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**UNIT TO COURSE COMPARISON (UCC) fORM**

**ESTHETICIAN**

**SKIN CARE TECHNOLOGY**

The Apprenticeship and Certification Board prescribes **time** and **content** specific curriculum standards for technical training. To assist training providers in meeting industry approved standards, this form is to be completed signed and submitted as part of the original Accreditation Application Package or Re-Accreditation Package with supporting documentation when there are changes to the approved standards. Training providers should be aware that their submission of a complete package and supporting program documents will be reviewed by Apprenticeship Manitoba. It is vital that the documents submitted as evidence are current, accurate and represent the lesson plans, evaluation tools, teaching resources and student assignments presently used in the classroom of the training provider.

 It is the responsibility of the institution to ensure that they are fulfilling the content requirements of each unit. Refer to Apprenticeship Manitoba website for detailed information at:

manitoba.ca/tce/apprent/apprentice/curriculum.html

Submission Instructions

Accreditation

Application Package

(binder)



***Step 4****:*

*Submit all documents to Apprenticeship Manitoba*

A3

***Step 1;***

***Complete the Accreditation/Re-Accreditation Application***

A2

A1



***Step 3****:*

*Divide the submission into sections by unit and include a course outline a lesson plan and an evaluation tool for each unit.*

***Step 2****:*

*Complete the Unit to Course Comparison (UCC) Form*

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| **A3 Trade Safety Awareness** | **Included in A3:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names | Course credit codes/numbers | Program Allotted Hours |
| WS&H Issues and their Importance | Trade Safety Binder | 55 minutes |
| WS&H Legal rights and Responsibilities | Trade Safety Binder | 70 minutes |
|  | Unit total (hours):► |  |

Demonstration of coverage of the Apprenticeship Manitoba technical training standard must include:

* Fully completed columns with course name(s), course credit code(s)/number(s) and the time allocated to the standards by the applicant.
* Submission of all Course Outlines.
* Supporting program documents: Lesson Plans, Evaluation Tools within the specific Apprenticeship Manitoba unit.

Submissions must include a balanced variety of supporting documentation to demonstrate adequate scope of technical training.

**Tip:** We do not require duplicates of supporting program documents within a submission package. If one of your Course Outlines is referenced more than once, place the one (1) copy in the first reference. For every other unit that refers to that Course Outline, include a note to indicate where the outline is located.

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| **A1 Structure and Scope of Esthetician**  | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 10 Introduction to Esthetics GLO 7.1 (Objective A1.1) | 9064 | 4 hours |
| Grade 11 Advanced Skin CareGLO 7.1 (Objective A1.2) | 9074 | 4 hours |
| Grade 12 Makeup ArtistryGLO 7.1 (Objective A1.3) | 9077 | 4 hours |
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|  | Unit total (hours):► | 12 hours |

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| **A2 Client Service: Pre-service/Post-service** | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Intermediate Skin CareGLO 1.1 (Objective A2.4) | 9069 | 3 hours |
| Grade 11 Intermediate Skin CareGLO 2.1 (Objectives A2.1, A2.3, A2.5, A2.6) | 9069 | 8 hours |
| Grade 11 Intermediate Skin CareGLO 2.2 (Objective A2.2) | 9069 | 2 hours |
| Grade 11 Intermediate Skin CareGLO 4.1 (Objectives A2.7, A2.9) | 9069 | 4 hours |
| Grade 11 Intermediate Skin CareGLO 4.2 (Objective A2.8) | 9069 | 3 hours |
|  | Unit total (hours):► | 20 hours |

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| **A3 Retail and Salon Management** | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Hair RemovalGLO 9.1 (Objective A3.3) | 9076 | 2.4 hours |
| Grade 12 Hair RemovalGLO 11.1 (Objective A3.4) | 9076 | 2.4 hours |
| Grade 12 Hair RemovalGLO 11.2 (Objectives A3.1, A3.2, A3.5, A3.6, A3.7) | 9076 | 11.2 hours |
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|  | Unit total (hours):► | 16 hours |

