

FALL 2011  
C A T A L O G U E



future ready

 MOHAWK  
COLLEGE

Continuing Education

Register online: [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) | [Programs and Courses](#)

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## Campus Codes & Locations

<b>BF</b> Brantford Campus 411 Elgin Street Brantford ON N3S 7P5 519-758-6014	<b>FW</b> Field Work course work done on job location	<b>OL</b> OntarioLearn.com No scheduled classes - offered online
<b>DE</b> Distance Education No scheduled classes - offered via distance education format	<b>HD</b> Hamilton & District Labour Education Centre 1130 Barton Street East Hamilton ON L8H 7P9 905-928-2944	<b>OR</b> Other see course description for details
<b>EX</b> Prior Learning Assessment & Recognition	<b>IH</b> Institute for Applied Health Sciences 1400 Main Street West Hamilton ON L8S 1C7 905-540-4247	<b>SC</b> STARRT Institute 481 Barton Street Hamilton ON L8G 3Y4 905-575-1212 ext. 5000
<b>FF</b> Fennell Campus 135 Fennell Avenue West Hamilton ON L9C 1E9 905-575-1212		

*Please refer to website for maps*

## We're changing! What's new and where to find us...

The **Fennell Continuing Education Registration Office** has moved! You will find us now in The Square - Student Services, Room C102. **Services for CE students in The Square include:**

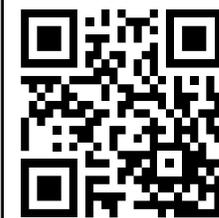
- Registration
- Financial Aid
- Student Records

Staff in the **Continuing Education Administrative Office** have also moved. Here's where to find us:

CE - Business Diplomas	M Wing
CE - Business Certificates	J027
CE - Human Services	A226
CE - Engineering Technology	J027/E114/STARRT
CE - Creative Arts	J027
Distance Education	E06A

**eLearn@Mohawk** has replaced all Learning Management Systems (LMS). Log into eLearn@Mohawk via MoCoMotion. Visit [elearn.mohawkcollege.ca](http://elearn.mohawkcollege.ca) or scan the code to read more.

Taking a course via eLearn?  
Scan code for FAQs



**Visit the Continuing Education website at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)**

## Business Diplomas

The listed Business Diplomas are equivalent to the post-secondary two or three year programs and can be completed at night school. To estimate the required length of time for completion, divide the total courses required by the number of courses you plan to take each year (students average 5 courses per year). Post-secondary students taking courses at night and Continuing Education students are regulated by Post-Secondary policies. You must consult the appropriate Associate Dean with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

**You cannot register in a course without the appropriate prerequisite(s) or equivalent.**

### Prior Learning Assessment & Recognition (PLAR)

You may apply for credit in individual courses based on learning acquired through work and other life experiences. For more information, contact the PLAR Office at [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca). Assessments should begin in the term prior to the start of classes. This information applies to Business Career Strategies (CRED10018) which is not available through night school.

### Certified General Accountants Association of Ontario (CGA)

1-800-668-1454 / [www.cga-ontario.org](http://www.cga-ontario.org) / [ce.mohawkcollege.ca/CGA](http://ce.mohawkcollege.ca/CGA)

Some courses are recognized by the CGA when an appropriate grade level is achieved. A Bachelor's Degree is required prior to receiving certification as a CGA. Call the CGA or visit their website (above) for more information.

### Questions?

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-1212 ext. 3333 / [mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

## Business Administration Diploma

### Ontario College Advanced Diploma

Experience an innovative program that combines a two year specialization with a third year of studies in management practices. Specialize in Accounting, Marketing, General or Enterprise Business. Learn current business computer applications that enhance marketability in an ever-changing business environment.

### For program details visit

[www.mohawkcollege.ca/calendar/busAdmin](http://www.mohawkcollege.ca/calendar/busAdmin) or [ce.mohawkcollege.ca/busadmin](http://ce.mohawkcollege.ca/busadmin)

Course offerings are listed under Business - Marketing.

## Business - Accounting Diploma

### Ontario College Diploma

Prepare for careers in accounting while specializing in financial accounting, cost and management accounting, taxation, business finance, and applied accounting systems. Experience a balance of accounting theory and practical applications with integrated computer technologies. Progress towards a professional accounting designation.

### For program details visit

[www.mohawkcollege.ca/calendar/busAcct](http://www.mohawkcollege.ca/calendar/busAcct) or [ce.mohawkcollege.ca/busaccounting](http://ce.mohawkcollege.ca/busaccounting)

Course offerings are listed under Business - Marketing.

## Business - General Diploma

### Ontario College Diploma

Acquire a broad, integrated business education. Study small business with an entrepreneurial focus relevant to today's marketplace. Credits can be transferred to the other Business Diplomas to earn a second diploma.

### For program details visit

[www.mohawkcollege.ca/calendar/busGeneral](http://www.mohawkcollege.ca/calendar/busGeneral) or [ce.mohawkcollege.ca/busgeneral](http://ce.mohawkcollege.ca/busgeneral)

Course offerings are listed under Business - Marketing.

## Business - Marketing Diploma

### Ontario College Diploma

Explore the theory and practice of marketing. Gain an understanding of the buying and selling process, consumer behaviour, distribution channels, managing the promotion mix, developing marketing strategies and marketing plans.

### For program details visit

[www.mohawkcollege.ca/calendar/busMarketing](http://www.mohawkcollege.ca/calendar/busMarketing) or [ce.mohawkcollege.ca/busmarketing](http://ce.mohawkcollege.ca/busmarketing)

Refer to the Math/Statistics section for Math courses.

### Accounting 1 ACCTCB101

Examine the role of accounting in planning and controlling business operation.

31915 FF TU Sep13 6:30-10:00 12 312.28

31916 FF TH Sep15 6:30-10:00 12 312.28

### Accounting 2 - Financial ACCT10014

Covers current assets, capital assets, and payroll liabilities. Learn to determine the financial position of a business organized as a partnership and sole proprietorship, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP). Prerequisite: ACCTCB101. Equivalent: ACCTAC201.

31918 FF MO Sep12 :30-10:00 14 404.82

### Accounting 3 - Financial Accounting Applications ACCT10009

Demonstrate the application of GAAP and IFRS in financial reporting in the areas of cash, receivables, inventory and investments. Prerequisite: 70% in ACCTAC201 or 70% in ACCT10005 and ACCT10014.

31920 FF TU Sep13 6:30-10:00 12 312.28

### Accounting 3 - Financial Accounting Concepts ACCT10008

Demonstrate the application of GAAP and IFRS (where appropriate) in financial reporting in the areas of Revenue Recognition, Capital Assets and Intangible Assets and Goodwill. Prerequisite: 70% in ACCTAC201 or 70% in ACCT10005 and ACCT10014.

31921 FF TH Sep15 6:00-9:30 12 312.28

Find your room before coming on campus

Scan code to access room listings



### Accounting 4 - Contemporary Accounting Issues ACCT10010

Demonstrate the applications of GAAP and IFRS in financial reporting in the areas of current liabilities and contingencies, long-term liabilities, shareholders equity, complex debt and equity and earnings per share. Prerequisite: ACCT10008 or ACCT10009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

31922 FF WE Sep14 6:00-9:30 12 312.28

### Accounting 4 - Financial Reporting ACCT10011

Demonstrate the applications of GAAP in financial reporting in the areas of leases, income taxes, pensions, and accounting changes and error analysis. Prerequisite: ACCT10008 or ACCT10009. Note: ACCT10010 & ACCT10011 replace ACCT10003.

31923 FF MO Sep12 6:00-9:30 12 312.28

### Applied Accounting Systems

#### ACCTAC410

Learn to use AccPac for accounting functions and preparation of financial statements for an incorporated business. Understand the system of internal controls maintained within AccPac and be able to communicate recommendations for additional controls. Prerequisite: ACCTCB101 (minimum grade 75%).

31924 FF TU Sep13 6:00-9:30 12 312.28

### Business Finance ACCTCB340

Focus on the finance function in a profit-seeking firm. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014 or ACCTAC211 and MATHMA201.

31927 FF WE Sep14 6:30-10:00 12 312.28

### Business Finance 2 BUSNBA440

Focus on capital budgeting, dividend policy, and using sources of long-term financing. Prerequisite: ACCTCB340.

31928 FF WE Sep14 6:30-10:00 12 312.28

### Business Law BUSNCB436

Review common statute law pertinent to business and legal concepts governing commercial institutions and transactions.

31930 FF WE Sep14 6:00-9:30 12 312.28

### Computer Applications For Business INFO10048

Develop business communication and documentation skills by learning how to locate, create, edit, manage, and store documents and information in ways that will increase personal and organizational productivity.

31932 FF TH Sep15 6:00-9:30 8 208.19

### Contemporary Issues in Economics ECON10003

A review and discussion of current economic issues affecting Canada at the federal and provincial levels. Among the topics discussed will be energy, environment, social welfare and labour issues.

31933 FF TH Sep15 6:00-9:30 12 312.28

### Cost & Managerial Accounting 1 ACCTAC336

Analyze the flow of costs through a business and the systems used to accumulate these costs. Completion of this course and ACCTAC436, with an average grade of 70%, earns a full exemption from the CGA course, Cost Accounting 311. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014.

31934 FF MO Sep12 6:30-10:00 12 312.28

# Business

## Cost & Managerial Accounting 2 ACCTAC436

Prerequisite: ACCTAC336.  
31935 FF TU Sep13 6:00-9:30 12 312.28

## Financial Statement Concepts ACCT10005

Learn to determine the financial position of a business organized as a corporation, and the results of its operations and cash flows for a given period in accordance with Generally Accepted Accounting Principles (GAAP). Prerequisite: ACCTCB101. Equivalent: ACCTAC201.  
31919 FF TU Sep13 6:00-9:30 12 312.28

## Information Systems Management INFOBA635

Concentrate on the basics of computer based information systems.  
31929 FF TU Sep13 6:00-9:30 12 312.28

## Introduction To Organizational Behaviour BUSNOB371

Develop individual and interpersonal skills. Focus on perception, attitudes, values, motivation, job design, interpersonal communication and coaching.  
31936 FF MO Sep12 6:00-9:30 12 312.28

## Macroeconomics ECONEB222

Analyze the impact of aggregate supply and demand on the determination of employment, prices, and national income. Prerequisite: ECONEB122.  
31938 FF TH Sep15 6:00-9:30 12 312.28

## Marketing 1 MRKTCB158

Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.  
31939 FF MO Sep12 6:00-9:30 12 312.28

## Marketing 2 MRKTMK351

Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing elements. Prerequisite: MRKTCB158.  
31940 FF TH Sep15 6:00-9:30 12 312.28

## Marketing Management MRKTMK456

Develop an understanding of the planning, evaluation and control of marketing strategies and tactics. Prerequisite: MRKTMK351.  
31941 FF WE Sep14 6:30-10:00 12 312.28

## Microeconomics ECONEB122

Explore the laws of supply and demand, the costs of production and profit determination in various market conditions.  
31937 FF TU Sep13 6:00-9:30 12 312.28

## Taxation ACCTAC409

Learn to prepare personal income tax returns for self-employed individuals in proprietorships and partnerships and individuals employed by Corporations. Prerequisite: ACCTAC201 or ACCT10005 and ACCT10014.  
31942 FF TU Sep13 6:30-10:30 14 404.82

## Understanding Financial Statements ACCTAC211

Interpret financial statement components and demonstrate their relevance to managerial decision making. Prerequisite: ACCTCB101.  
31943 FF MO Sep12 6:30-10:00 12 312.28

## Business Certificates

### Applied Accounting Bookkeeping

**Acknowledgement of Completion**  
Benefit from a self-study format that allows you to work at your own pace and complete more than one level per term if you choose. You must purchase textbooks and correlated workbooks, available through the College bookstores.

**Questions?**  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/appacct](http://ce.mohawkcollege.ca/appacct)

These courses are also offered in a DISTANCE EDUCATION format.

### Applied Accounting-Bookkeeping 1 ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements.

32144 FF TU Sep13 6:30-9:30 12 267.67  
32150 FF WE Sep14 6:30-9:30 12 267.67

### Applied Accounting-Bookkeeping 2 ACCTBZ019

Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018.

32146 FF TU Sep13 6:30-9:30 12 267.67  
32153 FF WE Sep14 6:30-9:30 12 267.67

### Applied Accounting-Bookkeeping 3 ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019.

32147 FF TU Sep13 6:30-9:30 12 267.67  
32156 FF WE Sep14 6:30-9:30 12 267.67

### Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

## Dental Office Administration

**Acknowledgement of Completion**  
Targets the needs of those looking to work effectively in dental health offices. The main objective is to prepare the student to find work in a dental environment. Students who successfully complete the full program of study will be eligible for a Dental Office Administration Acknowledgement.

**Questions?**  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/dentalofficeadmin](http://ce.mohawkcollege.ca/dentalofficeadmin)

Scan code for more program information



## AbelDent: Dental Office Computers INFO10115

Learn features of this software including: new patient input, insurance and predeterminations, scheduling, billing, payments, day end procedures and reports. Prerequisite: MGMTBU153 or 1 year experience in a Dental Office.

32019 FF TU Sep13 6:30-9:30 10 223.00

## Marketing and Treatment Coordination MRKT10029

Understand marketing plans, ideas and market research and its role in dental and health care offices. Understand the role of the Treatment Coordinator and their relationship to the marketing plan. Financial agreements and plans will be explored and developed.

32024 FF WE Oct26 6:30-9:30 6 133.83

## Professional Development PERS10014

Learn the art of marketing personal skills through self-assessment, the career planning process, getting and keeping a job, improvement of self-esteem, and the reduction of stress. Practical application will be applied to the cover letter, resume and interview techniques for obtaining a job in a Dental or Health Provider's Office.

32021 FF MO Sep12 6:30-9:30 6 133.83

## Disability Management Certificate

See Health Sciences section - Certificates/Diplomas - Other than Nursing for more information.

