academic path.

3. **Achieving Learning and Career Goals**

A student's learning goal is a statement that describes what students should know and be able to do by the end of a period of instruction. A career goal is a statement explaining the profession that an individual intends to pursue. By establishing learning and career goals, students would be able to create a framework for their future to achieve milestones. Students who exert time and energy on their school work are more likely to achieve their objectives.

4. **Student's Engagement**

We offer a career-focused program with extra-curricular activities designed to prepare for career opportunities in present job markets. By participating in extra-curricular activities, students can study and develop hands-on skills so they can incorporate concepts that contribute to academic and career success.

These students are expected to follow the statements below:

- **Incorporated** to one's academic level, school, or program

- **Active participation** by students as showcase through their involvement in learning activities and completing academic tasks
- **Involvement** of students to school activities and events

Section 4: School Commitment

Newbarry College's mission is to unleash student's potential and develop employability skills through our career-focused programs, practical hands-on training, and extensive student and career services for future success. Our vision is to prepare and assist students in finding better future careers by sharing our knowledge and skills in Business, Service, and Technology industry. Our goal for each student upon enrolling in our school is to prepare them for future success.

In order to successfully fulfill our mission and achieve our goal, we've formulated a long-term commitment with a perspective that will guide Newbarry College. These commitments will be continuously revised and modernized to adapt to the ever-changing marketplace.

Commitments:

1. **Foster Fulfillment in Students' Post-Secondary School Experience**

Newbarry College will make sure that students are getting the most from their education with us. This can be seen through students significantly becoming industry-ready upon completion of the program. Therefore, students will acquire learning experiences that can prepare for the global market by developing contemporary vocational skills. This does not only include technical skills, but also soft skills that deem desirable for employers in various industries. Our teaching model is responsive to changes in competitive global job markets, allowing students to have high adaptability and make the best path towards their goals. Students will also have the opportunity to experience innovative and work-integrated learning, and extend learning beyond the program of study. Through optimizing learner's experience, we strive to strengthen students as professionals and be work-ready in a short amount of time.

2. **Strive for Teaching Excellence**

We aim for a high standard of education by delivering personalized teaching models depending on each student's circumstances. Together with interactive teaching and work-integrated learning that is applicable to real-life, students would be able to reach for their

career goals. Our teaching, curriculum development, and course planning are relevant, flexible, and competent to satisfy student's education requirements and go beyond their expectations. We will continuously increase career relevancy for learners through co-creation and collaboration with many industries. Newbarry College offers highly-demanded diploma programs in 12 career options with high-paying jobs that are desirable in Canada. Upon graduation, students would have many job opportunities and easily find employment.

All of Newbarry College's instructors will keep themselves updated and on track with cutting-edge developments in the world of business, service, and technology. In addition to having a passion for their field and teaching, our instructors will recognize their critical role of leading and guiding learning and being committed to student success.

3. Helping Students Find Employment Opportunities

Newbarry College offers guidance to students that are trying to improve their current career options and obtain experience in their preferred work industry. Our career services are personalized for each student and targeted to face challenges from the corporate world. We provide support through networking opportunities, career management assistance, job referrals, and career counselling. We will help you critique your resume and cover letter, workshops, and interview preparations. Newbarry College encourages a career-focused learner experience by engaging in an ongoing process of career development and reflection from application to graduation.

We have also built an interconnected partnership with institutions, industry, and community to provide placements for students. Once students gain hands-on work experience with the right certification, they would have a higher chance of being able to land on a job upon graduation. Not only so, but students will also develop multiple skills and knowledge that are applicable in various industries and have flexible career options.

Through our extensive student support, Newbarry College has acquired a high graduation rate and employment rates. However, we do not stop here. Newbarry College will constantly look for areas of improvement in our service to accommodate students.

4. **Life-Long Learning as Foundation for Success**

Life-long learning will promote personal growth; allow one to connect with a broader range of people and upgrading one's skill sets. By building a life-long learning ecosystem along with academic achievements at Newbarry College, students can aim for career success. As a career college, our programs are focused on giving students skills that open doors in expanding and high-potential industries.

We offer flexible programs and courses with the option of rescheduling classes to students' liking so that they do not have to sacrifice the work-education balance. Our programs are also designed for students who are making a major career shift or hoping to get back to their workplace. Therefore, it is a great opportunity for anyone who wishes to develop solid entry-level skills in growing fields such as Information Technology and Hospitality.

Section 5: School Organization

a. School Timetable

Our courses are from Monday to Friday.

Each course/time period is scheduled for four hours a day.

There are 3 different time periods. They consist of:

- 10:00am - 2:00pm
- 2:00pm - 6:00pm
- 6:00pm - 10:00pm

b. Reporting Periods

Newbarry College of Business, Service and Technology College is open throughout the year. The three time periods for various classes were listed above in the school timetable section. These reporting time periods depend on the major to choose different courses, but the time period of the course can be selected in these three time periods.

Section 6: Student's Expectations

Newbarry College of Business, Service and Technology monitors the academic progress and performance of its students, and maintains academic records of all students in an approved program. Before the mid-point of the period for which the student has contracted, each student will have a scheduled interview either with his/her primary instructor or the College's academic coordinator with regard to the students overall academic progress, indicating the eligibility of successful graduation based on the performance of completed and in-progress courses and the minimal grades they need to accomplish for the rest of courses to successfully graduation upon completion of the program, so that the students could make a decision of continuing to study or withdrawing from the program. The evaluation form is signed by the Instructor and student and placed in the student's file. A copy is given to the student.

a. Grading Policy

The final pass mark in each course shall be 70% (equivalent to a C grade. Certain courses require minimums greater than 70% and/or have mandatory components to achieve a passing grade, in all such cases the course outline will offer details), which is comprised of the assignments, quizzes, tests, exams, projects, term papers, etc.

b. Rewrite Examinations

The student who has failed the final examination for a subject or module, on payment of a fee, will have the opportunity to rewrite the examination. Should the student fail the rewrite, they will be able to rewrite a second time. If there is a failure on this second rewrite, then the student will be required to retake the module/subject in its entirety. There is no option to rewrite a failed final examination for a repeated module/subject. Arrangements for the rewriting of an examination are to be made through the instructor. The maximum mark that can be achieved in a rewrite is C (70%) regardless of the student's score; the original failing grade will also remain on the student's academic record.

c. Repeating failed course

Students are allowed to repeat a passed or a failed course once for academic credit upon application to the program committee and payment of course fee. Students should note that course availability and space considerations may preclude the possibility of repeating a course in the session they choose.

When a student is allowed to repeat a course for academic credit, the second grade will be the grade of record and the only grade calculated for graduation. A course can be credited only once towards satisfaction of diploma credit requirements.