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| **A4 Introduction to Anatomy and Physiology** | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 10 Introduction to Esthetics GLO 8.3 (Objective A4.1-A4.11) | 9064 | 30 hours |
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|  | Unit total (hours):► | 30 hours |

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| **A5 Trade Safety Awareness**  | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 10 Introduction to Esthetics GLO 1.2 (Objectives A5.1, A5.2, A5.3, A5.4, A5.5, A5.6, A5.7, A5.8, A5.9, A5.10, A5.11)GLO 9.1 (Objectives A5.7) | 9064 | 7 hours |
|  | Unit total (hours):► | 7 hours |

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| **A6 Safety in the Workplace**  | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 10 Introduction to Esthetics GLO 1.2 (Objective A6.1, A6.3, A6.5)  | 9064 | 4.9 hours |
| Grade 10 Introduction to Esthetics GLO 1.3 (Objectives A6.4) | 9064 | 2.1 hours |
| Grade 10 Introduction to Esthetics GLO 9.1 (Objectives A6.2) | 9064 | 3.5 hours |
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|  | Unit total (hours):► | 10.5 hours |

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| **A7 Hygiene, Bacteriology and Sterilization**  | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 10 Introduction to Esthetics GLO 1.1 (Objectives A7.1, A7.2, A7.3 A7.5) | 9064 | 15 hours |
| Grade 10 Introduction to Esthetics GLO 1.2 (Objective A7.4) | 9064 | 6 hours |
| Grade 10 Introduction to EstheticsGLO 1.3 (Objective A7.6)  | 9064 | 3 hours |
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|  | Unit total (hours):► | 24 hours |

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| **A8 Orientation II: The Job of Journeywork**  | **Include:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Applied Nail Technology GLO 7.1 (Objectives A8.1, A8.2, A8.3, A8.4, A8.5) | 9067 | 7 hours |
| Grade 12 Spa ServicesGLO 7.1 (Objectives A8.1, A8.2, A8.3, A8.4, A8.5) | 9078 | 7 hours |
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|  | Unit total (hours):► | 14 hours |

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| **F1 Introduction to Skin Care Technician**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 6.1 (Objective F1.1) | 9068 | 0.6 hours |
| Grade 11 Advanced Skin CareGLO 6.1 (Objective F1.2) | 9074 | 1.2 hours |
| Grade 11 Advanced Skin CareGLO 7.1 (Objective F1.3) | 9074 | 1.8 hours |
| Grade 11 Basic Skin CareGLO 2.2 (Objectives F1.4, F1.5, F1.6) | 9068 | 7.2 hours |
| Grade 12 Applied Skin CareGLO 6.1 (Objectives F1.7, F1.8) | 9075 | 1.2 hours |
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|  | Unit total (hours):► | 12 hours |

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| **F2 Implements and Equipment**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 2.1 (Objective F2.1) | 9068 | 4.1 hours |
| Grade 11 Advanced Skin CareGLO 1.2 (Objective F2.2) | 9074 | 4.1 hours |
| Grade 11 Advanced Skin CareLO 5.1 (Objective F2.3) | 9074 | 12.3 hours |
| Grade 11 Basic Skin CareGLO 1.2 (Objective F2.4) | 9068 | 2.05 hours |
| Grade 12 Applied Skin CareGLO 5.1 (Objective F2.5) | 9075 | 18.45 hours |
|  | Unit total (hours):► | 41 hours |

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| **F3 Anatomy and Physiology (Skin)**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Intermediate Skin CareGLO 8.3 (Objectives F3.1, F3.3, F3.4, F3.5) | 9069 | 24 hours |
| Grade 11 Intermediate Skin CareGLO 3.1 (Objective F3.2) | 9069 | 6 hours |
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|  | Unit total (hours):► | 30 hours |

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| **F4 Skin Dermatology and Histology**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 3.1 (Objectives F4.1, F4.3) | 9068 | 12.9 hours |
| Grade 11 Basic Skin CareGLO 8.3 (Objective F4.2) | 9068 | 4.3 hours |
| Grade 11 Intermediate Skin CareGLO 3.1 (Objective F4.4) | 9069 | 8.6 hours |
| Grade 12 Applied Skin CareGLO 3.1 (Objective F4.5) | 9075 | 17.2 hours |
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|  | Unit total (hours):► | 43 hours |