## Financial Planning Certificate

See Distance Education section for course offerings.

For program details visit  
[ce.mohawkcollege.ca/financialplanning](http://ce.mohawkcollege.ca/financialplanning)

## Human Resources Certificate

**Mohawk College Certificate**  
Acquire the knowledge and the skills you need to become a successful practitioner of Human Resources Management. All courses are approved by the Human Resources Professionals Association of Ontario.

**Questions?**  
905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
[jane.cooper@mohawkcollege.ca](mailto:jane.cooper@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/humanresources](http://ce.mohawkcollege.ca/humanresources)

## HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to [www.hrpa.ca/hrpa](http://www.hrpa.ca/hrpa) or call 1-800-387-1311.

Program graduates (with an overall academic average of 70% with no individual grade lower than 65%) fulfill the academic requirements of HRP and are eligible to write the National Knowledge Exam (NKE) and receive the CHRP (Certified Human Resources Professional) designation. Please be aware each course expires 10 years after completion.

4	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

Students who have completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam.

**Introduction to Industrial Relations (LABRPIR08)** is offered under the Industrial Relations Certificate.

Courses are also offered via Distance Education.

### Finance And Accounting ACCTPIR23

Develop an understanding of measurement bases and reporting methodologies used in accounting and the role of accounting in the management of personnel functions.

32293 FF TH Sep15 6:30-9:30 15 334.58

### Staff Training and Development

#### BUSNPIR16

Discover the concepts, and techniques involved in staff training and development including needs analysis and design and delivery of training.

31982 FF MO Sep12 6:30-9:30 13 289.97  
31983 BF TU Sep13 6:30-9:30 13 289.97

### Organizational Behaviour and Administration BUSNPIR22 (E)

Develop interpersonal skills for functioning within an organization, with emphasis on group problem solving, leadership, power and influence, conflict resolution, and group dynamics.

31981 FF TH Sep15 6:30-9:30 14 312.28

### Human Resources Planning and Staffing HRESPIR17

Learn the principles and techniques of effective human resource planning, with emphasis on assessment of organizational needs, use of HRIS and the design of action plans to meet staffing goals.

31979 FF WE Sep14 6:30-9:30 14 312.28

### Human Resource Management Studies MGMTBPC01

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits.

31985 FF TU Sep13 6:30-9:30 13 289.97  
31986 BF WE Sep14 6:30-9:30 13 289.97

### Occupational Health & Safety SAFEPIR21

Benefit from a comprehensive introduction to the Occupational Health & Safety Act.

31980 FF WE Sep14 6:30-9:30 13 289.97

### Industrial Distribution Leadership Certificate

#### Mohawk College Certificate

Mohawk College, in partnership with the Industrial Careers Pathway Steering Committee, is pleased to offer specialized sector specific leadership training in the field of industrial distribution.

Intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching.

Questions?  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/IDL.html](http://ce.mohawkcollege.ca/IDL.html)

Courses are offered via Distance Education.

### Industrial Relations Certificate

#### Mohawk College Certificate

Develop a solid foundation in Canadian industrial relations theory and practice.

Questions?  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/industrialrelations](http://ce.mohawkcollege.ca/industrialrelations)

Some course offerings are listed under the Human Resources Certificate.

Some courses are offered via Distance Education.

### Introduction To Industrial Relations LABRPIR08 (E)

Gain a good grasp of industrial relations concepts, historical development of industrial relations in Canada, contemporary trade unionism and collective bargaining.

32158 FF WE Sep14 6:30-9:30 13 289.97  
32159 BF TH Sep15 6:30-9:30 13 289.97

### Collective Bargaining LABRPIR14

Develop in-depth understanding of the structure and process of collective bargaining in Canada. Prerequisite: LABRPIR08.

32157 FF WE Sep14 6:30-9:30 13 289.97

### Integrated Accounting Certificate

#### Mohawk College Certificate

Enhance your understanding of computerized accounting and its effect on accounting practice.

Questions?  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2256 (press 2) /  
[peggy.daniel@mohawkcollege.ca](mailto:peggy.daniel@mohawkcollege.ca)

#### Admission Requirements

If you do not have an adequate level of computer literacy upon entry to the program, you are strongly urged to complete Workshop for Windows (INFOBW001) before beginning any course. Familiarity with basic accounting concepts is also recommended.

For program details visit  
[ce.mohawkcollege.ca/integratedacct](http://ce.mohawkcollege.ca/integratedacct)

#### Software Versions:

AccPac 5.6  
QuickBooks Premier 2011  
Simply Accounting 2010 Pro

Some course offerings are listed under Applied Accounting Bookkeeping, Business Computer Applications and in the Distance Education section.

### Simply Accounting INFO10087

GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

31954 FF TU Sep13 6:30-9:30 12 267.67

**Need Help?** AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

### NEW!

#### QuickBooks

INFO10159

Learn to use QuickBooks for your small to mid-size business needs. Explore the basics plus more advanced topics including: vendors, customers, employees, reports and various types of transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

31955 FF WE Sep14 6:30-9:30 12 267.67  
39088 FF TH Sep15 6:30-9:30 12 267.67

#### AccPac - General Ledger INFOBW190

Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. Equivalent: INFO10088.

31950 FF TU Sep13 6:30-9:30 6 133.83

#### AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing. Software is included with the text. Prerequisite: INFOBW190. Equivalent: INFO10088.

31952 FF TU Oct25 6:30-9:30 6 133.83

### Leadership Development Series

Develop and enhance your management skills and broad business knowledge in this professional program designed for leaders. Provides current and future leaders with skills to meet both career and organizational objectives. Gain solid theoretical and practical knowledge to improve decision making and problem solving skills. Covers performance management, managing change, team building, employment law and project management.

Questions?  
905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/leadershipdevelopment](http://ce.mohawkcollege.ca/leadershipdevelopment)

### NEW!

#### Creative and Critical Thinking (LDS)

#### COMM10216

Discover the power of creative thinking. Learn to successfully apply creative and critical thinking skills to address challenges encountered in your professional and personal life.

32162 FF TH Sep15 6:30-9:30 10 223.06

#### Communications (LDS) COMM10217

Develop the skills you need for modern and effective business communication. Explore communication styles, channels, presentation skills, meeting facilitation, social marketing and other strategies to enhance your message.

32160 FF MO Sep12 6:30-9:30 10 223.06

#### Employment Law (LDS) LAWS10090

Lead confidently in today's regulated work environments. Focus on statutory and common law, employment standards, health and safety, labour relations, pay equity and human rights legislation for management and unionized personnel.

32163 FF TU Sep20 6:30-9:30 10 223.06

Scan code for more program information



# Business

## Performance Management (LDS) MGMT10100

Discover proven techniques for managing employees, increasing productivity and organizational effectiveness. Focus on performance analysis, counselling, coaching, feedback, conflict resolution, and performance management systems and strategies.

32426 FF TU Sep13 6:30-9:30 10 223.06

**NEW!**

## Leading Teams (LDS) MGMT10101

Examine the leader's role in the development and success of workplace teams. Explore the differences between a group and a team, analyze team structures including Self Directed Work Teams, and examine the benefits of coaching and mentoring.

32164 BF MO Sep12 6:30-9:30 10 223.06

## Managing Change (LDS) MGMT10102

Learn to support and manage organizational change. Focus on best practices including environmental scanning, identifying trends, assessing organizational readiness and risk and implementing and measuring successful change.

32181 BF TH Sep15 6:30-9:30 10 223.06

### Looking for a course?

Search the index at the back of this catalogue.

## Management Studies Certificate

### Mohawk College Certificate

Benefit from the broad focus on organizational goals and strategic planning offered in this program to help you transition from your area of specialization to the management role. Develop organizational skills to solve various management challenges and handle the management role.

#### Questions?

905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

905-575-2192 (press 2) /

[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/managementstudies](http://ce.mohawkcollege.ca/managementstudies)

Human Resource Management Studies (MGMTBPC01) is offered under the Human Resources Certificate.

## The Legalities of Hiring and Firing

### MGMT10016

Benefit from comprehensive information on many legal issues of hiring & firing to protect your company from time-consuming and costly lawsuits or unnecessary complaints to a government agency.

32142 FF SA Oct29 10:00-5:30 4 223.06

## Managerial Analysis MGMTBPC05

Develop skills in the four critical functions of management - planning, controlling, organizing and leading to support a strong competitive advantage for your organization.

32137 FF TU Sep13 7:00-10:00 13 289.97

## Managing by Due Diligence MGMTBU471

Examine "Due Diligence" as the legal standard for successfully managing the areas of greatest risk for a business; and should legal action be taken against a company, this information could be crucial in developing the company's defence.

32138 FF SA Sep10 10:00-5:30 4 223.06

## Employment Standards and Human Rights Law MGMTBU497

Gain an understanding of the Ontario Employment Standards Act and the Human Rights Code including employer/employee rights and obligations, legislated standards, discrimination, sexual harassment; and the exemption and compliance process.

32135 FF SU Oct16 11:00-6:30 4 223.06

## Ontario Management Development Studies

This program has been phased out and replaced by a new program entitled Leadership Development Series.

To obtain an OMDP Record of Completion, you must notify Continuing Education Business in writing.

If you were unable to complete the OMDP courses prior to the phase out, you have 2 options:

1) You may take courses from the new LDS program and apply them to the OMDP Record of Completion

2) A limited selection of OMDP courses are being offered under the Management Studies Program or via OntarioLearn.

#### Questions?

905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

905-575-2192 (press 2) /

[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/omdp](http://ce.mohawkcollege.ca/omdp)

## Workplace Leadership Certificate

### Ontario College Certificate

STAY COMPETITIVE! Here's your opportunity to develop a personal toolkit to enhance your performance and employment profile. Choose the workshops of most benefit in attaining your professional and personal goals.

A variety of workshops is offered each term. Complete workshops in single units, or work towards the Workplace Leadership Certificate (15 workshops required).

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3345 /

[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/workplaceleadership](http://ce.mohawkcollege.ca/workplaceleadership)

Assertiveness for Professionals is now part of this program and is offered in the General Interest section.

## Center Stage PERS10013

Focus on demonstrating skills, experience and strengths with an emphasis on presentation skills and portfolio development.

32479 FF WE Sep7 6:30-9:30 4 89.22

## Change Management MGMTSSP05

Learn to understand the changed relationship between job and employee, address negative survivor reactions, and encourage healthy actions for a productive workplace.

32480 FF WE Oct5 6:00-9:00 4 89.22

## Ethics In The Workplace LAWSSSPC6

Acquire skills to help your organization develop and maintain a code of ethics in the workplace.

32484 FF SU Nov13 9:00-4:00 2 89.22

## Interviewing Skills-Workplace Leadership COMM10022

Focus on interview fundamentals. Examine interview preparation, resume & cover letter requirements, techniques and stages of the interview.

32485 FF TU Nov15 6:30-9:30 4 89.22

## Managing Conflict In The Workplace CONFSSPA5

Explore your conflict management style, and develop strategies for handling conflict.

32486 FF SA Oct15 9:00-4:00 2 89.22

## Supervision Skills 1 MGMTSSPC7

Focus on essential supervisory skills including providing constructive feedback, managing time effectively, running effective meetings, and thinking critically.

32487 FF MO Sep12 6:00-9:00 4 89.22

## Supervision Skills 2 MGMTSSPD7

Examine different philosophies and practical ideas regarding supervision and apply your learning in case studies and activities. Prerequisite: MGMTSSPC7.

32488 FF MO Nov7 6:00-9:00 4 89.22

**NEW!**

## Time Management MGMT10106

Effective time management is critical to success on both a personal and professional level. Discover the principles of effective time management and the essential skills required for optimal performance.

32482 FF WE Nov2 6:00-9:00 4 89.22

## WSIB Workplace Safety & Insurance Board Adjudication

### Acknowledgement of Completion

Acquire a comprehensive overview of the adjudication process relating to Workplace Safety and Insurance Board (WSIB) claims. Learn to effectively administer and manage WSIB claims from both an employer and worker perspective. Ideal for employers or worker advocates.

#### Questions?

905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

Courses are offered in the Fall and Winter terms only.

## WSIB Eligibility Adjudication

### BUSNBU158

Develop knowledge of the policies and procedures for determining initial entitlement in a Workplace Safety and Insurance Board claim.

32432 FF SU Sep11 8:00-3:00 5 260.23

## WSIB Case Management Adjudication

### BUSNBU159

Develop your skills in effective caseload management. Emphasis on Reemployment Obligations, the new Work Reintegration Program, the payment of long-term LOE Benefits and controlling premium costs. Prerequisite: BUSNBU158 or permission from instructor.

32433 FF SU Oct23 8:00-3:00 5 260.23

### Need Help?

AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

6	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Business Computers

### Do you have computer skills, but lack a certificate?

The Prior Learning Assessment & Recognition (PLAR) process can help you earn a Certificate faster. Visit [www.mohawkcollege.ca/plar](http://www.mohawkcollege.ca/plar) or email [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca) to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged. All Challenge Exams are completed in the Office 2010 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

#### Course Notes:

Printing costs will be charged at all printers. Printer access cards are available in Open Access. All courses require a textbook. You must bring a recordable CD or USB memory stick to each class. If your wish audio output, you must bring your own standard headphones with miniature plug. Most courses include assignments and a test during the final class. Prepare to spend 2 hours of independent study for each hour of classroom instruction.

#### Software Versions:

Microsoft Office 2010  
Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)  
Adobe Photoshop Elements 9  
Windows 7

## Business Computer Applications Certificate

### Mohawk College Certificate

Whether you need documentation to show your competence with computers or you want to be able to use your home computer more effectively, this program offers courses to meet the needs of today's computer users. You can take a variety of courses in a number of software applications or choose to specialize in Word, Excel, Access, or Graphics.