The record of both the first and second time the course was taken will appear on the student's transcript, with the first course designated as 'No Credit Retained'.

d. Grading Disagreements and Appeals

Where a student disagrees with a grade received or any decision resulting from application of the rules, policies, and regulations, the following informal procedure should be followed prior to making any formal appeal.

a) The student will discuss the matter with the teachers in an attempt to resolve the problem.

b) If unresolved, the student will start a formal appeal in writing to the college admission office using the prescribed Student Complaint Form.

A student who feels there have been extenuating circumstances which adversely affected their academic outcome/progress, may appeal in writing to Newbarry College's Academic Office. A student who is dissatisfied with the decision of first instance may appeal to the College Management Office. The Management's decision is final.

The student financial account must be in good standing.

Section 7: Sexual Violence Policy

a. General

Newbarry College of Business, Service and Technology is committed to providing its students with an educational environment free from sexual violence and treating its students who report incidents of sexual violence with dignity and respect.

Newbarry College of Business, Service and Technology has adopted this Sexual Violence Policy, which defines sexual violence and outlines its training, reporting, investigative and disciplinary responses to complaints of sexual violence made by its students that have occurred on its campus, or at one of its events and involves its students.

The person accused of engaging in sexual violence will be referred to as the "Respondent" and the person making the allegation as the "Complainant".

b. Application

The Policy applies to complaints of sexual violence that have occurred on our career college campus or at one of our events involving our students.

c. Types of Sexual Violence

- **Sexual Violence** - Any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.
- **Sexual Assault** - A criminal offence under the *Criminal Code* of Canada. Sexual assault is any type of unwanted sexual act done by one person to another that violates the sexual integrity of the victim and involves a range of behaviors from any unwanted touching to penetration. Sexual assault is characterized by a broad range of behaviors that involve

the use of force, threats, or control towards a person, which makes that person feel uncomfortable, distressed, frightened, threatened, or that is carried out in circumstances in which the person has not freely agreed, consented to, or is incapable of consenting to.

d. Understanding Consent

The voluntary and explicit agreement to engage in the sexual activity is in question. It is the act of willingly agreeing to engage in specific sexual behavior, and requires that a person is able to freely choose between two options: yes and no. This means that there must be an understandable exchange of affirmative words which indicates a willingness to participate in mutually agreed upon sexual activity. It is also imperative that everyone understands the following:

- Silence or non-communication must never be interpreted as consent and a person in a state of diminished judgment cannot consent.
- A person is incapable of giving consent if asleep, unconscious or otherwise unable to communicate.
- A person who has been threatened or coerced (i.e. is not agreeing voluntarily) into engaging in the sexual activity is not consenting to it.
- A person who is drugged is unable to consent.
- A person is usually unable to give consent when under the influence of alcohol and/or drugs.
- A person may be unable to give consent if they have a mental/cognitive disability that prevents them from fully understanding the sexual acts.
- The fact that consent was given in the past to a sexual or dating relationship does not mean that consent is deemed to exist for all future sexual activity.
- A person can withdraw consent at any time during the course of a sexual encounter.
- A person is incapable of giving consent to a person in a position of trust, power, or authority such as a faculty member initiating a relationship with a student whom they teach, or an administrator in a relationship with anyone who reports to that position.

- Consent cannot be given on behalf of another person. It is the responsibility of the initiator of sexual activity to ensure clear and affirmative responses are communicated at all stages of sexual engagement. It is also the initiator's responsibility to know if the person they are engaging with sexually is a minor.

e. Training, Reporting and Responding to Sexual Violence

- Newbarry College of Business, Service and Technology Shall include a copy of the Sexual Violence Policy in every contract made between it and its students, and provide a copy of the Sexual Violence Policy to career college management (corporate directors, owners, partners, other persons who manage or direct the career college's affairs, and their agents), instructors, staff, other employees and contractors and train them about the policy and its processes of reporting, investigating and responding to complaints of sexual violence involving its students. *Any company participating in offering student internships on their premises must provide an undertaking in writing that it is in compliance with all applicable legislation, including the Ontario Human Rights Code and the Occupational Health and Safety Act and will provide students access to those policies should they encounter issues relating to sexual violence in the workplace.
- The Sexual Violence Policy shall be published on its website
- Career college management, instructors, staff, other employees and contractor's of Newbarry College of Business, Service and Technology) will report incidents of or complaints of sexual violence to the Newbarry College of Business, Service and Technology Executive Director upon becoming aware of them.
- Students who have been affected by sexual violence or who need information about support services should contact the Newbarry College of Business, Service and Technology Executive Director.
- Subject to Section 6 below, to the extent it is possible, Newbarry College of Business, Service and Technology will attempt to keep all personal information of persons involved in the investigation confidential except in those circumstances where it believes an individual is at imminent risk of self-harm, or of harming another, or there

are reasonable grounds to believe that others on its campus or the broader community are at risk. This will be done by:

- o Ensuring that all complaints/reports and information gathered as a result of the complaint/reports will be only available to those who need to know for purposes of investigation, implementing safety measures and other circumstances that arise from any given case; and
- o Ensuring that the documentation is kept in a separate file from that of the Complainant/student or the Respondent.

- Newbarry College of Business, Service and Technology recognizes the right of the Complainant not to report an incident of or make a complaint about sexual violence or not request an investigation and not to participate in any investigation that may occur.

- Notwithstanding 5.6, in certain circumstances, Newbarry College of Business, Service and Technology may be required by law or its internal policies to initiate an internal investigation and/or inform police without the complainant's consent if it believes the safety of members of its campus or the broader community is at risk.

- In all cases, including 5.6 above, Newbarry College of Business, Service and Technology will appropriately accommodate the needs of its students who are affected by sexual violence. Students seeking accommodation should contact the Newbarry College of Business, Service and Technology Executive Director.

- In this regard, Newbarry College of Business, Service and Technology will assist students who have experienced sexual violence in obtaining counseling and medical care, and provide them with information about sexual violence supports and services available in the community as set out in **Appendix 1** attached hereto. Students are not required to file a formal complaint in order to access supports and services.

f. Investigating Reports of Sexual Violence

Under this Sexual Violence Policy, any student of Newbarry College of Business, Service and Technology may file a report of an incident or a complaint to the Newbarry College of Business, Service and Technology Executive Director in writing. At least one College Administrative staff member and the Campus Director will be involved in the investigation.

Upon receipt of a report of an incident or a complaint of alleged sexual violence being made, Newbarry College of Business, Service and Technology Executive Director will respond promptly and:

- Determine whether an investigation should proceed and if the Complainant wishes to participate in an investigation;
- Determine who should conduct the investigation having regard to the seriousness of the allegation and the parties involved;
- Determine whether the incident should be referred immediately to the police;
  - In such cases or where civil proceedings are commenced in respect of allegations of sexual violence, Newbarry College of Business, Service and Technologymay conduct its own independent investigation and make its own determination in accordance with its own policies and procedures; and
- Determine what interim measures ought to be put in place pending the investigation process such as removal of the Respondent or seeking alternate methods of providing necessary course studies.