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| **F5 Relaxation Massage**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 3.1 (Objectives F5.1, F5.2)  | 9068 | 25.75 hours |
| Grade 12 Spa ServicesGLO 2.2 (Objective F5.3) | 9078 | 15.45 hours |
| Grade 12 Spa ServicesGLO 3.1 (Objectives F5.4, F5.6) | 9078 | 36.05 hours |
| Grade 12 Applied Skin CareGLO 3.1 (Objective F5.5) | 9075 | 25.75 hours |
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|  | Unit total (hours):► | 103 hours |

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| **G1 Skin Care Products and Chemistry**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 5.2 (Objectives G1.1, G1.12) | 9068 | 6.75 hours |
| Grade 11 Intermediate Skin CareGLO 5.2 (Objectives G1.2, G1.3, G1.4, G1.6) | 9069 | 11.25 hours |
| Grade 11 Intermediate Skin CareGLO 2.2 (Objective G1.5) | 9069 | 2.25 hours |
| Grade 11 Advanced Skin CareGLO 5.2 (Objective G1.7) | 9074 | 4.5 hours |
| Grade 11 Basic Skin CareGLO 8.3 (Objective G1.8) | 9068 | 6.75 hours |
| Grade 11 Intermediate Skin CareGLO 8.3 (Objectives G1.9, G1.10) | 9069 | 9 hours |
| Grade 11 Advanced Skin CareGLO 8.3 (Objective G1.11) | 9074 | 2.25 hours |
| Grade 11 Advanced Skin CareGLO 3.1 (Objective G1.13) | 9074 | 2.25 hours |
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|  | Unit total (hours):► | 45 hours |

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| **G2 Skin Diseases and Disorders**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 8.3 (Objective G2.1) | 9068 | 1 hour |
| Grade 11 Basic Skin CareGLO 1.1 (Objectives G2.2, G2.3, G2.4) | 9068 | 6 hours |
| Grade 11 Advanced Skin CareGLO 8.3 (Objectives G2.5, G2.6) | 9074 | 7 hours |
| Grade 11 Basic Skin CareGLO 1.2 (Objectives G2.7, G2.8, G2.9) | 9068 | 6 hours |
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|  | Unit total (hours):► | 20 hours |

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| **G3 Basic Skin Care Treatments**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin CareGLO 5.1 (Objective G3.1) | 9068 | 6.9 hours |
| Grade 11 Basic Skin CareGLO 5.2 (Objective G3.2) | 9068 | 6.9 hours |
| Grade 11 Intermediate Skin CareGLO 5.2 (Objective G3.3) | 9069 | 3.45 hours |
| Grade 11 Basic Skin CareGLO 3.1 (Objective G3.4) | 9068 | 3.45 hours |
| Grade 11 Intermediate Skin CareGLO 3.1 (Objectives G3.5, G3.6, G3.7) | 9069 | 10.35 hours |
| Grade 12 Applied Skin CareGLO 3.1 (Objectives G3.8, G3.9, G3.10, G3.11, G3.12) | 9075 | 24.15 hours |
| Grade 11 Advanced Skin CareGLO 3.1 (Objective G3.13) | 9074 | 13.8 hours |
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|  | Unit total (hours):► | 69 hours |

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| **G4 Specialized Facial Treatments**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Advanced Skin CareGLO 3.1 (Objectives G4.1, G4.2, G4.3) | 9074 | 14.25 hours |
| Grade 11 Advanced Skin CareGLO 5.2 (Objective G4.4) | 9074 | 2.85 hours |
| Grade 11 Advanced Skin CareGLO 5.1 (Objectives G4.5, G4.6) | 9074 | 5.7 hours |
| Grade 11 Intermediate Skin CareGLO 5.1 (Objective G4.7) | 9069 | 2.85 hours |
| Grade 12 Applied Skin CareGLO 3.1 (Objectives G4.8, G4.9, G4.10, G4.11) | 9075 | 31.35 hours |
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|  | Unit total (hours):► | 57 hours |