#### Questions?

905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2256 (press 2) /  
[peggy.daniel@mohawkcollege.ca](mailto:peggy.daniel@mohawkcollege.ca)

#### Admission Requirements

Some understanding of the Windows environment is required. You are strongly urged to complete WORKSHOP FOR WINDOWS (INFOBW001) before taking other courses. Courses make use of eLearn which will be taught in COMPUTER BASICS WITH WINDOWS, WORD and EXCEL (INFO10156).

#### For program details visit

[ce.mohawkcollege.ca/buscomputer](http://ce.mohawkcollege.ca/buscomputer)

**Subject Specialist Acknowledgements are available for Word, Excel, Access and Graphics. Visit the website above for details.**

**Some courses are offered under the Webmaster Certificate and/or through Distance Education.**

#### Workshop For Windows INFOBW001

Explore the Windows environment. Learn basic mouse skills, managing the desktop, file management. Textbook required. Non-credit for the novice computer user.

31977 FF WE Sep14 6:30-9:30 6 133.83

#### Computer Basics with Windows 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113.

31967 BF TU Sep13 6:30-9:30 12 267.67  
31969 FF TU Sep13 6:30-9:30 12 267.67  
31968 FF TH Sep15 6:30-9:30 12 267.67

#### Word Core INFO10077

Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.

31975 FF WE Sep14 6:00-9:00 12 267.67

#### Word Expert INFO10080

Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077.

31976 FF TH Sep15 6:00-9:00 12 267.67

#### Excel Core INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

31970 FF TU Sep13 6:30-9:30 12 267.67  
31971 FF SA Sep17 9:00-12:30 10 267.67

#### Excel Expert INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

31972 FF WE Sep14 6:30-9:30 12 267.67

#### Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

31965 FF WE Sep14 6:00-9:00 12 267.67

#### Photoshop (Adobe) INFO10149

Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more.

31973 FF MO Sep12 7:00-10:00 12 267.67

#### PowerPoint INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.

31974 FF WE Sep14 7:00-10:00 12 267.67

#### Sign up now!

Registration opens on Tuesday, August 9

## Webmaster Certificate

### Mohawk College Certificate

Creation, organization and maintenance of personal and business web pages requires knowledge of general design principles, image editing, and programming techniques.

For more detailed information visit [nexus.mohawkcollege.ca](http://nexus.mohawkcollege.ca).

#### Questions?

905-575-2064 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2256 (press 2) /  
[peggy.daniel@mohawkcollege.ca](mailto:peggy.daniel@mohawkcollege.ca)

#### Admission Requirements

Each course requires some understanding of Windows, and a working knowledge of Internet resources. If you are unfamiliar with computers or the Internet, completion of the course COMPUTER BASICS WITH WINDOWS 7, WORD AND EXCEL (INFO10156) is recommended.

#### For program details visit

[ce.mohawkcollege.ca/webmaster](http://ce.mohawkcollege.ca/webmaster)

**Subject Specialist Acknowledgements are available for Webmaster, Web Scripting and Web Graphics. Visit the website above for details.**

**Some courses are offered under the Business Computer Applications Certificate and/or through Distance Education.**

#### Web Design Basics INFO10144

Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web.

31960 FF TU Sep13 6:30-9:30 12 267.67  
31961 FF SA Sep17 9:00-12:30 10 267.67

#### Web Page Design INFO10110

Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience.

31962 FF TU Sep13 7:00-10:00 12 267.67

#### Dreamweaver INFO10111

Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110.

31957 FF TH Sep15 6:30-9:30 12 267.67

#### Web Scripting with PHP INFO10112

Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110.

31963 FF TH Sep15 7:00-10:00 12 267.67

#### XML INFO10145

Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML.

Covers programming with Javascript to modify XML documents. Prerequisite: INFO10110.

31964 FF TU Sep20 6:30-9:30 12 267.67

#### Flash Animation INFO10150

Discover this powerful animation product by working with graphics, symbols, sound and video. Use components, add animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content.

31959 FF WE Sep14 6:30-9:30 12 267.67

#### Fireworks (Adobe) INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web.

31958 FF TH Sep15 6:30-9:30 12 267.67

#### Give the Gift of Education!

Gift Certificates available - 905-385-4295

## Labour Studies

### Labour Studies Certificate

#### Ontario College Certificate

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

#### Questions?

905-547-2944 ext. 22 /  
labourstudies@mohawkcollege.ca

#### Program of Studies

The Program of Study has changed effective Fall 2011.

For program details visit

[ce.mohawkcollege.ca/labourstudies](http://ce.mohawkcollege.ca/labourstudies)

**Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.**

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose the Education tab.

#### Labour Studies Field Placement WORKUN199

Apply skills and knowledge learned in the Labour Studies Program in this 60-hour placement. You can be credited for approved projects in the labour movement, community based activity, and environmental projects or other activities. Manual not required. You must contact labourstudies@mohawkcollege.ca or 905-527-2944 x22 BEFORE registering.

32359 FW MO Sep12 167.56

#### Stewards Training 1 LABRUN002

Examine the responsibilities of the Union Steward, including grievance handling, understanding collective agreements, and the steward/membership relationship. 10 hours.

32355 HD FR Sep23 6:00-9:30 2 67.45  
SA 9:00-5:00

#### Workplace Referral Person LABRUN009

Learn to assist co-workers with issues such as alcohol & drug addiction, family tension and stress, through referral to social and community services. Manual not required. 30 hours.

32357 HD WE Sep28 6:00-9:30 10 202.36

#### Introduction To Collective Bargaining LABRUN014

Hone essential negotiation skills. Examine the composition and functions of a bargaining committee, goal setting, and costing items. 10 hours.

32356 HD FR Oct14 6:00-9:30 2 67.45  
SA 9:00-5:00

#### Labour Law LABR10047

Explore: certification and dispute settlement; unfair labour practices; good faith bargaining; strikes, lockouts and picketing; the duty of fair representation; management and union rights; grievance arbitration law. 30 hours.

32358 HD SA/SU Nov5 9:00-5:00 5 202.36

#### Labour Studies Workshops

Effective Fall 2011 these courses are not part of the Labour Studies Program of Study and cannot be applied to a Certificate.

#### Questions?

905-547-2944 ext. 22 /  
labourstudies@mohawkcollege.ca

**Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.**

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose the Education tab. Software versions are Windows 7 and Microsoft Office 2010.

#### Microsoft Word XP-Labour Studies- Part 1 INFO10005

Learn to design and format an eye-catching document, using columns, text boxes, graphics, shortcuts and professional 'tricks'.

32537 HD TU Sep13 6:00-9:30 5 142.01

#### Microsoft Excel XP-Labour Studies - Part 1 INFO10006

Create and edit formulas, format and print worksheets, link multiple worksheets, create charts, and more.

32539 HD TU Nov1 6:00-9:30 5 142.01

#### Web Page Design for Workers INFO10017

Create your own web page using Hypertext Mark-up Language (HTML).

32541 HD TH Nov3 6:00-9:30 5 142.01

#### Introduction to PowerPoint for Labour Studies INFO0098

Develop skill in creating computer slide shows, overheads and printed handouts.

32538 HD TH Sep15 6:00-9:30 5 142.01

#### Labour Studies in Occupational Health and Safety Certificate

##### Mohawk College Certificate

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council.

#### Questions?

905-547-2944 ext. 22 /  
labourstudies@mohawkcollege.ca

#### Program of Studies

The Program of Study has changed effective Fall 2011.

For program details visit

[ce.mohawkcollege.ca/labourstudiesohs](http://ce.mohawkcollege.ca/labourstudiesohs)

**Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.**

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose the Education tab.

#### Occupational Health & Safety- Level 1 - Training LABREWS01

Focus on the rights and responsibilities of workplace parties, hazard recognition and control, Joint Health and Safety Committees, and more. 30 hours.

32360 HD TU/TH Sep13 6:00-9:30 10 202.36

#### Occupational Health & Safety- Level 2 - Provincial Law LABREWS02

Study legislation governing labour's roles and develop understanding of legal orders, enforcement and deficiencies. Prerequisite: LABREWS01. 30 hours.

32361 HD TU/TH Oct18 6:00-9:30 10 202.36

#### WSIB Level 1-Rights & Obligations LABRUN026

Oct 1 - 606 First St London ON.

Oct22 - 171 Kendall St Port Edward ON.

39045 OR SA/SU Oct1 8:30-4:30 2 80.94

39066 OR SA/SU Oct22 9:00-5:00 2 80.94

#### Occupational Health & Safety - Level 2 - Provincial Committees LABREWS07

Examine responsibilities of Joint Committees with emphasis on changes to the OH&S Act, the issue of dangerous circumstances and recent gains in testing & inspections. Prerequisite: LABREWS01. 30 hours.

32362 HD FR Nov25 6:00-9:30 6 202.36  
SA 9:00-5:00

#### Workplace Insurance and Disability Prevention Leadership

Mohawk College, in partnership with the Occupational Disability Response Team (ODRT), offers specialized leadership training in the field of Workplace Insurance and Disability Prevention. Intended for individuals interested in working in the field of Workplace Safety & Insurance Advocacy or as a Disability Prevention specialist. Offers programming in fundamental principles, law, advocacy, key skill sets, advanced claim strategies, complex issue analysis, research and leadership training/coaching.

#### Questions?

905-547-2944 ext. 22 / [nclark@odrt.ca](mailto:nclark@odrt.ca)  
labourstudies@mohawkcollege.ca

#### For program details visit

[ce.mohawkcollege.ca/labourstudiesWIDPL](http://ce.mohawkcollege.ca/labourstudiesWIDPL)

**Unless otherwise specified a manual is required at an extra cost. The HDLC will collect fees for manuals on the first day of class.**

Manual prices are available at [www.hamiltonlabour.ca](http://www.hamiltonlabour.ca). Choose the Education tab.

#### WSIB Level 1-Rights and Obligations LABRUN026

Review the statutory obligations and rights mandated by the Workplace Safety & Insurance Act and examine operation of the WSIB. 12 hours.

32586 HD SA/SU Sep17 9:00-5:00 2 80.94  
\*\*\* see additional offering sbelow \*\*\*

#### WSIB Level 2-Benefits & Services LABRUN027

Enhance your knowledge of WSIB benefits & services. Learn to examine claim files & communicate with physicians & Board staff. Prerequisite: LABRUN026.

32587 HD SA/SU Oct1 9:00-5:00 2 80.94  
\*\*\* see additional offerings below \*\*\*

#### W.S.I.B. Return To Work Become a Return to Work Specialist LABRUN023

Become a Return to Work Specialist. Examine accommodation & job restructuring, employers' obligations, Labour's role, contract language, Labour Market Re-entry & mediation. Prerequisite: LABRUN026 and LABRUN027. 30 hours.

32588 HD SA/SU Oct22 9:00-5:00 4 202.36  
\*\*\* see additional offering below \*\*\*

#### W.S.I.B. Medical Orientation LABRUN024

Learn to analyze medical reports & resolve entitlement issues for injured workers. Consider specific work related injuries, and occupational diseases and how to prove a causal relationship. Prerequisites: LABRUN026 and LABRUN022 or LABRUN023. 30 hours.

32589 HD FR Nov11 6:00-9:30 8 202.36  
SA 9:00-5:00

#### WSIB Level 2-Benefits & Services LABRUN027

Oct 15 - 606 First St London ON.

Nov5 - 171 Kendall St Port Edward ON.

39044 OR SA/SU Oct15 8:30-4:30 2 80.94

39067 OR SA/SU Nov5 9:00-5:00 2 80.94

#### WSIB Return to Work Become a RTW Specialist LABRUN023

Held at 3129 Marentette Ave Windsor ON

39046 OR FR Oct28 6:00-9:00 6 202.36  
SA/SU 9:00-5:00

## Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

Offered in partnership with the Hamilton & District Labour Council and the Brantford & District Labour Council. McMaster University offers a number of scholarships to students taking certificate courses.

### Questions?

HDLC 905-547-2944 ext. 22 /

[labourstudies@mohawkcollege.ca](mailto:labourstudies@mohawkcollege.ca)

Sharon Molnar 905-525-9140 ext. 24692 / [molnars@mcmaster.ca](mailto:molnars@mcmaster.ca)

### For program details visit

[ce.mohawkcollege.ca/labourstudiesjoint](http://ce.mohawkcollege.ca/labourstudiesjoint) or [www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates](http://www.labourstudies.mcmaster.ca/hdlc-mac-mohawk-certificates)

**PLEASE NOTE: INQUIRIES REGARDING REGISTRATION & REFUNDS SHOULD BE DIRECTED TO THE INSTITUTION OFFERING THE COURSE.**

## McMaster Courses

Each course is \$100 with fees payable to McMaster University at the first class (cash or cheque only). Attendance is required on both days (9:30 am to 4:00 pm)

### Trade Unions and the Law

Governments play a key role in regulating labour and the workplace. Examine labour relations, employment standards, workplace equity, health and safety legislation, and explore worker goals in the legislative arena. September 17 & 18, 2011 ~ Instructor: TBA

### Contemporary Labour Strategies: Social Unionism

May be used as Part 2 of Challenges. Examines broad based working class political organizations and explores how they can build solidarity between unions, workers, and other social justice groups and impact progressive change. Covers various approaches to social unionism.

October 22 & 29, 2011 ~ Instructor: Herman Rosenfeld

### Green Economy: Prospects and Challenges for Labour

Much hope has been placed on the green economy and its potential for jobs. There is growing support for a greening of the economy with government, industry, unions, and environmentalists. Explores potential of green shift for workers and communities.

November 12 & 19, 2011 ~ Instructor: Aine Leadbetter

## Office Administration

### Medical Transcription Certificate

#### Mohawk College Certificate

Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence

Scan code for more program information



in knowledge of medical terminology, English language skills, excellent keyboarding speed, and proficiency with word processing software is a prerequisite. PLAR Exams may be available for some courses.