Once an investigation is initiated, the following will occur:
- The Complainant and the Respondent will be advised that they may ask another person to be present throughout the investigation;
- Interviewing the Complainant to ensure a complete understanding of the allegation and gathering additional information that may not have been included in the written complaint such as the date and time of the incident, the persons involved, the names of any person who witnessed the incident and a complete description of what occurred;
- Informing and interviewing the Respondent of the complaint, providing details of the allegations and giving the Respondent an opportunity to respond to those allegations and to provide any witnesses the Respondent feels are essential to the investigation;
- Interviewing any person involved or who has, or may have, knowledge of the incident and any identified witnesses;
- Providing reasonable updates to the Complainant and the Respondent about the status of the investigation; and

- Following the investigation, the Newbarry College of Business, Service and Technology Executive Director will:
  - Review all of the evidence collected during the investigation;
  - Determine whether sexual violence occurred; and if so
  - Determine what disciplinary action, if any, should be taken as set out in Section 7 below.

g. Disciplinary Measures

If it is determined by Newbarry College of Business, Service and Technology that a student of our career college has been involved in sexual violence, immediate disciplinary or corrective action will be taken up to and including termination of employment of instructors or staff or expulsion of a student.

In cases where criminal proceedings are initiated, Newbarry College of Business, Service and Technology will assist police agencies, lawyers, insurance companies, and courts to the fullest extent. Where criminal and/or civil proceedings are commenced in respect of allegations of sexual violence Newbarry College of Business, Service and Technology may conduct its own independent investigation and make its own determination in accordance with its own policies and procedures.

h. Making False Statements

It is a violation of this Policy for anyone to knowingly make a false complaint of sexual violence or to provide false information about a complaint. Individuals who violate this Policy are subject to disciplinary and / or corrective action, up to and including termination of employment of instructors or staff or expulsion of a student.

i. Reprisal

It is a violation of this Policy to retaliate or threaten to retaliate against a complainant who has brought forward a complaint of sexual violence, provided information related to a complaint, or otherwise been involved in the complaint investigation process.

j. Review

This policy will be reviewed 3 years after it is first implemented.

Appendix 1

Community Resources available include:

Toronto Oasis Centre des Femmes Telephone 416-591-6565: or Toronto Rape Crisis Centre: Multicultural Women Against Rape Crisis: 416-597-8808 Office

Canadian Association of Sexual Assault Centers Ontario Provincial English

Assaulted Women's Helpline Toll Free: 1-866-863-0511 #SAFE (#7233) on Bell, Rogers, Fido or Telus mobile TTY: 416-364-8762 Telephone toll-free: 1-877-336-2433 ATS: 1 866 860-7082

Women in Crisis 1-877-268-8380 705-268-8381 Toronto Multicultural Women Against Rape/Toronto Rape Crisis Centre (416) 597-8808 416-597-1171

Section 8: Student Complaint Procedures

General Guidelines:

1. Statements of complaint must be made in writing.
2. All complaints are confidential.
3. The procedure outlined below must be followed.
4. A staff presented with a verbal complaint will ask the student to follow the procedure and remind the student of the written complaint requirement
5. The Administrator will also ask for a copy of any written response(s) from those already contacted by the student in accordance with the procedure.
6. Arrangements for meetings and written responses from the person being complained about will be made in a timely and professional fashion. No complaint will go unanswered.
7. Records of Complaints will be maintained at the location where they originated for a period of at least three years.

Complaint Procedures:

Step 1

The student will request a meeting with the Instructor responsible for the course to discuss the complaint verbally.
If not resolved at this level, the student will proceed to Step 2.

Step 2

The student will submit a completed written complaint to the Administrator, using the following contact information:

Name: Shirley Luo
Title： Administrator
Address for contact: 55 Town Center Court #700, Scarborough, ON M1P 4X4
Phone number: 416-230-1816
Email address: info@newbarryc.com

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Address: 25 Sheppard Ave W Suite 300,
North York, ON M2N 6S6
Telephone: +1(416)230-1816
General Email: info@newbarryc.com

The Administrator will arrange a meeting with the student within 3 business days of receipt of the written complaint.

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting discussion will be timed.

The Administrator will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 7 days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the student will proceed to Step 3.

Step 3

The student will submit a completed written complaint to the Executive Director, using the contact information:

Name: Guiying Chen
Title： Executive Director
Address for contact: 55 Town Center Court #700, Scarborough, ON M1P 4X4
Phone number: 416-230-1816
Email address: info@newbarryc.com

The Executive Director will arrange a meeting with the student within 4 business days of receipt of the written complaint (which should include the Administrator's response with recommended solutions and the student's objections or comments regarding these solutions.)

The student will have an opportunity to make an oral presentation of the complaint at this meeting and to have another person present or another person make the oral presentation on his/her behalf. This meeting will be timed.

The Executive Director will provide a written response to the student, outlining the discussion and any proposed and/or agreed upon solution(s) within 5 business days of the meeting. This response will include a decision statement, together with the reasons on which the decision is based and minutes of meetings held.

If not resolved at this level, the student will proceed to contact the Superintendent of Private Career Colleges, Ministry of Training, Colleges and Universities, by accessing the complaint process in the PARIS database system at
http://www.tcu.gov.on.ca/pepg/audiences/pcc/paris-reference-guidefor-students.pdf

- Superintendent of Private Career Colleges
  Ministry of Training, Colleges and Universities
  77 Wellesley Street West, Box 977
  Toronto, ON M7A 1N3

Section 9: Student Expulsion Policy

Newbarry College of Business, Service and Technology will take reasonable and necessary steps to ensure students have the opportunity to successfully complete their programs. The College has a commitment to ensure that within this general framework all students are treated fairly and equally. Students who do not support the academic and ethical policies of the College may be subject to penalties, up to and including expulsion.

Newbarry College will attempt to resolve a situation without expulsion through verbal warnings, written warnings and suspension may be used as the final and most serious action. Expulsion may be applied at the College's discretion at any point in the process, if an action is deemed dangerous to the integrity, safety or well-being of students, staffs, clients, visitors, and other guests.

In conjunction with this policy, the College will ensure that students are aware of its code of conduct, academic policy, and attendance policy.

The following outlines the conditions under which a student may be expelled with cause:

1. **Academic Dishonesty** – students may be subject to expulsion at the discretion of the College for academic dishonesty. Academic dishonesty is any word, action or deed performed alone, or with others for the direct or indirect intention of providing an unfair advantage or benefit to self or other student(s) including:
    a. Cheating
    b. Plagiarism
    c. Unapproved collaboration
    d. Alteration of records
    e. Bribery
    f. Dishonesty
    g. Misrepresentations

2. **Outstanding Fees**– failure to pay overdue accounts owing to the College within the specified period may be grounds for expulsion after a written warning has been given.