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| **G5 Body Treatments**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 11 Basic Skin Care GLO 2.2 (Objective G5.1)  | 9068 | 5.4 hours |
| Grade 11 Advanced Skin CareGLO 3.1 (Objective G5.6)  | 9074 | 21.6 hours |
| Grade 12 Spa ServicesGLO 2.2 (Objective G5.1, G5.5) | 9078 | 10.8 hours |
| Grade 12 Hair RemovalGLO 2.2 (Objective G5.2) | 9076 | 5.4 hours |
| Grade 12 Spa ServicesGLO 5.2 (Objective G5.3) | 9078 | 10.8 hours |
| Grade 12 Hair RemovalGLO 3.1 (Objective G5.4) | 9076 | 5.4 hours |
| Grade 12 Spa ServicesGLO 3.1 (Objective G5.6) | 9078 | 21.6 hours |
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|  | Unit total (hours):► | 81 hours |

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| **H1 Hair Removal (Depilatory and Tweezing)**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Hair RemovalGLO 2.2 (Objectives H1.1, H1.5, H1.6) | 9076 | 13.4 hours |
| Grade 12 Hair RemovalGLO 3.1 (Objectives H1.2, H1.3, H1.7, H1.9, H1.10, H1.11, H1.13) | 9076 | 43.55 hours |
| Grade 12 Hair RemovalGLO 2.1 (Objective H1.4) | 9076 | 3.35 hours |
| Grade 12 Hair RemovalGLO 4.1 (Objectives H1.8, H1.12) | 9076 | 6.7 hours |
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|  | Unit total (hours):► | 67 hours |

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| **H2 Makeup Artistry**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Makeup ArtistryGLO 3.1 (Objectives H2.1, H2.2, H2.6, H2.8, H2.9, H2.10) | 9077 | 63 hours |
| Grade 12 Makeup ArtistryGLO 8.2 (Objective H2.3) | 9077 | 9 hours |
| Grade 12 Makeup ArtistryGLO 9.1 (Objective H2.4) | 9077 | 4.5 hours |
| Grade 12 Makeup ArtistryGLO 5.1 (Objective H2.5) | 9077 | 4.5 hours |
| Grade 12 Makeup ArtistryGLO 2.2 (Objective H2.7) | 9077 | 9 hours |
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|  | Unit total (hours):► | 90 hours |

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| **H3 Lash and Brow Tints**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Makeup ArtistryGLO 5.2 (Objectives H3.1, H3.5) | 9077 | 2.4 hours |
| Grade 12 Makeup ArtistryGLO 3.1 (Objectives H3.2, H3.6, H3.7) | 9077 | 7.2 hours |
| Grade 12 Makeup ArtistryGLO 1.2 (Objectives H3.3, H3.4) | 9077 | 2.4 hours |
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|  | Unit total (hours):► | 12 hours |

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| **H4 Introduction to Aromatherapy**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Spa ServicesGLO 3.1 (Objective H4.1, H4.2, H4.4) | 9078 | 4.9 hours |
| Grade 12 Spa ServicesGLO 9.1 (H4.3) | 9078 | 2.1 hours |
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|  | Unit total (hours):► | 7 hours |

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| **I1 Pre-Provincial Certification Exam Review**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Spa ServicesGLO 7.2 (Objectives I1.1, I1.2, I1.3, I1.4, I1.5, I1.6, I1.7) | 9078 | 7 hours |
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|  | Unit total (hours):► | 7 hours |

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| **I2 Skin Care Technician Practical Exam**  | **Included:** \_\_ Lesson Plan \_\_Evaluation Tool \_\_Course Outline  |
| Course names  | Course credit codes/numbers | Time Allocated (Hours)Theory and Practical |
| Grade 12 Spa ServicesGLO 7.2 (Objective I2.1) | 9078 | 7 hours |
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|  | Unit total (hours):► | 7 hours |