Office Administration-Medical Diploma students will have completed all courses except Medical Transcribing 3 and 4 and are encouraged to complete these to obtain this additional credential.

### Questions?

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/medtranscription](http://ce.mohawkcollege.ca/medtranscription)

### Medical Terminology 1 OADMOA323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: ALL TEXTS ARE REQUIRED FOR FIRST NIGHT OF CLASS.

32276	FF	MO	Sep12	6:00-9:30	13	312.28
32278	FF	WE	Sep14	6:00-9:30	13	312.28
32279	FF	SA	Sep17	9:00-12:30	13	312.28

### Medical Terminology 2 OADMOA324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADMOA323.

32280	FF	TU	Sep13	6:00-9:30	13	312.28
32281	FF	TH	Sep15	6:30-10:00	13	312.28

### Medical Transcribing 1 OADMOA352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA261. NOTE: You must be enrolled in or have completed OADMOA323 prior to taking this course.

32282	FF	TU	Sep13	6:00-9:30	13	312.28
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### Medical Transcribing 2 OADMOA452

Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA352.

32283	FF	MO	Sep12	6:00-9:30	13	312.28
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### Medical Transcribing 3 OADMOA552

Learn to work independently, using professional resources, to transcribe documents with varied and complex medical language within a specified time limit. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA452.

32284	FF	MO	Sep12	6:00-9:30	13	312.28
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### Medical Transcribing 4 OADMOA652

Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate compatible with an entry-level professional position. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA552.

32285	FF	MO	Sep12	6:00-9:30	13	312.28
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### Office Administration - General

Equivalent to the one-year dayschool Ontario College Certificate. Become skilled in the performance of essential office tasks such as document preparation, filing, microtranscription, customer service, recordkeeping and business applications software.

Students completing this program through Continuing Education are regulated by Post-Secondary policies. Consult the Program Manager with questions pertaining to prerequisites, equivalents, graduation requirements, etc. You must complete this Certificate within a reasonable length of time or additional courses may be required for currency.

### Questions?

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

905-575-1212 ext. 3853 /

[janet.ross@mohawkcollege.ca](mailto:janet.ross@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/officeadmingeneral](http://ce.mohawkcollege.ca/officeadmingeneral)

Some courses are offered under other certificates. Refer to index.

### Internet and Web Page Development INFO10020

Gain an understanding of the internet and demonstrate an ability to access the world wide web and on-line databases to enhance your research abilities. Introduces the creation of web pages using web authoring tools.

31953	FF	TU	Sep13	6:30-9:30	14	312.28
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### Computer Skills Building KEYB10008

Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology. NOTE: Memory stick required for the first class.

31948	FF	WE	Sep14	6:00-8:30	12	208.19
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### Keyboarding - Beginners KEYBSEZ30

Develop your keyboarding skills with emphasis on speed and accuracy. NOTE: Memory stick required for first class.

31966	FF	WE	Sep14	6:00-9:00	12	267.67
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### Administrative Office Procedures

#### OADM10015

Discover skills fundamental to the pursuit of an office career. Covers filing and record management, notetaking, information distribution and reprographics, and time management.

32341	FF	MO	Sep12	6:00-9:30	12	312.28
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### Document Processing 1 OADMOA116

An introduction to basic technical support skills related to computer hardware and software. Use MS Word 2010 to produce professional documents.

31949	FF	TH	Sep15	6:00-10:00	14	404.82
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### Document Processing and Simulations

#### OADMOA228

Use MS Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite: OADMOA116 and KEYB 10008.

31951	FF	TH	Sep15	6:00-9:30	12	312.28
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### Microtranscription OADMOA261

Gain training in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate.

Prerequisite: OADMOA116 and KEYB 10008.

31956	FF	TU	Sep13	6:00-9:30	12	312.28
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# Creative & Visual Arts

## Creative & Visual Arts

### Aesthetics/Cosmetics

#### Aesthetics Certificate

##### Mohawk College Certificate

Prepare for a career in the growing field of aesthetics. Develop knowledge and practical skills including skin care and treatments, product knowledge, waxing, manicuring, salon management and customer relations.

##### Questions?

905-575-1212 ext. 3489 /

[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

##### Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

##### For program details visit

[ce.mohawkcollege.ca/aesthetics](http://ce.mohawkcollege.ca/aesthetics)

#### Aesthetics, Nail Technician and Applied Cosmetics

##### Daytime Program

The Aesthetics, Nail Technician and Applied Cosmetics Certificates are offered as day time, three semester programs. On successful completion you will receive three Certificates. You require approval from the Program Manager before registering for day time courses.

##### For information, application or an

appointment contact 905-575-1212 ext. 3489/

[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

#### Aesthetics: Skin Care I ASTHAES02

Advance your knowledge of the skin, study product formulation and make choices based on in-depth skin analysis. Textbook extra for evening class.

32543 FF WE Sep21 6:30-9:30 13 289.97

32542 FF WE Sep21 9:30-12:30 13 509.97

#### Waxing

#### ASTHWS306

Learn application procedures for hair removal including sanitation and business requirements. You are responsible for providing models for practical sessions. Supplies included.

32547 FF WE Sep21 6:30-9:30 13 459.97

32546 FF WE Sep21 1:00-4:00 13 459.97

#### Hot Stone Massage

#### ASTH10000

Enhance your knowledge of the body with a relaxing massage using a variety of heated stones. You must provide models for practical sessions. Stones included. Prerequisite: ASTHAES04 Skin Care 3 or equivalent.

32544 FF TH Sep22 1:00-4:00 12 337.67

#### Work Experience Option

#### WORKWS034

Integrate classroom theory and practical experience in the work place. You must arrange your own work place location and supervisor and receive approval from the Certificate Program Manager BEFORE registering in this course.

32548 FF MO-FR Sep19 9:00-5:00 10 223.06

#### Winter 2012 catalogue

Available in print on  
Tuesday, November 22

#### Nail Technician Certificate

##### Mohawk College Certificate

Enhance your knowledge and skills, as preparation for employment or your own business. Focus on sanitation and hygiene, diseases and disorders, massage techniques, artificial applications, nail art, client care and business procedures.

##### Questions?

905-575-1212 ext. 3489 /

[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

##### Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

##### For program details visit

[ce.mohawkcollege.ca/nailtechnician](http://ce.mohawkcollege.ca/nailtechnician)

#### Manicure, Pedicure - Care And Techniques

#### ASTHWS305

Learn to recognize healthy nails and understand their growth, diseases and care. Develop manicure and pedicure techniques, using appropriate equipment. You must provide models for practical applications and evaluations. Supplies and textbook included.

32560 FF MO Sep19 6:30-9:30 11 667.38

32561 FF TU Sep20 1:00-4:00 11 667.38

#### Spa Manicure/Pedicure & Specialized Applications

#### ASTHWS405

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Supplies included. Prerequisite: ASTHWS305.

32563 FF TU Sep20 6:30-9:30 11 470.36

#### Sculpted Nail Enhancements

#### ASTHWS906

Develop skill in various aspects of nail art and sculpture enhancement. You must provide models for practical sessions. Supplies included. Prerequisite: ASTHWS905

32562 FF TH Sep22 6:30-9:30 11 525.36

#### Make Up Artistry Certificate

##### Mohawk College Certificate

Benefit from professional training in make-up artistry and related service areas, including make up techniques for theatre, photography, paramedical, film, television and fashion applications. Ideal skills enhancer for aestheticians, hairdressers, cosmetic retailers.

##### Questions?

905-575-1212 ext. 3489 /

[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

##### Admission Requirements

Successful completion of Senior Secondary School English or equivalent.

##### For program details visit

[ce.mohawkcollege.ca/makeupartistry](http://ce.mohawkcollege.ca/makeupartistry)

#### Make-Up - Theatrical & Special Effects

#### ASTHWS029

Develop your skills in make up artistry, with emphasis on theatrical and special effects make up and prosthetics. Supplies included.

32549 FF TU Sep20 6:30-9:30 12 342.67

#### Applied Cosmetics Certificate

##### Mohawk College Certificate

Are you interested in a career in retail cosmetics, or looking for personal development? Develop practical training and knowledge in skin analysis and care, colour theory, make up applications and theory, corrective techniques, merchandising and sales.

##### Questions?

905-575-1212 ext. 3489 /

[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

##### Admission Requirements

Successful Completion of Senior Secondary School English or equivalent.

##### For program details visit

[ce.mohawkcollege.ca/cosmetics](http://ce.mohawkcollege.ca/cosmetics)

#### Colour Theory For Fashion And Make-Up Co-Ordination

#### FASHWS013

Study colour theory, style analysis, figure analysis, and image profile to develop a well accessorized wardrobe with co-ordinated makeup shades. Supplies included.

32551 FF TU Sep20 9:30-12:30 12 327.67

32550 FF WE Sep21 7:00-10:00 12 327.67

#### Cosmetology 1

#### ASTHWS101

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition.

32552 FF TU Sep20 6:30-9:30 13 289.97

#### Make-Up Artistry

#### ASTHWS144

Explore makeup fundamentals for various applications through practical demonstration and applications. Kit included for daytime.

32555 FF MO Sep19 1:00-4:00 12 567.67

32554 FF TH Sep22 7:00-10:00 12 267.67

#### Make-Up Artistry II

#### ASTHWS244

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTH WS144 or equivalent.

Students are responsible for their own models.

32556 FF TH Sep22 6:30-9:30 12 277.67

#### Professional Selling In Cosmetics

#### MRKTWS143

Develop selling skills and techniques you need to improve cosmetic sales. Topics also include resume writing and interview skills to "get the job".

32558 FF MO Sep19 9:30-12:30 11 245.36

32557 FF MO Sep19 6:30-9:30 11 245.36

#### Haircare

#### Hair Cutting

#### ASTH10002

Learn basic cutting and styling techniques using a mannequin. Supplies included.

32564 FF MO Sep19 7:00-10:00 7 231.14

#### Hair Colour and Perm

#### ASTH10003

Enhance your styling techniques with emphasis on hair colouring and perming. You must provide models or mannequins for practical application sessions. Supplies cost approx. \$60.00

32565 FF WE Nov2 7:00-10:00 7 156.14

10	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Dressmaking/Fashion

### Dressmaking Certificate

#### Mohawk College Certificate

Focus on basic sewing skills and dressmaking principles for a professional standard. Develop expertise with different fabrics and textures and construct garments with creative expression. Each course skillfully combines theory and practice.

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

#### Admission Requirements

Secondary School English or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/dressmaking](http://ce.mohawkcollege.ca/dressmaking)

Cost of materials is your responsibility.

#### Dressmaking 1-Level 1 FASHDM110

Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a simple skirt style will be completed. Materials will be discussed at the first class. For a real beginner, please consider taking "Sewing-Introduction-TEXTHC027". Refer to the Creative Sewing Section.

32502 FF MO Sep26 7:00-10:00 10 223.06

#### Dressmaking 1-Level 2 FASHDM115

Make a basic blouse with set in sleeves. Learn professional techniques for simple collars, short sleeve styling, buttonholes and more. Prerequisite: FASHDM110 or equivalent.

32506 FF TU Sep20 7:00-10:00 10 223.06

#### Dressmaking 2-Level 1 FASHDM120

Discover special techniques to eliminate the "homemade look" in all of your sewing. Complete a detailed blouse/dress. Prerequisite: First 2 courses or equivalent.

32504 FF TH Sep22 7:00-10:00 10 223.06

#### Tailoring-Level1 FASHDM140

Examine details of cutting, fitting and sewing a tailored garment, in wool or another natural fibre. Complete a ladies tailored jacket. Prerequisite: FASHDM135 or equivalent.

32505 FF MO Sep12 7:00-10:00 14 312.28

### Dressmaking - Other

**NEW!**

#### Fashionable Rainwear CREA10130

Follow these fabric, design, and sewing tips to create chic and functional wet-weather stylish jacket or coat. Sewing skills essential. Patterns suggested.

32642 FF WE Sep21 7:00-10:00 4 89.22

#### Classic Jean Jacket FASH10005

Make a jean jacket that's edgy, elegant or funky. Learn good fitting, seaming, easy inseam pockets, top notch topstitching, and great applications of hardware and embellishing to complete your look. Patterns suggested. Sewing skills essential.

32612 FF TH Oct27 7:00-10:00 5 111.53

#### Open Sewing Workshop FASH10020

Here's your opportunity to set aside some time to tackle those unfinished sewing project(s). Have the assistance of the instructor to lend a hand to get you through the difficult areas for completion of the garment. As tips and techniques are given to others, this is a great way to learn new ones yourself. Course is Oct. 28/29.

32624 FF FR Oct28 7:00-9:30 2 74.35  
SA 9:00-4:30

### Fashion Design Certificate

#### Mohawk College Certificate

Intended for experienced dressmakers, fashion teachers and others interested in fashion and design. Develop technical skills in pattern design and drafting, and the creation of individualized designs. Explore other fashion related areas including drawing, colour and figure theory, textile and costume awareness.

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

#### Admission Requirements

Secondary School English or equivalent. A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

#### For program details visit

[ce.mohawkcollege.ca/fashiondesign](http://ce.mohawkcollege.ca/fashiondesign)

In consultation with the Program Manager Creative & Applied Arts, you may choose other Business & Human Services or Creative & Visual Arts courses as an option.

Cost of materials is your responsibility

#### Pattern Design And Drafting-Basic

##### FASHFA200

Work with the flat pattern method to develop basic drafting skills used in designing. Concentrate on drafting accuracy, and working with standard and personal measurements. Design a skirt of your choice. Sewing skills essential.

32507 FF TU Sep27 7:00-10:00 12 267.67

#### Fitting Analysis Workshop FASHFA230

Develop accurate drafting techniques for professional design and fit of pants, coats and other outerwear. Materials Extra. Prerequisites: FASHFA200, FASHFA210, FASHFA220.