3. **Code of Conduct** – all students are required to adhere to the College's code of conduct. Where the violations do not have the potential to result in physical harm to persons or property, the College may expel a student who has received a suspension for any failure to comply and has since violated any of the terms of the College's code of conduct. Students who are found under the influence of drugs and/or alcohol or carrying weapons will be subject to immediate expulsion.

4. Significant Omissions or Falsehoods in Admissions Documentation – the College has a responsibility to ensure students meet the registration requirements for the program. Students who knowingly misrepresent their applications are subject to immediate expulsion.

5. Academic Failure – students who fail to achieve the required academic standing in their programs may be expelled from the program. The College may at its discretion offer alternatives to a student and these are outlined in the academic policies for the program of study. If a student has more than 3 subjects below 50% of the passing mark, the student may be expelled from the College.

6. Attendance – students who do not achieve the required attendance as stated in school policy are subject to expulsion. Students who are continuously absent for 10 hours or more in a course of 20 hours a week without a notice or reason may be expelled.

7. **Harassment or Discrimination** – the College does not condone harassment or discrimination of any form to students, staffs, clients or visitors of the College. Students participating in harassing or discriminatory activities that are racial, sexual, or pertaining to sexual orientation in nature may be subject to immediate suspension depending on the severity of the activity and pending investigation. Any student who is deemed by the investigation to have engaged in harassment or discriminatory activities will be expelled.

In determining what constitutes harassment or discrimination, the College refers to The Ontario Human Rights Code. Students requiring more specific information may refer to the specific code as posted on the Provincial web site (http://www.ohrc.on.ca/english/code/index.shtml).

8. Misuse of Property – College property is for the provision of College services. Students who damage, misuse, steal or otherwise use the property in a way that is prohibited may be expelled and required to make restitution.

9. Endangerment of Staff or Students – the College is committed to the safety of all College staffs, students, clients and visitors. Students who by action or neglect in any way endanger the safety of themselves or others may be expelled.

Prior to expulsion, depending on the severity and nature of the situation, the College may take intermediate steps at its discretion including:
  a. verbal warning
  b. written warning
  c. suspension
  d. expulsion

Notification:

Students who are subject to expulsion for any reason will be notified in writing, either hand delivered or by registered mail with return receipt. The College is not responsible for non-delivery by registered mail if the student has not provided a valid home address where the student currently resides.

The notification will contain a description of the basis for expulsion and the effective date. Expelled students who dispute the facts of the expulsion must appeal the decision in writing within one week of the notification. Students must follow the complaint procedure of the College and must provide sufficient proof to support their claim.

A student, whose expulsion is upheld after having followed the college's student complaint and appeal procedure, may file a further appeal through the complaints process to the Ministry of Training, Colleges and Universities, provided the student is attending a program approved under the Private Career Colleges Act, 2005.

If a student's appeal is successful, he/she will be reinstated as part of the internal College or Ministry appeal processes. The college will arrange the student to make up the lost time that he/she had missed since the date of expulsion specified in the written notification.

Fees:

Settlement of student's accounts, for students that have been expelled, will be completed under the College's Fee Refund Policy, using the effective date of expulsion as the final day of attendance in their program of study.

Return of Property:

A student who was expelled is responsible for the return of any College property in his/her own possession within 10 days of the expulsion and will be held financially responsible for any property not returned in good condition or as outlined in the student contract. The College may deduct from the student's fee refund, as set out in the enrolment contract, and any amount owing by the student with respect to such property.

Section 10: Code of Conduct

a. Standards of Behaviour

All School Members Must:

1. Respect and follow all applicable laws;
2. Demonstrate honesty and integrity;
3. Respect differences in people;
4. Treat one another with dignity and respect at all times, especially when there is disagreement;
5. Respect and treat others fairly, regardless of race, ancestry, place of origin, color, ethnic origin, religion, gender, sexual orientation, age, or disability;
6. Respect the rights of others;
7. Show care and respect for school property and the property of others;
8. Take the proper steps to help those in need;
9. Respect all members of the school community, especially those in a position of authority;
10. Respect the need of others to work in an environment that encourages learning and teaching;
11. Seek help from school staff, if necessary, to resolve conflict peacefully;
12. No swearing at a teacher at Newbarry College or at another person in a position of authority.

School Community Members Must Not Do the Following Things

The following list contains certain conduct that is prohibited by Newbarry College. The list is not intended to be exhaustive, and the College reserves the right to impose sanctions on students for personal actions which may not be expressly identified. The College's other rules and policies set forth additional prohibited conduct.

1. **Attempts to Defraud**
2. **Bullying**
3. **Copyright Infringement**
4. **Demonstrations**
5. **Disruptive Behavior**

6. **Ethical and Acceptable Use of Technology**

7. **Gang Involvement**

8. **Hazing**

9. **Illegal or Unauthorized Possession/Use of Alcohol and Drugs**

10. **Illegal or Unauthorized Possession/Use of Weapons**

11. **Indecent or Obscene Behavior**

12. **Misrepresentation**

13. **Misuse or Unauthorized Possession or Use of Public or Private Property**

14. **Obstruction/Abuse of Student Conduct Process**

15. **Refusal to Identify and/or Comply**

16. **Rioting**

17. **Safety Violations**

18. **Stalking**

19. **Threatening Behavior Includes**

20. **Threatening or Causing Physical or Other Harm to any Person**

21. **Unauthorized Access and Use of Facilities and Services**

22. **Violations of College Rules, Procedures, and Policies**

23. **Violation of Local, State or Federal Laws**

24. **Complicity in Violating the Student Code of Conduct**

b. Roles and Responsibilities

Teachers and school staffs, under the leadership of their principal, help maintain order in the school and are expected to hold everyone to the highest standard of respect and responsible behavior. As role models, staff upholds these high standards when they:

1. Help students work to their full potential and develop their self-worth;
2. Empower students to be positive leaders in their classroom, school and community;
3. Communicate regularly with parents on important issues;
4. Maintain consistent standards of behavior for all students;
5. Show respect for all students, staff, parents, volunteers, and members of the school community.

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

1. Comes to school prepared, on time, and ready to learn;
2. Shows respect for himself/herself, for others and for those in authority;
3. Refrains from bringing anything to school that may put the safety of others at risk;
4. Follows the established rules and takes responsibility for his/her own actions;
5. Uphold the values of honesty and academic integrity;
6. Give attention to quality and excellence in completing assignments;
7. Take full advantage of college resources available to you;
8. Respect diversity in people, ideas, and opinions;
9. Achieve educational goals in an organized, committed, and proactive manner;
10. Take full responsibility for personal behaviour;
11. Comply with all college policies;
12. Self Regulates in order to achieve the best academic experience for their future.

Section 11: Sample Contracts

a. Non-vocational Course and Program Enrolment Contract

Newbarry College of Business, Service and Technology

25 Sheppard Ave., West, Suite 300

North York, Ontario M2N 6S6

NON-VOCATIONAL COURSE/PROGRAM

ENROLMENT CONTRACT

This contract is <u>NOT</u> subject to the Private Career Colleges Act, 2005 and the regulations made under the Act.

The undersigned person hereby enrols as a student of Newbarry College of Business, Service and Technology as of for the following:

Date: _____

Name of Student: _____

Name of Course/Program: _____

Commencing on: _____ Expected Completion Date: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Country: _____

Phone: _____ Alternative Phone: _____

Permanent Address: _____

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Newbarry College
www.newbarryc.com
Address: 25 Sheppard Ave W Suite 300,
North York, ON M2N 6S6
Telephone: +1(416)230-1816
General Email: info@newbarryc.com

City: _____ Province: _____ Postal Code: _____

Country: _____

Phone: _____ Email Address: _____

Additional Training Location (if any): _____

Location of Practicum (if any): _____

Class Schedule: _____

Fees

Tuition Fees: CAD$ _____

Book Fees: CAD$ _____

Professional/Exam Fees   CAD$ _____

Total Fees: **CAD$ _____**

The undersigned student is entitled to a copy of the signed contract immediately after it is signed.

The undersigned student hereby undertakes and agrees to pay the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

_____   _____

(Signature of Student)   Date

Newbarry College of Business, Service and Technology agrees to supply program to the above named student upon the terms herein mentioned.

The above named student is entitled to a copy of the signed contract immediately after it is signed.

_____   _____

(Signature of Admission Officer, Registrar or Agent)   Date

Fee Refund Policy

1. The student is eligible to apply 40% of the tuition refund for each courses, within 5 business days from the date of the original payment. Starting from the sixth business day, Newbarry College of Business, Service and Technology will not accept any refund application.
2. When student applying any refund, must return the original copy of the receipts to Newbarry College of Business, Service and Technology.
3. If the student got any materials from the College (include, but not limited to homework, handouts and assignment, etc) or attended any test, classes or examination within 5 days of the original payment, the students will not be eligible for any refund.

I have carefully read and fully understand the refund policy.

Student Name: _____

Signature: _____   Date: _____

Ontario College Diploma Program Enrolment Contract

Newbarry College of Business, Service and Technology

25 Sheppard Ave., West, Suite 300

North York, Ontario M2N 6S6

ENROLMENT CONTRACT

This Enrolment Contract is subject to the *Private Career Colleges Act, 2005* and the regulations made under the Act.

The undersigned person hereby enrols as a student of Newbarry College of Business, Service and Technology as of _____ for the following:
                                  Date

Name of Student: _____

Name of Program: _____

Commencing on: _____ Expected Completion Date: _____

Credential to be Awarded Upon Successful Completion of the Program ___Diploma_____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Country: _____

Phone: _____ Alternative Phone: _____

Permanent Address: _____

City: _____ Province: _____ Postal Code: _____

Country: _____

Newbarry College
www.newbarryc.com
Address: 25 Sheppard Ave W Suite 300,
North York, ON M2N 6S6
Telephone: +1(416)230-1816
General Email: info@newbarryc.com

Phone: _____ Email Address: _____

International Student: ☐ Yes ☐ No

Language of Instruction: ☐ English

Additional Training Location (if any): _____

Location of Practicum (if any): _____

Class Schedule: _____

Admission Requirements

☐ Have an Ontario Secondary School Diploma or equivalent; or

☐ Pass Wonderlic Basic Skills Test with minimum of 365

Fees

Tuition Fees: CAD$ _____

Book Fees: CAD$ _____

Professional/Exam Fees CAD$ _____

Total Fees: **CAD$** _____

Acknowledgement and Certification

I, _____, acknowledge that I have received a copy of:

☐ The statement of students' Rights and Responsibilities Issued by the Superintended of Private Career Colleges

☐ The College's Fee Refund Policy

☐ The Consent to Use of Personal Information

☐ The Payment Schedule

☐ The College's Student Complaint Procedure

☐ The College's Policy Relating to the Expulsion of Students

☐ The College's Sexual Violence Policy

I certify that I have read and understood this enrolment contract.

_____   _____
(Signature of Student)   Date

Newbarry College of Business, Service and Technology does not guarantee employment for any student who successfully completes a vocational program offered by Newbarry College of Business, Service and Technology.

It is understood that fees are payable in accordance with the fees specified in this Enrolment Contract and all payments of fees shall become due forthwith upon a statement of accounting being rendered. Newbarry College of Business, Service and Technology reserves the right to cancel this Enrolment Contract if the undersigned student does not attend classes during the first 14 days of program begins. **For information regarding cancellation of this Enrolment Contract and refunds of fees paid,**

See sections 25 to 33 of O. Reg. 415/06 made under the _Private Career Act, 2005_.

The undersigned student is entitled to a copy of the signed contract immediately after it is signed.

The undersigned student hereby undertakes and agrees to pay the fees specified in this Enrolment Contract in accordance with the terms of this Enrolment Contract.

_____   _____

(Signature of Student)   Date

Newbarry College of Business, Service and Technology agrees to supply program to the above named student upon the terms herein mentioned. Newbarry College of Business, Service and Technology may cancel this Enrolment Contract if the above named student does not meet the admission requirements of the program before it begins.

The above named student is entitled to a copy of the signed contract immediately after it is signed.

_____   _____

(Signature of Admission Officer, Registrar or Agent)   Date

Section 12: Student Support

Newbarry College provides a variety of student services and support resources during a student's education with us. Our support team will work with students every step of the way, whether it is for any profession or personal needs. By following up with students, our team would be able to give suggestions and make the best decision according to the student's circumstances during their journey. Newbarry College also provides counselling services for students to assist them through personal problems, and discover which program or career path is right for them.

We understand that each student has a different learning pace, therefore we offer student services to those who are having difficulty in understanding concepts. If help is needed during student's courses, our team can provide various resources and services for academic learning support, such as program counsellors, homework assistance, one-on-one tutoring sessions, exam preparation, and online platform learning.

a. Student Tuition Assistance

All of our diploma programs are not only developed to prepare for student's career success, but they are also qualified for the Second Career program.

Second Career is an Ontario government program that provides financial support to laid-off employees to train for careers that are high in demand. The Second Career program may provide financial support up to $28,000 for resources, such as tuition, books, living expenses, basic allowance, and transportation. Additional costs such as disability accommodation, dependent care, living away from home, and educational advancement may be considered depending on applicant's circumstances. Through training or education provided by Newbarry College, we can help students to become qualified and successfully enter the workforce once again.

We also offer flexible and easy fee instalments for students. Students may have the option to make payments throughout their course with the first payment due in the first week of class. Please note that terms and conditions apply.