32508 FF TH Sep15 7:00-10:00 12 267.67

#### Fabric Awareness TEXTFA910

Explore fabric basics with emphasis on natural and man-made fibres, yarns, fabric construction, finishes. Become knowledgeable about the selection and care of fabrics available on the market.

32509 FF WE Sep21 7:00-10:00 10 223.06

Join the MCACES  
Social Network



### Fashion Design - Other

#### Pattern Drafting - Advanced FASHFA044

Development of pattern making skills for designing garments using standard or individual measurements will be further explored. Advanced drafting techniques for the bodice, skirt, pant and sleeve areas will be highlighted. Design projects will be included. Previous pattern making skills is a prerequisite.

32510 FF MO Sep19 7:00-10:00 12 267.67

#### Pattern Drafting Workshop FASH10021

For individuals with pattern making knowledge, discover more advanced skills in this designing area. Using standard measurements, new design techniques will be explored. These can be applied to personal designing. Course is Oct.14/15.

32625 FF FR Oct14 7:00-9:30 2 74.35  
SA 9:00-4:30

### Fashion Courses - Other

**NEW!**

#### Millinery Workshop - Fascinators

##### CREA10132

Be introduced to the skills and techniques involved in producing these elegant fashion accessories that are so very trendy and fashionable these days. Learn how to use a wide range of feathers, flowers, veilings and other lovely trimmings. Kit available.

32651 FF SA/SU Oct22 9:00-4:30 2 111.53

#### Garment Embellishment CREA10107

Add creative appeal to various areas of your garment(s), using decorative machine stitchings (trapunto and many others), topstitching, and beadwork ideas. Create "print" or "texture" with hand stitches, beads, bias strips, piping, fringing and cording. Sewing skills essential.

32626 FF TU Oct18 7:00-10:00 4 89.22

#### Visual Merchandising And Display 1

##### MRKTFA950

Become familiar to this field by focusing on developing and executing creative strategies to define a store's personality and image in today's marketplace. Learn how to create dynamic retail display presentations by utilizing the visual merchandising principles. Develop creative proposals featuring a fashion retail window staging, signage and in-store display point visual presentation.

32511 FF WE Sep21 7:00-10:00 10 223.06

**Register by Web, Mail, Fax or  
In person**

Debit, credit (VISA and MasterCard),  
cash and certified cheque accepted.

### Creative Sewing Skills

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

Supplies required for these courses - some are available from the instructor / College. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information, or to receive the materials list by e-mail contact Bonnie Pataran

# Creative & Visual Arts

## Basic Sewing Courses

Receive an "Acknowledgement of Completion" after completing 6 courses.

### Sewing - Introduction TEXTHC027

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Cert. Program. Course is Sept. 16/17 & Dec. 2/3.

32615	FF	FR	Sep16	7:00-9:30	2	74.35
		SA		9:00-4:30		
32616	FF	FR	Dec2	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Basic Sewing 1 TEXTHC177

Develop your skills in pattern reading, preparing the fabric, measuring, marking, pressing and machine sewing as you make a pair of elasticized shorts or pants. Patterns and fabric suggested. Course is Oct. 14/15.

32617	FF	FR	Oct14	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Basic Sewing 2 TEXTHC203

Continue developing new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested. Course is Nov. 4/5.

32618	FF	FR	Nov4	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Basic Sewing 3 TEXTHC322

Construct a sleeveless or a semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting and hem and neck finishing. Patterns and fabric suggested. Course is Sept. 23/24 & Nov. 25/26.

32619	FF	FR	Sep23	7:00-9:30	2	74.35
		SA		9:00-4:30		
32620	FF	FR	Nov25	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Basic Sewing 4 TEXT10023

Make a casual and trendy Zip-Up Vest. Enhance your skills in measuring, layout, cutting, inserting decorative flat piping and construction. Patterns and fabric suggested. Some sewing experience beneficial. Course is Oct. 14/15.

32621	FF	FR	Oct14	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Basic Sewing 5 TEXT10024

Challenge yourself more with new sewing skills! Enhance your wardrobe with a casual and trendy "Hoodie" jacket with either a zippered or buttoned center front. Patterns will be suggested. Sewing skills needed. Course is May Nov. 11/12.

32622	FF	FR	Nov11	7:00-9:30	2	74.35
		SA		9:00-4:30		

### Casual Dressing Made Easy TEXT10049

Enhance your sewing skills by completing a 2 piece outfit - a slightly flared skirt with elastic waist and a pullover top with a V or boat neckline and choice of sleeve length and finishes. Some sewing skills needed. Pattern & fabric suggested. Course is Nov. 18/19.

32623	FF	FR	Nov18	7:00-9:30	2	74.35
		SA		9:00-4:30		

## NEW!

### Sew a Dressy Vest TEXT10055

Sharpen your sewing skills by constructing a lined vest. Topics to be covered will be fabric, lining, fitting principles and general sewing and pressing hints. Sewing skills required. Course is Nov. 25/26.

32644	FF	FR	Nov25	7:00-9:30	2	74.35
		SA		9:00-4:30		

## Serger Courses

### All About Sergers TEXTHC034

Gain a better understanding of your serger and its capabilities and functions with hands-on practice. Decorative techniques and tips for a professional look is highlighted. You must supply a serger in good working order. Kit available to purchase.

32629	FF	SA	Oct1	9:00-4:30	1	74.91
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### Serger-Knit Wardrobe CREA10115

Versatile knits can form the backbone of a wardrobe that is ideal for today's lifestyle. Learn the latest and creative techniques with expert guidance and create a 5 piece wardrobe for summer or travel dressing. You must supply your own serger. Course is Nov. 18/19.

32607	FF	FR	Nov18	7:00-9:30	2	74.35
		SA		9:00-4:30		

## Quilting Courses

### Quilting - Basic Introduction TEXTHC319

Discover how easy machine quilting is! Learn fabric and colour selection, rotary cutting, battings and finishing tips. Excellent for the novice or as a refresher before tackling a project. Complete samples - Kit available. Basic sewing knowledge required.

32630	FF	SA	Sep24	9:00-4:00	1	69.91
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## NEW!

### Quilting - Four Block Sampler TEXT10051

Focus on quilt making essentials including colour and fabric selection, rotary cutting, battings and markings, borders and sashing, setting blocks and binding. Complete a small quilt using patterns supplied. Basic sewing skills needed.

32640	FF	TH	Sep29	7:00-10:00	4	89.22
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## NEW!

### Quilt - Log Cabin TEXT10053

Make a lovely small quilt using step by step instructions to build the log cabin design by the modern assembly line method. Patterns suggested. Sewing skills required. Course is Oct. 28/29.

32639	FF	FR	Oct28	7:00-9:30	2	74.35
		SA		9:00-4:30		

## Sewing Courses - Other

### Essential Elements of Pattern Alterations TEXT10032

Examine professional approaches for taking body measurements, making correct ease allowances and alteration techniques for common trouble spots without sewing a trial garment. Sewing skills essential.

32631	FF	SA	Oct1	9:00-4:30	1	74.91
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## Essential Pattern Alterations - Advanced TEXT10033

Focus on pattern adjustments for skirts, blouses and dresses for a more personalized fit. Sewing skills essential. Completion of TEXT10032 beneficial. Course is Nov. 11/12.

32632	FF	FR	Nov11	7:00-9:00	2	89.89
		SA		9:00-4:00		

## Learn To Smock CREA10100

Discover how simple but exquisite smocking is and can be applied on garments or home decor projects. Find out how to prepare and block pleated fabrics, stitch with embroidery floss, and how to read a smocking chart. Learn the basic stitches by completing a geometric smocking plate. Kit available from instructor.

32648	FF	WE	Oct26	7:00-10:00	4	89.22
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## Smocked Tree Ornament TEXTHC073

Add a beautiful tree ornament to your holiday decorations and master basic smocking stitches. Minimal sewing knowledge required. Kit available for purchase.

32628	FF	SA	Nov26	9:30-3:30	1	59.93
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## Cross-Stitch - Introduction CREA10112

Rediscover the art of cross stitching, by learning how to prepare your fabric, properly choose threads and read a chart. Learn a variety of easy cross-stitch patterns and motifs. For practice, tackle an attractive embroidered panel. Kit available (approx. \$12) supplied by instructor. No experience necessary. Course is Nov. 4/5.

32647	FF	FR	Nov4	7:00-9:30	2	74.35
		SA		9:00-4:30		

## Bias Cut Fashion CREA10120

Discover figure-flattering benefits of a bias cut garment. Learn to layout, cut and sew this wonderful method of draping as you work with soft fabric, to create a lovely bias camisole and a cowl top. Some sewing skills needed. Course is Oct. 21/22.

32611	FF	FR	Oct21	7:00-9:30	2	74.35
		SA		9:00-4:30		

## NEW!

### Sewing Machine Essentials CREA10129

Get to know what your sewing machine can do! Learn to use a narrow hemmer, twin needles, blind hemmer. Try pin tucking, corded pin tucks, decorative edgings, fagoting and hemstitching. And much more. Basic sewing required. Course is Nov. 4/5.

32641	FF	FR	Nov4	7:00-9:30	2	74.35
		SA		9:00-4:30		

## Specialty Courses

### Corset Building - Basics FASH10000

Examine 3 basic techniques of corset building, and discuss materials and other products. Try on various corsets and examine the garments from the inside out. Wear a snug t-shirt for try-ons. NOTE: If adequate interest, a course will be created to learn how to construct a corset.

32627	FF	SA	Oct1	9:30-12:30	1	29.96
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## NEW!

### Corset Making CREA10131

Corsets are in style for both inner and outer wear. Build a classic white Victorian corset - which is the basis for contemporary evening wear corsets that are seen on the fashion runways today. Sewing skills required. Kit available. Course is Oct. 29/30.

32645	FF	SA/SU	Oct29	9:00-4:30	2	111.53
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### Looking for a course?

Search the index at the back of this catalogue.

12	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Bra-Making 1 - Full Band Bra FASH10011

Sew a basic white full band bra (underwires optional) and fine tune the fit to create a personalized pattern. A specialized class for those with strong sewing skills. Kit available at additional cost. Course is Oct.22/23.  
32608 FF SA/SU Oct22 9:30-4:30 2 104.09

## Sports Bra TEXT10046

Discover the benefits of this versatile basic for exercise or casual wear. Learn to take measurements for a perfect fit and focus on various construction techniques and styles. Some sewing skills required. Course is Nov. 18/19.  
32609 FF FR Nov18 7:00-9:30 2 74.35  
SA 9:00-4:30

## Costume Work - Leotard Basic CREA10121

Learn to construct this costume basic for dance, gymnastics or figure skating using a serger or sewing machine. Topics include working with stretch fabrics, applying elastics, creating a shelf bra and finishing edges. Sewing skills required. Course is Oct. 21/22.  
32610 FF FR Oct21 7:00-9:30 2 74.35  
SA 9:00-4:30

## Home Decorating Courses

Receive an "Acknowledgement of Completion" after completing 6 courses.

## Sewing Window Treatments - Part 1 CREA10103

Learn basic design tips for window treatments with emphasis on correct measuring, estimating yardage, fabric selection and hardware. Projects include sample of a basic cafe curtain and lined and unlined pinch pleated drapes. Basic sewing skills required.  
32646 FF TU Sep20 7:00-10:00 4 89.22

## Sewing Window Treatments - Part 2 CREA10104

Enhance your skills in drapery making, and learn creative ways to dress-up any window, using a wide assortment of valance and tab top styles, and various prints and plain fabrics for a look that can be simple, casual or dramatic. Complete various samples in class. Basic sewing skills required.  
32599 FF TU Oct25 7:00-10:00 4 89.22

## Sewing Window Treatments - Part 3 CREA10105

Try your hand at roman shades/balloons and more sophisticated and stylish drapery treatments. Start with the basic design rules, measuring, estimating yardage, hardware and install correctly. Complete samples in class. Some drapery and sewing skills beneficial.  
32600 FF WE Oct26 7:00-10:00 4 89.22

## Sewing for Home Decorators CREA10102

Get great decorating ideas to complement your window treatments and learn to sew various pillow styles and other soft furnishings for your home. Add personal expression to your home decor with designer touches using fabric, trims, embellishments, decorative welting, bias strips, mitreing and ruching. Sewing skills required.  
32601 FF WE Sep21 7:00-10:00 4 89.22

## NEW!

## Drapery Workshop TEXT10054

Put your new drapery knowledge to good use by tackling a full scale window treatment project. Come prepared with fabric, measurements and have the chance to have hands-on help to complete your project. Sewing skills needed. Course is Nov. 12/13.  
32643 FF SA/SU Nov12 9:00-4:00 2 89.22

## Pillows! Pillow! Pillows! TEXTHC234

Decorative pillows adds flair to the color and texture palette of a room and can be constructed at an affordable cost. Be introduced to the many construction techniques that can be used in making a number of styles. Add your own creative ideas and custom details to make them personalized. Sewing skills required. Course is Oct. 15/16.  
32604 FF SA/SU Oct15 9:00-3:30 2 89.22

## Slipcovers - Part 1 CREA10122

Transform the look of a worn or dated piece of furniture for a fraction of the cost of replacement. Update the look of your own upright chair while learning the basics of design, measurement, cutting and sewing a slipcover for it. Some sewing skills required. Course is Fri. Sept. 23, Fri Sept. 30 & Sat Oct. 1.  
32602 FF FR Sep23 7:00-9:30 3 89.22  
SA 9:00-4:00

## Slipcovers - Part 2 CREA10123

Further develop you skill in slip covering armchairs and sofas, whether traditional or modern. Examine various styles and options and learn to create a fitted slipcover for your armchair that's perfect for your decor. Sewing skills needed. Course is Fri Oct. 28 & Nov. 4/5.  
32603 FF FR Oct28 7:00-9:30 3 111.53  
SA/SU 9:00-4:00

## Find your room online

Visit [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Upholstery/Interior Decorating

## Upholstery-Furniture Certificate

The Upholstery Certificate is temporarily suspended. Contact Bonnie Pataran, Program Manager at 905-575-2307 / [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

## Interior Decorating Certificate

### Mohawk College Certificate

Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge.

### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-318-4295 mailbox 1736 / [wendy.hodgkins1@mohawkcollege.ca](mailto:wendy.hodgkins1@mohawkcollege.ca)

### Admission Requirements

Successful completion of senior secondary school English or equivalent.

### For program details visit

[ce.mohawkcollege.ca/interiordecorating](http://ce.mohawkcollege.ca/interiordecorating)

## RECOGNIZED BY CDECA

ALL COURSES ARE NOT OFFERED EACH SEMESTER.

## Accessorizing the Home CREA10031

Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215, CREAHF205.  
32003 FF TU Sep13 6:30-9:30 10 223.06

## Basic Drafting TDRWHF203

Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.\$70). Prerequisites: CREAHF215, CREAHF205.  
32004 FF TH Sep15 7:00-10:00 10 223.06

## Colour Principles CREAHF215

Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies (approx. \$80) required.  
32005 FF WE Sep14 6:30-9:30 10 223.06

## Creative Design Presentations CREA10033

The basic elements of design presentation are examined. Practical exercises, lectures and presentation assignments will allow participants to gain knowledge, skills and confidence in visual and verbal presentations. Prerequisites: CREAHF215, CREAHF205.  
32006 FF WE Sep14 6:30-9:30 10 223.06

## Creative Paint Techniques CREA10036

Master the latest faux finishing techniques. Supply costs of \$80 must be paid to the instructor at the first class.  
32007 FF TU Sep13 6:30-9:30 10 223.06

## Design Principles CREAHF205

Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.  
32008 FF MO Sep12 6:30-9:30 10 223.06

## Estimating METRHF230

Learn to estimate and measure for flooring, fabrics and finishes used in today's interiors. Prerequisites: CREAHF215, CREAHF205, TDRWHF203.  
32009 FF TU Sep13 6:30-9:30 10 223.06

## Fabric For Interiors TEXT10029

Explore the fascinating world of decorative textiles, with emphasis on weave, fabric content and appropriate end uses.  
32010 FF TH Sep15 6:30-9:30 10 223.06

## Interior Design Studio CREAHF240

Create a professional, comprehensive client presentation. Prerequisite: 10 mandatory courses and 2 electives.  
32011 FF WE Sep14 6:30-9:30 10 223.06

## Home Interiors - Other

### Home Staging CREA10077

Curb Appeal - improve your house from the outside in: plants, paint, colour scheme. Discover tones that will enhance your home: colour flow, paint technician. Furniture Arrangement - Learn to make the most of your space: convenience, comfort, openness. Fast fixes - Learn to make your rooms more attractive to buyers: De-clutter, update, accessorize.  
32012 FF SA Sep17 9:00-12:00 5 160.83  
32013 FF SA Oct22 9:00-12:00 5 160.83

# Creative & Visual Arts

## Floral/Horticulture

### Floral Techniques Certificate - Basic

#### Mohawk College Certificate

Explore the principles and practices of floral design including form, technique, composition, colour, plant identification and care and handling. Learn to create floral arrangements for any occasion with creative expression and originality.

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

#### Admission Requirements

Secondary School English or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/floral](http://ce.mohawkcollege.ca/floral)

Cost of materials is your responsibility.

### Techniques And Color Harmonies - Basic

FLORFC001

Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment, supplies, and textbook is available for purchase (approx. \$73). Does not include fresh/artificial product.

32526 FF TU Sep20 7:00-10:00 10 223.06

32527 FF TH Sep22 9:30-4:00 5 223.06

32528 FF WE Nov2 9:30-4:00 5 223.06

### Materials For Designs

FLORFC004

Explore various materials used effectively in creating floral arrangements. Introduction to different holding mediums used in creating designs relating to 4 major historical time periods. Cover fresh garlands, miniatures, wreaths and display work. Kit available. Prerequisite: FLORFC001.

32529 FF TH Sep22 7:00-10:00 10 223.06

32530 FF TH Nov3 9:30-4:00 5 223.06

### Designing With Exotics

FLORFC005

Use exotic flowers, greens and artificial floral material to create dramatic, bold, unique and contemporary designs. Will cover care and handling and corsage work. Kit available. Prerequisite: FLORFC001 & FLORFC004.

32531 FF TU Sep20 9:30-4:00 5 223.06

### Wedding Work And Special Occasion

FLORFC002

Focus on bridal bouquets, corsages, boutonnières, and church and reception pieces. Fresh and artificial floral materials will be used. Kit available. Prerequisites: FLORFC001 & FLORFC004.

32534 FF WE Sep21 7:00-10:00 12 267.67

32533 FF TU Nov1 9:30-4:00 6 267.67

### Special Design Workshops

FLORFC006

Create various "theme" presentations, individual and group displays using a variety of floral material. Materials and supplies extra. Prerequisites: FLORFC001- FLORFC005 inclusive.

32535 FF WE Sep21 9:30-4:00 5 223.06

### Floral Design Workshops - Professional

#### Techniques for New Trends

FLOR10006

Explore a higher level of floral design techniques and advanced styling introducing you to terracing, clustering, grouping, framing, and more. Hands-on projects - Biedermeier, Pave. New Convention & Linear- formal & contemporary. Prerequisite: FLORFC006 or 2 years floral experience. Course is Oct. 1/2.

32605 FF SA/SU Oct1 9:00-3:30 2 89.22

#### Designs For The Holiday Season

FLOR10018

You will be challenged to create designs that are traditional and non - but with an engaging twist! You'll see new mechanics and materials that will renew your creative spirit as you explore the latest trends and colour combinations in Christmas designing. Course is Dec.3/4.

32606 FF SA/SU Dec3 9:00-3:30 2 89.22

### Floral - General Interest Workshops

#### Questions?

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

The courses below require that you purchase supplies - some are available from the instructor or from the college. A materials list will be provided at least 1 week before the course starts, once adequate enrolment is reached. For more information, or to receive the materials list by e-mail, contact Bonnie Pataran.

#### Centrepiece for Thanksgiving

FLOR10000

For your holiday entertaining, create a colourful and stunning table piece using the rich tones of fall. You will use a variety of fresh flowers and finish the arrangement with additional touches of fruits and accessories. Ideas outlined in the materials list. Kit available or purchase your own.

32634 FF TH Oct6 6:30-9:30 1 29.96

#### Easy Flower Arranging

FLORGI601

Learn to attractively arrange a simple vase and a centerpiece arrangement using fresh flowers. See innovative ideas to create arrangements using inexpensive containers, and simple accessories. Get tips on care and handling of fresh, silk flowers and greens. Kit available for purchase or your own choice.

32633 FF SA Oct15 9:00-2:30 1 49.94

#### Floral Arrangement - Custom

FLORGI553

Everlasting arrangements give that special touch to today's interior decor. Let's take a basket, vase, urn, or interesting container and create your own innovative arrangement. There's a wide assortment of floral material (natural materials or silks) that is inexpensive. A selection of ideas will be outlined in the materials list. Kit provided or your own choice.

32635 FF SA Oct29 9:00-12:00 1 29.96

### Floral - General Interest - Christmas Highlights

**NEW!**

#### Traditional Christmas Urn

FLOR10020

Learn to create a stunning effect with this seasonal urn insert that can be used indoors or out. This eye-catching piece will combine greens, branches, berries etc. Put your own twist on it to enhance your decorating for the holiday season. Kit available.

32650 FF FR Dec2 6:30-9:30 1 29.96

#### Christmas Floral Workshop

FLORGI615

Decorate this Christmas with lovely florals that you created yourself! Learn to make a centrepiece with fresh apples, lovely oasis ring, and a unique topiary. Kit available or your own choice.

32636 FF TH Dec8 9:30-4:00 1 59.93

#### Versatile Garland

FLOR10005

For a different decorating appeal, create a lovely garland using salal and seeded eucalyptus as your backdrop. Then you can apply interesting floral materials that can be changed to create various seasonal looks. Kit available for purchase or your own choice.

32638 FF FR Dec9 6:30-9:30 1 29.96

#### Christmas Centrepiece-Fresh Flowers

FLORGI545

Create a very eye-catching arrangement for the holiday celebrations by using a selection of fresh flowers and fragrant evergreens. Add interesting accents for that special touch. Kit available or your own choice.

32637 FF TH Dec15 6:30-9:30 1 29.96

### Horticulture Plant Identification Certificate

Mohawk College Certificate

Prepare for a career change, or enhance your interest in plant materials used in the nursery, commercial, and residential landscape. Study the features and cultural requirements of a broad range of plant materials.

#### Questions?

905-575-2298 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-318-4295 mailbox 1795

#### Admission Requirements

Successful completion of senior secondary school English or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/horticulture](http://ce.mohawkcollege.ca/horticulture)

#### Basics of Grape-Growing & Winemaking in Ontario

See General Interest

#### Fundamentals Of Horticulture

HORTHOR01

Benefit from a practical overview of horticulture that ties together various fields by illustrating common background, principles and nomenclature.

32023 FF WE Sep14 7:00-10:00 12 267.67

#### Broadleaf Evergreens, Climbers And

Vines

HORTHOR05

Examine a wide range of broadleaf evergreens, deciduous and evergreen vines and ground covers with emphasis on identification and cultural requirements.

32015 FF TH Sep15 6:30-9:30 12 267.67

Watch for our  
Winter 2012 catalogue

Available in print on  
Tuesday, November 22

14	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Deciduous Shrubs HORTHOR04

Explore and learn about a broad range of deciduous shrubs suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.  
32020 FF TH Sep15 6:30-9:30 12 267.67

## Deciduous Trees HORTHOR02

Explore and learn about a broad range of deciduous trees suitable for the modern landscape with emphasis on landscape use, cultural requirements and their ornamental value. Field trips included.  
32022 FF TU Sep13 6:30-9:30 12 267.67

## Horticulture - General Interest Workshops

### Fall Lawn And Garden Care HORTHOR15

Make your landscape a year round winner! Explore lawn and garden maintenance, summer and spring bulbs, container gardening and adding fall and winter interest.  
32018 FF WE Oct19 6:30-9:30 1 33.35

### Perennial Gardening HORTHOR44

Learn about exciting new varieties of perennials and how to combine them to create shady retreats, deal with drought conditions, and explore container gardening.  
32017 FF WE Sep28 6:30-9:30 2 64.33

## Landscape Design Certificate

### Mohawk College Certificate

Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills. It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.

#### Questions?

905-575-2298 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-318-4295 mailbox 1795

#### Admission Requirements

Successful completion of senior secondary school English or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/landscapedesign](http://ce.mohawkcollege.ca/landscapedesign)

If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

### HORTHOR01- Fundamentals of Horticulture

Refer to Horticulture Plant Identification Certificate

### Landscape Design 1 HORTLA001

Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.  
32014 FF MO Sep12 7:00-10:00 12 267.67

### Landscape Design II HORTLA007

Develop communication skills in Landscape Design and gain a more comprehensive understanding of the elements and principles in a residential site development. Subjects covered include site analysis, conceptual drawing and final presentation through the means of graphic representation.  
32025 FF MO Sep12 7:00-10:00 12 267.67

### Landscape Design III HORTLA008

Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout, grading, planting and construction drawings.  
32026 FF WE Sep14 7:00-10:00 12 267.67

### General Plant Identification HORTLA010

Study identification and cultural requirements of deciduous trees, shrubs, conifers, ground covers, broadleaf evergreens, annuals, perennials and grasses. Field trips included. NOTE: This course is a requirement of the Landscape Design Cert. but CANNOT be used as a credit in the Horticulture Plant Identification Certificate.  
32016 FF TH Sep15 6:30-9:30 12 267.67

Register online  
[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Music

### Music Certificate

#### Mohawk College Certificate

#### (CREDIT COURSES)

Explore new musical horizons through a basic study of music and develop a sound foundation for more advanced studies such as arranging, composition, computer music, etc. On successful completion of the program, you will have developed your musical ability to the entrance level of the three-year Applied Music Program at Mohawk College.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-575-1212 ext. 3152 / [bill.wright@mohawkcollege.ca](mailto:bill.wright@mohawkcollege.ca)

#### Admission Requirements

The program is open to absolute beginners, or individuals at any stage. You may qualify for credit for previous musical experience. Level 1 instruments and vocals require no previous experience. You must supply your own instruments where applicable and pay for texts. Successful completion of senior secondary school English or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/music](http://ce.mohawkcollege.ca/music)

### Guitar - Adult Class 1 MUSCPA107

Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship.  
32027 FF TU Sep13 6:30-8:00 13 144.99  
32028 FF WE Sep14 6:30-8:00 13 144.99

### Guitar - Adult Class 2 MUSCPA207

Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.  
32029 FF TU Sep13 8:30-10:00 13 144.99

### Guitar - Adult Class 3 MUSCPA307

Focus on popular tunes, reading melodies, chords and rhythms. Prerequisite: (PA207) or a knowledge of basic rhythms and notes in the open position.  
32030 FF WE Sep14 8:30-10:00 13 144.99

### Guitar 4 MUSC10031

A continuation of the ideas developed in Guitar 3.  
32031 FF TH Sep15 8:30-10:00 13 144.99

### Harmony 1 MUSCMU182

Build skills needed to write music in four part harmony. Course content will closely follow the requirements set for the R.C. M. Grade three Harmony exam. Credit in the Applied Music Program. Prerequisite: (MU223)  
32032 FF TH Sep15 6:00-8:00 13 193.32

### Piano Adult Class 1 MUSCMU100

Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major scales. Access to practice piano required.  
32033 FF TH Sep15 7:00-8:30 13 144.99

### Piano Adult Class 2 MUSCMU200

Enhance playing techniques and handling of intervals, minor scales, and minor triads. Some popular tunes and duets may also be played. Prerequisite: (MU100) or MU010 OR 1 yr. playing experience. Textbook required.  
32034 FF WE Sep14 8:00-9:30 13 144.99

### Piano-Adult Class 3 MUSCMU300

Develop knowledge of major and minor scales, arpeggios, and dominant 7ths used in keyboard harmonizations of traditional and popular tunes. Prerequisite: (MU200) or 2yrs. playing experience.  
32035 FF TH Sep15 8:30-10:00 13 144.99

### Piano-Adult Class 4 MUSCMU400

Focus on keyboard harmony as applied in classical and popular music. Prerequisite: (MU300) or 2 years playing experience. Credit in the Applied Music Program.  
32036 FF TH Sep15 8:30-10:00 13 144.99

### Theory - Preliminary MUSCMU020

Focus on the musical aspects of notation, scales, melody, harmony, time and transposition.  
32037 FF MO Sep12 7:00-9:00 13 193.32

### Vocal-Adult Class 1 MUSCPA160

Improve singing skills with attention to breath control, voice production, stage deportment and intonation.  
32038 FF TU Sep13 6:00-7:00 10 74.35  
32039 FF TU Sep13 7:00-8:00 10 74.35

### Vocal-Advanced Adult MUSCPA360

Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.  
32040 FF TU Sep13 8:00-9:30 10 111.53

## Musical Performing Ensembles

### Mohawk College Community Choir MUSCMU124

Founded in 1968, this 60 voice semi-professional college/community choral society performs a large variety of choral works - often with orchestral accompaniment, or in partnership with the McMaster University Choir. New member auditions for the 2010/11 season will be held Wednesday September 1, 2010 (tenors and basses especially welcome). Mohawk students receive credit for participation. For information call 905-526-7938 or visit our website.  
32041 FF WE Sep14 7:30-10:00 13

# Creative & Visual Arts

## Performing Arts

### Performing Arts Certificate

#### Mohawk College Certificate

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. This certificate will provide you with the fundamentals to pursue a career in theatre arts, and the necessary information and contacts to move forward. Of interest to Media Studies students and those wishing to increase their communication skills, spontaneity and showmanship and apply these skills to your present careers outside of the acting industry.