Students may also be eligible to receive other government funding or grants such as OSAP (Ontario Student Assistance Program). Our financial aid officer will be able to assist in the whole application process. Other financial options including Employment Ontario (formerly known as HRDC), Employment Support (ODSP), Life Long Learning Plan (RRSP), Registered Education Savings Plans, Canada-Ontario Job Grant and WSIB are also available for students.

b. Career Services

Newbarry's Career Development department is here to help students during their transition from the classroom to the professional workplace. Our career support is tailored for students who are trying to find employment upon graduating in the current marketplace.

During the school year, the student would be able to complete their job placement that is related to their program. Not only can this let students develop hands-on experience, but also allowing them to put it on their resume. By completing a job placement during the student's academic year, one will gain a head start upon graduation and stand out amongst other job applicants. Our Career Specialist will also help students critique resumes and cover letters to represent their best self to potential employers. Additionally, we offer training and practice sessions to prepare students for interviews. Through guidance from our Career Specialist, one will gain confidence and leave a positive impression on interviewers. Our Career Specialist will also provide networking opportunities for students, our specialist may reach out to specific employers to see if they are hiring. Not only we will continuously help students during their job search process, but we will also improve their online profile platforms, such as LinkedIn and Indeed. Career counselling at Newbarry College is here to help one's concerns and plan the best path towards his or her career goals.

Newbarry College offers additional workshops and seminars to expose students to all possible opportunities. Also, we will bring students to meet with potential employers through career fairs. Through these events, students would be able to land on a job as soon as they graduate.

Additionally, Newbarry College's Career Specialist provides a wide range of career services such as:

- Networking opportunities
- Career management assistance
- Job referrals
- Job placement
- Clinical practice

Section 13: Ontario College Diploma Programs

a. Travel, Tourism and Hospitality Program

Program Content :

Through this Tourism and Hospitality diploma program, students would be able to learn about the nature of the market, operations management in travel agencies and hotels, the latest technologies in the tourism industry, fundamental revenue management, and marketing techniques.

In this program, the student would be able to learn from industry-experienced instructors and educators while using state-of-the-art facilities, case studies, and gain hands-on experience from placements to enhance their proficiency. Students will also have field trips and group work to encourage skill development, improvement of competencies and attitude necessary to build qualified individuals in this exciting and diverse tourism industry.

The program will focus on developing student's core skills in concepts of the business of hospitality and tourism, professional travel agency and hotel management operations and arrange service designs. The program will also build student's qualifications through certifications and improvement of competencies that are necessary to gain employment in this multibillion-dollar industry. In addition to the syllabus, students will be receive training to enhance their vocational skills and personal development such as service leadership, decision-making, project management, teamwork, interpersonal skills, and entrepreneurship.

Program Details:

#	Subject	Description	Instruction Hour
1	Fundamental of Travel and Tourism	A solid foundation in the history and development of the tourism industry provides the basis for effective design and promotion of tourism products and services. Students acquire the knowledge and research skills to promote tourism products and services while providing positive customer experiences for the Canadian traveler. An overview of the social, political, cultural, economic and geographic background of the countries is enhanced through	45

		in-class lectures, workshops and exercise.	
2	Travel and Tour Operations	Inclusive travel packages provide clients with convenient, economical travel options. Students are introduced to the travel distribution system and the role of the travel agency and the travel counselor in the sale of the travel product. Through the use of appropriate technology, workshops and lectures, as well as the operations of common professional systems, focus is placed on the various components of package tours, travel insurance and legal responsibilities.	75
3	Introduction of Hotel Management and Hospitality Industry	This introductory course provides an overview of the hospitality and hotel industry, its growth and development, industry segments and their distinguishing characteristics, trends and current concerns. Students are introduced to the hotel business, including Hotel development and ownership, classification, hotel integration, marketing consortium, hotel chains, and related case study.	24
4	Hotel Management Operations and Hospitality In-depth, Part 1	Provides a basic understanding of lodging operations and management, a realistic look at the operations and management, a realistic look at the operations of each department and covers management concepts and responsibilities in the Housekeeping division of mid-to large properties. This course will also prepare the student to work in a front office of a lodging establishment; students will maintain a functional focus and review current practices in the private, public, other sectors.	75
5	Hotel Management Operations and Hospitality In-depth, Part 2	This course provides the students with a theoretical understanding of risk assessment and safety, as well as the practical hospitality security measures to follow to ensure complete safety at various types of establishments. Covers the application of managerial functions to restaurant and food service operations with the emphasis on the principles of food safety control, service in a commercial setting. Students write the Smart Serve Test in order to meet the mandatory licensing requirements.	90
6	Meeting, Events and Convention Management	This course examines the sales, servicing and management of the meetings, events, conventions, exhibitions, and trade show industries. Emphasis is placed on both the supply (product and service providers) and demand (meeting and event managers) elements of the industry. The course focuses on the unique operational and managerial functions of this multifaceted component of the tourism and hospitality industry.	51
7	Tourism and	This course will create an understanding of the laws and issues	75

		related to the hospitality and tourism industry. A comprehensive overview of marketing and sales is about governing the tourism and hospitality industry. Applying basic accounting principles and concepts to both personal and business accounting. Students write the Travel Industry Council of Ontario (TICO) exam in order to meet the mandatory licensing requirements in Ontario.	
8	Tourism and Hospitality Industry Business Related Issues, Part 2	Examines the theory of human resources management and relates the theories to practice in management functions such as employment planning, recruitment and selection of staff, training and development, and compensation. The course provides students with the fundamentals necessary to effectively administer the human resources function of an organization, and also develops their abilities to perform effectively in teams; introduce students to service quality management frameworks and principles.	75
9	Technology for Tourism and Hospitality Industry	Provides a solid grounding in hospitality technology and the management of information systems. It explains how computer applications are used in all hospitality functional areas, including reservations, rooms, food and beverage, sales and catering, and accounting. Students will learn the basics of purchasing, implementing, maintaining, and managing today's information systems. This course also explores system and security maintenance, and technology positions in the hospitality industry.	30
10	Leadership, Entrepreneurship, and Career Path in Tourism and Hospitality	Provide students with the principles of supervision as they apply specifically to the hospitality industry. Students will learn not only theories about leadership but also learn from the discussion of cases for their future career path. It focuses on the nature and theories of entrepreneurship, the characteristics and the development of entrepreneurial process. It also uses case studies to analyze the main characteristics of entrepreneurs.	60
		Total:	600 hours

Admission Requirements:

- An Ontario Secondary School Diploma or equivalent, or
- 18 years of age or older on or before the program commences AND pass the Wonderlic Basic Skills Test with a minimum score of 365

Program Outcome and Occupation:

This program is highly suitable for those who wish to discover the world of cultures and love the excitement of travelling. Upon graduation, you will have the opportunity to work in, but not limited to, hotel front office, food and beverage operations, travel agencies, conference and convention centers. Some examples of occupation that this program is directed towards are hotel front desk clerk and travel counselor.

Core knowledge competencies of the successful student:

1. Basic concepts and impacts of travel and tourism;
2. Travel agency and its operations;
3. Hotel business and marketing basics;
4. Professional hospitality services to enhance customer satisfaction;
5. Hospitality security and safety basics;
6. Concepts of meeting, events and convention management;
7. Issues in hospitality law, Marketing, Sales and basic accounting for tourism;
8. Introduction to human resource and customer service operations;
9. Technology applications in travel industry;
10. Concepts of leadership and entrepreneurship in hospitality.

List of core skill competencies of the successful student:

1. Ability to apply general concepts of tourism into travel industry;
2. Ability to use professional system in travel agency operations;
3. Apply concepts into current hotel industry;
4. Provide guest services in a professional manner to increase customer satisfaction;
5. Develop restaurant service and management skills;
6. Manage events and provide hospitality service for meeting, events and convention;
7. Apply marketing strategies and basic accounting in tourism marketing and operation;
8. Apply customer service operations knowledge into industry;
9. Use technologies to deliver tourism products and services;

10. Working performance and career development.

Fee:

Tuition:	$9,000.00
Books:	$1,500.00
Other Fees:	$100.00

Financial assistance is available for students; please contact our admission officer for more information.

Evaluation Breakdown:

Mode of Delivery	Evaluation Method	Grading System	% Value
Classroom	Quizzes: Written Multiple Choice Exam (show clear grasp of important concepts)	70% pass mark	15%
	Assignments (Apply theoretical knowledge to solve problems, manage time and resources to complete task, improve English Proficiency)	70% pass mark	30%
	In class activity or team project (work in groups effectively, communicate understanding of material in class)	70% pass mark	5%
	Final Exam (show clear grasp and comprehensive application of knowledge)	70% pass mark	20%

Computer-based Training	Operational Test and Evaluation (usability of the system and their understanding of system features)	70% pass mark	10%

b. Information Technology Program

Program Content :

In this Information Technology diploma program, you will be able to know the fundamental parts within computer networks, different programming languages, algorithms, and optimization techniques in query processing as well as configuration and managing various operating systems. Not only will you be able to learn about concepts of Cyber-physical systems such as security issues, privacy concerns, and attackers, but also understanding cloud computing solutions. You will be able to critically apply the knowledge of Computer networks and programming; build your website, database, and app; analyze, resolve and recover data in system failure; and strategize cloud governance to prepare you for a future career in information technology.

Students at Newbarry College will have access to state-of-the-art equipment to work with Linux and Microsoft operating systems and be able to administer web servers and applications in their future careers. Our instructors will collaborate with industry partners in the Greater Toronto Area to keep the curriculum up to date and relevant. Students would also have the opportunity to work on group projects that can help build essential active listening skills, develop their interpersonal communications, and teamwork skills. This, alongside with student's new comprehensive technical credentials, will give one the soft skills that employers want.

Program Details:

#	Subject	Description	Instruction Hour
1	Introduction to Computer Networks	Course work provides an introduction to the basic parts within computer networks. Students learn about the IP Network, the Router, Dynamic Networks, and Internet Services. By using the information learned from this subject, students will be able to better understand computer networks and services.	45
2	Introduction to Programming with C#	Course work provides an introduction to the object-orientated programming languages known as C#. This language is intended to create simple yet robust programs. Designed specifically to take advantage of CLI features, C# is the core language of the	75

		Microsoft. NET framework. In this course, students gain the skills to exploit the capabilities of C# and of the NET Framework to develop programs useful for a broad range of desktop and Web applications	
3	Systems Analysis and Design	Course work provides students a hands-on introduction to the field with a project-based approach that mirrors the real-world workflow. Students are introduced to the role of the systems analyst in information systems development projects. Core concepts include how information system (IS) can support business needs, designing the system, building it, and delivering it to users, and more.	75
4	Web Designs and Development	Course work provides an introduction to beginning web design and web development. Students will learn hard skills such as HTML 5 and CSS, and soft skills such as web design and publishing to the Web. By the end of the course students will have the tools they need to build their skills in the fields of web design, web development and web graphics.	75
5	Introduction to Databases	Course work provides an in depth knowledge of the most important aspects of database systems. Students will learn how database plays a vital role in the effective management of information. Course concepts include database design, languages, implementation, distributed database, query processing and more.	115
6	Network Security and Privacy for Cyber-Physical Systems	Course work provides a deep dive into cyber-physical systems. This course highlights main components such as the security and privacy of these systems. Students will also learn the local network security.	140
7	Effective Communication of IT Systems	Course work provides an introduction to the basic components of communication skills. These skills will be analyzed in order to be effectively be used in information technology systems. These components include the ability to use various structures (compositional, dynamic, and value), FMC within daily work, and analyzing patterns to develop a great personal strategy for effective communication.	70
8	Business Intelligence and Data Analytics	Course work provides an introduction data analytics and how to use them in a intelligent way in a business. Learn to apply data analytics skills to the area of business intelligence (BI). Focus is placed on the components of business intelligence project lifecycle such as the importance of big data, real life industry examples, and technologies within big data, information management, business analytics, and data privacy.	75

9	Cloud Infrastructure	Course work provides an introduction to the concepts of Cloud Computing. This course will help students get exposed to three different perspectives of Cloud Computing: the theoretical, the technical, and the commercial perspectives. A variety of real case studies and existing market cloud-based tools will be identified and studied to provide students with an overview of Cloud Computing applications. Student will also look into more in-depth considerations for planning, designing and migrating to Virtualized Data Centres (VDC) and Cloud environments.	50
10	Introduction to Mobile Application and Development	Course work provides an introduction on how to develop applications for mobile devices. Students will be provided a foundation in the mobile app development methodologies and experience of developing applications for iOS and Android operating systems. Students will also design and build a variety of Apps to develop real competency. Focus is placed on navigating and developing both operating systems as well as the design of them.	160
11	A Future in Informational Technology	Course work provides an overview on the importance of informational technology and a career within it. This course provides the necessities needed to create a great Informational Technology application. This includes elements such as resumes, cover letters, and networking. This course also highlights the skills and certifications needed for high paid jobs.	20
		Total:	600 hours

Admission Requirements:

- An Ontario Secondary School Diploma or equivalent, or
- 18 years of age or older on or before the program commences AND pass the Wonderlic Basic Skills Test with a minimum score of 365

Program Outcome and Occupation:

As technology advances, an increasing number of industries now rely on information technology. Therefore, once you have completed this program, you will be able to work in a variety of fields such as help desk technician, computer network technician and system administrator. The curriculum in this program will provide you the skills and knowledge needed to meet the challenges of the ever-changing information technology industry.