#### Questions?

905-575-2025 / 905-575-1212 ext. 3009 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/performingarts](http://ce.mohawkcollege.ca/performingarts)

#### Acting for Beginners

CREA10072

Join Actress/Director/Teacher/Second City Grad Christina Payne, along an artistic journey connecting on camera/stage through character creation, commercial auditions, finding legitimate agents & building your resume. Using monologue/scene analysis tools & improvisation exercises to stimulate & prepare you for a career in the arts. Location: Staircase Theatre, 27 Dundurn St. N.

32437 OR TU Sep20 7:00-10:00 8 161.88

#### Acting for TV/Film

CREA10086

Explore the art of acting on camera. Through participation in mock commercial & film auditions, strengthen your technical skills and confidence and learn to stay in-character on and off the camera. Writers or actors interested in writing are encouraged to attend this course and may offer their work to the instructor for students to perform in class. Prerequisite: CREA10079 Acting 3

32438 OR TH Sep22 7:00-10:00 8 171.88

#### Acting Four: The Career Class

CREA10085

Learn the business side of Acting. Develop the right "package" to maintain a career in the industry. Use marketing & self promotion techniques to get yourself in front of the right people to make your dream a reality. Prerequisite: Acting Three: The Feedback Class.

32439 OR WE Sep21 7:00-10:00 8 161.88

#### Acting Two

CREA10071

An intense look inside the performer's internal approach to the character's conception. Examining human behaviour/re-creating the substance that produces the truthful "moments" within the work. Designed like a rehearsal class for students seriously interested in pursuing a career & intent on performing their final work in Acting Three. Prerequisite: Acting for Beginners. Location: Staircase Theatre 27 Dundurn St. N. Hamilton

32440 OR MO Sep19 7:00-10:00 8 161.88

### Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

## Photography

### Photography Certificates

#### Mohawk College Certificates

Develop and enhance your professional skills and photographic techniques in Art and/or Applied Photography in a convenient part time schedule. Become familiar with a wide range of photographic equipment, business and design practices, and studio work.

#### Questions?

905-575-2298 / 905-575-2312 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

#### Admission Requirements

See catalogue index.

[ce.mohawkcollege.ca/photography](http://ce.mohawkcollege.ca/photography)

#### CAMERAS

- DSLR
- aperture priority mode
- shutter priority mode
- program mode
- manual mode
- minimum 4 megapixels

#### Completion of Certificate

It is your responsibility to monitor your progress through the program. Option credits cannot be used twice.

#### Prior Learning Assessment & Recognition

See catalogue index.

### Applied Certificate

For program details visit

[ce.mohawkcollege.ca/photography](http://ce.mohawkcollege.ca/photography)

### Art Certificate

For program details visit

[ce.mohawkcollege.ca/photography](http://ce.mohawkcollege.ca/photography)

#### Advanced Digital Imaging PHTOPY120

Explore advanced techniques of digital imaging using Adobe Photoshop. Provide photographs and computer storage media. Prerequisite: PHTOPY110

32381 FF MO Sep26 6:30-9:30 10 223.06

#### Architectural Photography PHTO10030

Explore the principles and techniques associated with architectural photography while you learn to effectively capture exteriors and interiors through the use of composition, lighting, various lenses, digital processing. Course includes two weekend field trips.

Prerequisite: PHTOPY101

32382 FF MO Sep26 7:00-10:00 10 223.06

#### Commercial Photo Illustration

PHTOPY230

Create images suitable for advertising and editorial venues. Examine commercial photography of small products, architectural/ industrial images, fashion. Prerequisite: Photography 2 (PY300) and Studio Lighting (PY225) Course dates are: Nov. 12, 13, 26, 27. Model fee included.

32384 FF SA/SU Nov12 9:00-5:00 4 223.06

#### Digital Photography 1

PHTOPY101

Achieve better results for your images and a clearer understanding of camera operation. You require a camera and the ability to provide images from CD/DVD or USB drive.

32123 FF MO Sep26 7:00-10:00 10 223.06

32128 BF MO Sep26 7:00-10:00 10 223.06

32124 FF TU Sep27 7:00-10:00 10 223.06

32126 FF WE Sep28 7:00-10:00 10 223.06

32127 FF TH Sep29 7:00-10:00 10 223.06

#### Digital Photography 2

PHTOPY300

Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101

32129 FF TU Sep27 7:00-10:00 10 223.06

#### Introduction To Digital Imaging/ Photoshop

PHTOPY110

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

32130 FF TU Sep27 6:30-9:30 10 223.06

#### Landscape Photography

PHTOPY800

Through discussion and field work, (2 weekend field trips), you engage in a general examination of landscape photographers and specific investigations of your personal viewpoint. Bring favourite landscape image to first class.

Prerequisite: PHTOPY101

32131 FF TH Sep29 6:30-9:30 10 223.06

### NEW!

#### Portrait Photography

PHTO10057

'Hands-on' course covers all aspects of portraiture..simple/advanced studio techniques & outdoor/location shoots, effective use hand-held flash/large studio strobe units, lenses, composition, posing. Field trip part of course. Model fee included. Dates: Sept. 17, 18, Oct. 1, 2, 15, 16 Prerequisite: PHTOPY225

32591 FF SA/SU Sep17 9:00-4:30 6 459.97

#### Studio Lighting

PHTOPY225

Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod, flash. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101

32383 OR TU Sep27 7:00-10:00 10 202.36

### Photography - Specialised Courses/Workshops

#### Digital Cameras-How To Use Yours

Effectively

PHTOCR527

Explore camera controls, resolution, exposure, automatic flash, creativity and composition. Supply your own digital camera.

32567 BF SA Oct1 9:30-4:30 1 78.57

32569 FF SA Oct15 9:30-4:30 1 78.57

#### HDR Imaging Techniques

PHTO10028

Learn techniques and procedures required to create stunning High Dynamic Range (HDR) colour images using the popular Merge to HDR process in Photoshop and the Photomatic Program. Sound knowledge of camera operation required.

32386 FF SA/SU Oct29 9:00-5:00 2 104.09

## Visual Arts

### Visual Arts Certificates

These programs provide a solid base of theory and practice which, with additional training and experience, could lead you to occupations, such as advertising, design, textiles, teaching, recreation, gallery work or self-employment.

#### Questions?

905-575-2298 / 905-575-2312 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

16	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Admission Requirements

See catalogue index.

For program details visit

[ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

## Prior Learning Assessment & Recognition

See catalogue index

## Foundation Certificate

Mohawk College Certificate

For program details visit

[ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

Recommend completion of Design & Colour prior to studio courses.

## Intermediate Certificate

Mohawk College Certificate

Admission Requirements

Foundation Certificate

For program details visit

[ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

## Advanced Certificate

Mohawk College Certificate

Admission Requirements

Intermediate Certificate

For program details visit

[ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

## Visual Arts - Other

**NEW!**

### Art Through The Ages ARTTAS202

Students examine the role of art history, examining periods and movements over several centuries. Course may include field trip.

32570 FF TU Sep13 6:30-10:00 12 312.28

### History Of Crafts HISTPD024

Examine the evolution of diverse approaches to crafts in wood, metal, clay and other materials to understand the enduring connection between mankind and Arts and Crafts.

32132 FF TU Sep27 7:00-10:00 10 223.06

### Mosaics CREA10081

Use salvaged and discarded tiles, glass, ceramics, stone, etc. and a variety of bases, adhesives and grouts, to create simple or more complex mosaics. Design, colour and function will be discussed and employed. Materials extra-approx.\$20.

32133 FF SA/SU Nov5 9:30-4:30 2 89.22

### Safety In The Arts SAFECR442

You complete a self-directed take home test on the hazards associated with painting, printmaking, photography, jewellery, pottery, stained glass, wood carving and other arts.

32387 OR 42.87

### Selected Themes, Art History & Appreciation HIST10014

Through AGH gallery tour and series of lectures featuring curators, artists and academics, you learn about historic/contemporary artists/styles of art. For evaluation, students submit a 500 word response to the programme. \$50 Lecture fee payable to Art Gallery of Hamilton, 123 King St. W.

32497 FF TH Oct13 6:30-8:15 6 64.05

**NEW!**

### Self Promotion 1 ARTT10035

The artist statement demystified, writing a press release/announcement, the art of social media. Basic computer skills required.

32653 FF SA/SU Oct22 10:00-4:00 2 74.35

**NEW!**

### Self-Promotion 2 ARTT10036

The artist resume, marketing essentials, the artist online portfolio. Basic computer and internet skills required.

32652 FF SA/SU Nov5 10:00-4:00 2 74.35

### Work Experience Option WORKPW900

You are responsible for arranging your own work place location and supervisor, and MUST receive approval from the Program Manager Visual Arts/Photography for your chosen work place BEFORE registering in this course.

32134 OR 202.36

### Looking for a course?

Search the index at the back of this catalogue.

## Design

### Design & Colour 1 ARTTPG101

Examine elements and principles of design including line, colour, texture and space, through slides, lectures, and projects.

32139 FF MO Sep26 7:00-10:00 10 223.06

### Design & Colour 2 ARTTPG201

Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor.

Prerequisite: PG101 Basic Design and Colour 1.

32140 FF MO Sep26 7:00-10:00 10 223.06

### Design & Colour 3 ARTTPG301

Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: PG201 Basic Design and Colour 2.

32141 FF MO Sep26 7:00-10:00 10 223.06

### Watch for our Winter 2012 catalogue

Available in print on Tuesday, November 22

## Pottery

Visit [ce.mohawkcollege.ca/artgallery](http://ce.mohawkcollege.ca/artgallery) to view projects produced by pottery students.

Some pottery courses have field trips.

### Ceramics - Foundation 1 CERAPC201

Explore practical work, including preparing clay; forming coil, pinch and slab pots; throwing cylinder forms on the wheel; glazing finished work. Materials and supplies extra.

32143 SC MO Sep26 6:30-9:30 10 253.06

32190 BF MO Sep26 6:30-9:30 10 253.06

32169 SC TU Sep27 6:30-9:30 10 253.06

32191 BF TU Sep27 1:00-4:00 10 253.06

32205 SC WE Sep28 1:00-4:00 10 253.06

32188 SC WE Sep28 6:30-9:30 10 253.06

32192 BF WE Sep28 6:30-9:30 10 253.06

32193 BF TH Sep29 1:00-4:00 10 253.06

32189 SC TH Sep29 6:30-9:30 10 253.06

32286 BF TH Sep29 6:30-9:30 10 253.06

### Ceramics - Foundation 2 CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: PC201 Ceramics Foundation 1.

32148 SC MO Sep26 6:30-9:30 10 253.06

32228 BF MO Sep26 6:30-9:30 10 253.06

32170 SC TU Sep27 6:30-9:30 10 253.06

32239 BF TU Sep27 1:00-4:00 10 253.06

32194 SC WE Sep28 1:00-4:00 10 253.06

32208 SC WE Sep28 6:30-9:30 10 253.06

32250 BF WE Sep28 6:30-9:30 10 253.06

32261 BF TH Sep29 1:00-4:00 10 253.06

32218 SC TH Sep29 6:30-9:30 10 253.06

32287 BF TH Sep29 6:30-9:30 10 253.06

### Ceramics - Foundation 3 CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: PC202 Ceramics Foundation 2.

32149 SC MO Sep26 6:30-9:30 10 253.06

32229 BF MO Sep26 6:30-9:30 10 253.06

32171 SC TU Sep27 6:30-9:30 10 253.06

32240 BF TU Sep27 1:00-4:00 10 253.06

32187 SC WE Sep28 1:00-4:00 10 253.06

32206 SC WE Sep28 6:30-9:30 10 253.06

32251 BF WE Sep28 6:30-9:30 10 253.06

32262 BF TH Sep29 1:00-4:00 10 253.06

32217 SC TH Sep29 6:30-9:30 10 253.06

32288 BF TH Sep29 6:30-9:30 10 253.06

### Ceramics - Foundation 4 CERAPC204

Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Prerequisite: PC203 Ceramics Foundation 3.