Core knowledge competencies of the successful student:

1. Know the basic parts within computer networks such as the importance of the IP network, how computer are organized, how routing protocols work and designing network protocols.
2. Take in account the basic steps required for programming and programming wit C#.
3. Know the design structure of the business information system using technology, such as the selection process of object-oriented code. Describe Project Methodology, Business Process and data flow diagrams
4. Ability to code HTML and CSS effectively
5. Know the important aspects of database systems such s SQL programming, recovery techniques and designing the database system. Know how to use algorithms and optimization techniques in query processing
6. Develop the capability to understand the key concepts of Cyber-Physical Systems such as security issues, privacy concerns and attacks. Understand the Privacy Law and the future challenges for privacy in Cyber-Physical Systems
7. Know the importance of communication, dynamic structure and mind maps in IT Systems. Know the difference between systems structures and software structures
8. Ability to enhance and build business intelligence capabilities by adapting the appropriate technology and software solutions.
9. Know how to generate innovation and explain threats in cloud computing solutions
10. Ability to navigate through Android and iOS software
11. Know the basics of creating an Information Technology Application and understand the relevant information needed on your resume and cover letter

List of core skill competencies of the successful student:

1. Ability to critically apply common knowledge on computer networks and their activities
2. Ability to critically apply common knowledge on computer programming with C#
3. Take into account the various phases of the system development life cycle
4. Be able to build their own website using hard and soft skills
5. Build and design their own database using query processing, optimization and retrieval techniques from unstructured textual data. Ability to recover data in system failure
6. Ability to defend online threats by evaluating the different later in the IP Network. Ability to attack with Anonymization and when to use communication protocols such as KNX/EIB, BACnet, ZigBee, and EnOcean
7. Ability to apply FMC in your daily work to support communication and setting proper guidelines within the FMC model. Can apply FMC to identify pattern language
8. Adapt technology and software solutions to build business intelligence capabilities
9. Ability to integrate secure cloud strategies with the business and virtualized CPU's, strategize cloud governance and understand the tests needed for public and private sectors of IaaS and PaaS
10. Ability to code apps without instruction and develop a business strategy for your app. Ability to find and debug issues with software in apps and devices
11. Freely network with people in the Information Technology industry. Can identify the purpose of technical and soft skills for various tasks and occupations. Use research skills to understand the future of information technology practices

Fee:

Tuition:	$10,000.00
Books:	$688.00
Other Fees:	$0.00

Financial assistance is available for students; please contact our admission officer for more information.

Newbarry College
www.newbarryc.com
Address: 25 Sheppard Ave W Suite 300,
North York, ON M2N 6S6
Telephone: +1(416)230-1816
General Email: info@newbarryc.com

Evaluation Breakdown:

Mode of Delivery	Evaluation Method	Grading System	% Value
Classroom	Quizzes (to show understanding of important concepts)	70% pass mark	10%
	Assignments (to show and demonstrate understanding of important concepts, as well as applying knowledge of key concepts onto assignments)	70% pass mark	10%
	Final Exam (to show and apply understanding of all concepts learned)	70% pass mark	20%
	Weekly Discussion (to create discussions about important concepts to get a better grasp of what is being taugh)	70% pass mark	10%
Seminars	Team Project (to demonstrate the ability to work and cooperate in teams)	70% pass mark	20%
Computer-based Training	Operational Test and Evaluation (usability of the system and their understanding of system features)	70% pass mark	30%

Section 14: Certificate Program and Training Courses

Getting a professional certification and receiving training from industry-experienced instructors are arguably the best ways for students to stand out. Not only students will be recognized for competency, but it also shows their commitment towards the profession. Newbarry College's certificate programs are made to improve student's profiles and prepare them for their future careers in a competitive job market. We offer certification programs and training courses intending to empower students through developing and upgrading the skills they need in the industry they wish to pursue. Our courses are designed to be practical and career-oriented to nurture students' essential employability skills in the present market. Students will be able to work with qualified instructors and learn through their past experiences while giving suggestions.

Some of the most popular courses are listed below. More information about Certificate programs and training courses can be found on our website www.newbarryc.com.

a. QuickBooks

QuickBooks is among the most popular accounting software applications today. This application helps businesses organize business payments, manage and pay bills, and payroll functions. Due to its popularity and commonly used in many businesses, a lot of employers will consider QuickBooks skills to be essential for many job positions. By knowing QuickBooks, students will drastically increase their chances of finding employment in a wide range of fields.

Newbarry College's QuickBooks training course will provide in-depth and industry-specific knowledge to students from our industry-experienced teachers. This course is not only suitable for students looking for an accounting, managerial or administrative position, but also for students who wish to start their own business and develop payroll skills.

b. TICO

The global spread of tourism in the past decades has made it one of the fastest-growing economic sectors in Canada. The Travel Industry Council of Ontario (TICO) is mandated by the Ontario government to administer the Travel Industry Act, 2002. All registered travel retailers and travel wholesalers selling travel services or providing travel advice to the public must, by law, meet the TICO's Education Standards which came into effect on July 1, 2009. Once students successfully obtain the TICO Certification, they would be allowed to sell travel services or provide travel advice to the public on behalf of a TICO-registered Ontario travel agency.

Our program does not only include TICO exam preparations but also training in travel agency operations. We will train students in using the global distribution systems that are commonly used in the current market such as Sabre and Amadeus. Newbarry College is also the official test center for the TICO exam.

c. Canadian Securities Course (CSC)

Toronto is a highly competitive financial landscape, where employees are expected to constantly strive for personal development. The Canadian Securities Course (CSC) is the foundational financial services credential that top employers demand.

The CSC is a baseline regulatory requirement to perform securities, mutual funds, and alternative funds transactions in many financial services positions. Through this course, students would be able to have a better understanding of the Canadian financial services landscape, knowledge about various financial instruments, able to accurately assess the market. Additionally, students would also have a deeper knowledge of industry standards and codes of ethics, and meet proficiency requirements to deal with Alternative Mutual Funds products. Our CSC course is taught by industry-experienced instructors that will assist students throughout the course and share their real-world knowledge.

Some careers options for students taking the CSC are:

- Mutual Funds and Alternative Mutual Funds Sales Representative

- Financial Planner
- Investment Representative
- Investment Advisor
- Bank or Trust Company Officer

d. Microsoft

Microsoft Office is a technology company that provides software such as Excel, Word, PowerPoint, and Outlook. Able to use Microsoft Office is arguably the most important skillset for one to have. A variety of professional industries use Microsoft to communicate, collaborate, and improve productivity across the team and organization.

Our extensive Microsoft Office training courses will introduce the fundamental basics and how to utilize them in the workplace effectively.

Section 15: Contact Us

Please visit www.newbarryc.com for more information.

Address: 25 Sheppard Ave W Suite 300, North York, ON M2N 6S6

Telephone: +1 (416) 230-1816

Email: info@newbarryc.com

Facebook: Newbarry College of Business, Service and Technology

Instagram: @newbarry_college

Twitter: @Newbarryc

Youtube: Newbarry College – Join to Stand Out

LinkedIn: Newbarry College

Google My Business: Newbarry College – Join to Stand Out