32151 SC MO Sep26 6:30-9:30 10 253.06

32236 BF MO Sep26 6:30-9:30 10 253.06

32172 SC TU Sep27 6:30-9:30 10 253.06

32241 BF TU Sep27 1:00-4:00 10 253.06

32195 SC WE Sep28 1:00-4:00 10 253.06

32207 SC WE Sep28 6:30-9:30 10 253.06

32258 BF WE Sep28 6:30-9:30 10 253.06

32263 BF TH Sep29 1:00-4:00 10 253.06

32219 SC TH Sep29 6:30-9:30 10 253.06

32289 BF TH Sep29 6:30-9:30 10 253.06

### Ceramics - Intermediate 1 CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: PC204 Ceramics Foundation 4.

32152 SC MO Sep26 6:30-9:30 10 253.06

32237 BF MO Sep26 6:30-9:30 10 253.06

32173 SC TU Sep27 6:30-9:30 10 253.06

32242 BF TU Sep27 1:00-4:00 10 253.06

32197 SC WE Sep28 1:00-4:00 10 253.06

32209 SC WE Sep28 6:30-9:30 10 253.06

32259 BF WE Sep28 6:30-9:30 10 253.06

32264 BF TH Sep29 1:00-4:00 10 253.06

32220 SC TH Sep29 6:30-9:30 10 253.06

32292 BF TH Sep29 6:30-9:30 10 253.06

### Ceramics - Intermediate 2 CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: PC301 Ceramics Intermediate 1.

32154 SC MO Sep26 6:30-9:30 10 253.06

32238 BF MO Sep26 6:30-9:30 10 253.06

32174 SC TU Sep27 6:30-9:30 10 253.06

32243 BF TU Sep27 1:00-4:00 10 253.06

32198 SC WE Sep28 1:00-4:00 10 253.06

32210 SC WE Sep28 6:30-9:30 10 253.06

32252 BF WE Sep28 6:30-9:30 10 253.06

32265 BF TH Sep29 1:00-4:00 10 253.06

32221 SC TH Sep29 6:30-9:30 10 253.06

32297 BF TH Sep29 6:30-9:30 10 253.06

# Creative & Visual Arts

## Ceramics - Intermediate 3 CERAPC303

Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Prerequisite: PC302 Ceramics Intermediate 2.

32155	SC	MO	Sep26	6:30-9:30	10	253.06
32230	BF	MO	Sep26	6:30-9:30	10	253.06
32175	SC	TU	Sep27	6:30-9:30	10	253.06
32244	BF	TU	Sep27	1:00-4:00	10	253.06
32199	SC	WE	Sep28	1:00-4:00	10	253.06
32211	SC	WE	Sep28	6:30-9:30	10	253.06
32260	BF	WE	Sep28	6:30-9:30	10	253.06
32266	BF	TH	Sep29	1:00-4:00	10	253.06
32222	SC	TH	Sep29	6:30-9:30	10	253.06
32296	BF	TH	Sep29	6:30-9:30	10	253.06

## Ceramics - Intermediate 4 CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: PC303 Ceramics Intermediate 3.

32161	SC	MO	Sep26	6:30-9:30	10	253.06
32231	BF	MO	Sep26	6:30-9:30	10	253.06
32176	SC	TU	Sep27	6:30-9:30	10	253.06
32245	BF	TU	Sep27	1:00-4:00	10	253.06
32200	SC	WE	Sep28	1:00-4:00	10	253.06
32212	SC	WE	Sep28	6:30-9:30	10	253.06
32253	BF	WE	Sep28	6:30-9:30	10	253.06
32267	BF	TH	Sep29	1:00-4:00	10	253.06
32223	SC	TH	Sep29	6:30-9:30	10	253.06
32295	BF	TH	Sep29	6:30-9:30	10	253.06

## Ceramics - Advanced 1 CERAPC401

Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

32165	SC	MO	Sep26	6:30-9:30	10	253.06
32232	BF	MO	Sep26	6:30-9:30	10	253.06
32177	SC	TU	Sep27	6:30-9:30	10	253.06
32246	BF	TU	Sep27	1:00-4:00	10	253.06
32202	SC	WE	Sep28	1:00-4:00	10	253.06
32213	SC	WE	Sep28	6:30-9:30	10	253.06
32254	BF	WE	Sep28	6:30-9:30	10	253.06
32268	BF	TH	Sep29	1:00-4:00	10	253.06
32224	SC	TH	Sep29	6:30-9:30	10	253.06
32298	BF	TH	Sep29	6:30-9:30	10	253.06

## Ceramics - Advanced 2 CERAPC402

Prerequisite: PC401 Ceramics Advanced 1.

32166	SC	MO	Sep26	6:30-9:30	10	253.06
32233	BF	MO	Sep26	6:30-9:30	10	253.06
32178	SC	TU	Sep27	6:30-9:30	10	253.06
32247	BF	TU	Sep27	1:00-4:00	10	253.06
32203	SC	WE	Sep28	1:00-4:00	10	253.06
32214	SC	WE	Sep28	6:30-9:30	10	253.06
32255	BF	WE	Sep28	6:30-9:30	10	253.06
32269	BF	TH	Sep29	1:00-4:00	10	253.06
32225	SC	TH	Sep29	6:30-9:30	10	253.06
32299	BF	TH	Sep29	6:30-9:30	10	253.06

## Ceramics - Advanced 3 CERAPC403

Prerequisite: PC402 Ceramics Advanced 2.

32167	SC	MO	Sep26	6:30-9:30	10	253.06
32234	BF	MO	Sep26	6:30-9:30	10	253.06
32179	SC	TU	Sep27	6:30-9:30	10	253.06
32248	BF	TU	Sep27	1:00-4:00	10	253.06
32204	SC	WE	Sep28	1:00-4:00	10	253.06
32215	SC	WE	Sep28	6:30-9:30	10	253.06
32256	BF	WE	Sep28	6:30-9:30	10	253.06
32270	BF	TH	Sep29	1:00-4:00	10	253.06
32226	SC	TH	Sep29	6:30-9:30	10	253.06
32302	BF	TH	Sep29	6:30-9:30	10	253.06

**Register by Web, Mail, Fax or In person**  
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

## Ceramics - Advanced 4 CERAPC404

Prerequisite: PC403 Ceramics Advanced 3.

32168	SC	MO	Sep26	6:30-9:30	10	253.06
32235	BF	MO	Sep26	6:30-9:30	10	253.06
32180	SC	TU	Sep27	6:30-9:30	10	253.06
32249	BF	TU	Sep27	1:00-4:00	10	253.06
32201	SC	WE	Sep28	1:00-4:00	10	253.06
32216	SC	WE	Sep28	6:30-9:30	10	253.06
32257	BF	WE	Sep28	6:30-9:30	10	253.06
32271	BF	TH	Sep29	1:00-4:00	10	253.06
32227	SC	TH	Sep29	6:30-9:30	10	253.06
32303	BF	TH	Sep29	6:30-9:30	10	253.06

## Painting

### Chinese Brush Painting ARTTPD101

Explore the styles, supplies and equipment used in Chinese brush painting to produce basic and simple strokes.

32304	FF	SA	Sep24	9:30-12:30	10	223.06
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### Chinese Brush Painting 2 ARTTPD102

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: PD101

32305	FF	SA	Sep24	9:30-12:30	10	223.06
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### Chinese Brush Painting 3 ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: PD102

32306	FF	SA	Sep24	9:30-12:30	10	223.06
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### Chinese Brush Painting 4 ARTTPD104

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: PD103

32307	FF	SA	Sep24	9:30-12:30	10	223.06
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### Chinese Brush Painting 5 ARTTPD105

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: PD104

32308	FF	SA	Sep24	9:30-12:30	10	223.06
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### Chinese Brush Painting 6 ARTTPD106

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: PD105

32309	FF	SA	Sep24	9:30-12:30	10	223.06
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### Painting 1 ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra.

32311	FF	TU	Sep27	6:30-9:30	10	223.06
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### Painting 2 ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: PD211 Painting 1.

32312	FF	TU	Sep27	6:30-9:30	10	223.06
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### Painting 3 ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: PD311 Painting 2.

32313	FF	TU	Sep27	6:30-9:30	10	223.06
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### Painting 4 ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: PD411 Painting 3.

32314	FF	TU	Sep27	6:30-9:30	10	223.06
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### Painting 5 ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: PD511 Painting 4.

32315	FF	TU	Sep27	6:30-9:30	10	223.06
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### Painting 6 ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: PD611.

32316	FF	TU	Sep27	6:30-9:30	10	223.06
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### Watercolour Painting 1 ARTTPD231

Working from sketches of nature or simple objects, produce a finished painting showing movement and perspective. Materials extra.

32388	FF	MO	Sep26	7:00-10:00	10	233.06
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### Watercolour Painting 2 ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: PD231 Watercolour Painting 1.

32389	FF	MO	Sep26	7:00-10:00	10	233.06
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### Watercolour Painting 3 ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: PD331 Watercolour Painting 2.

32390	FF	MO	Sep26	7:00-10:00	10	233.06
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### Watercolour Painting 4 ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: PD431 Watercolour Painting 3.

32391	FF	MO	Sep26	7:00-10:00	10	233.06
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### Watercolour Painting 5 ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: PD531 Watercolour Painting 4.

32392	FF	MO	Sep26	7:00-10:00	10	233.06
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### Watercolour Painting 6 ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: PD631 Watercolour Painting 5.

32393	FF	MO	Sep26	7:00-10:00	10	233.06
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## Painting - Specialised Courses/Workshops

### Encaustic - Introduction ARTT10032

Using beeswax, pigment, appropriate tools and materials, you explore this ancient technique recently revisited by today's artists that includes heating/colouring wax, incising, embedding and transfer images. Some painting experience beneficial. Material fee \$35.00

32461	FF	SA/SU	Oct22	9:30-4:30	2	89.22
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## Air Brushing

### Airbrushing Techniques - Basic CREAPD012

Become familiar with airbrushing equipment, techniques, mediums and grounds. You will be sent list of equipment. Nov 5, 6, 19 and 20.

32394	FF	SA/SU	Nov5	9:30-4:30	4	223.06
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18	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Drawing

FASHION DRAWING - FASHFA201  
See Fashion Design Certificate

### Drawing 1 ARTTPD201

Enhance your ability to observe and record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, and gesture using charcoal, pencil, and conte crayon.

32320 FF TH Sep29 7:00-10:00 10 223.06

### Drawing 2 ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: PD201 Drawing 1.

32321 FF TH Sep29 7:00-10:00 10 223.06

### Drawing 3 ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: PD301 Drawing 2.

32322 FF TH Sep29 7:00-10:00 10 223.06

### Life Drawing 1 ARTTPD221

Learn to interpret the mass, proportions and unity of the human body using varied materials and methods. Nude models are used in this course. Previous drawing experience beneficial. Model fees included.

32323 FF WE Sep28 7:00-10:00 10 277.06

### Life Drawing 2 ARTTPD321

Capture the essence of different poses and body types, experimenting with various methods. Basic anatomy is introduced and nude models are used. Prerequisite: PD221 Life Drawing 1. Model fees included.

32324 FF WE Sep28 7:00-10:00 10 277.06

## Drawing - Specialised Courses/Workshops

### Quick Sketching Workshop ARTTCR530

Lead by Sylvia Simpson, you learn to use quick (1-3 minutes) sketching exercises to enrich your travels and supply valuable information for final/finished work.

32498 OR SA Oct1 9:30-4:30 1 80.08

## Jewellery & Silversmithing

### Jewellery - Construction CREAPJ205

Using materials such as; metals, resins, stones and leather, you design and construct dynamic, one-of-a-kind, jewellery. Focus on design principles, surfaces, colour, wirework and finishing techniques. Materials extra. Start-up kit, \$10 due first night of course.

32335 BF WE Sep28 6:30-9:30 10 243.06

### Jewellery and Silversmithing 1

#### CREAPJ201

Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. \$30).

32337 BF TU Sep27 1:30-4:30 10 243.06

32339 BF TH Sep29 6:30-9:30 10 243.06

### Jewellery and Silversmithing 2

#### CREAPJ202

Enhance your casting and fabrication skills. Prerequisite: PJ201 Jewellery 1.

32338 BF TU Sep27 1:30-4:30 10 243.06

32340 BF TH Sep29 6:30-9:30 10 243.06

### Jewellery and Silversmithing 3

#### CREAPJ301

Explore different methods of texturing metal. Design your own pieces and complete a brooch or pendant. Materials extra. Prerequisites: PJ202. Recommend Drawing 1 (ARTTPD201) prior to taking this course.

32344 BF MO Sep26 6:30-9:30 10 243.06

### Jewellery and Silversmithing 4

#### CREAPJ302

Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.

32343 BF MO Sep26 6:30-9:30 10 243.06

### Jewellery and Silversmithing 5

#### CREAPJ401

Develop your own program and projects in consultation with the instructor. Casting not part of this course. Prerequisite: PJ302. Materials extra.

32342 BF MO Sep26 6:30-9:30 10 243.06

### Jewellery Repair 1

#### CREAPJ500

An introduction to tools, properties of metal and solders, and techniques for simple repairs such as ring sizing and chain soldering. You supply your own items for repair. Materials extra.

32336 BF TU Sep27 6:30-9:30 10 243.06

### Precious Metal Clay 1

#### CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

32345 FF WE Sep28 6:30-9:30 10 223.06

### Precious Metal Clay 2

#### CREA10128

Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Prerequisite: CREA10080

32346 FF WE Sep28 6:30-9:30 10 223.06

## Jewellery - Specialised Courses/Workshops

**NEW!**

### Copper Enamelling-Introduction

#### CREACR541

A brief history of enamelling techniques followed by hands-on work on precut copper pendant, earring forms, will provide you with an introduction to preparation, application, kiln use (safety), wet sanding and cold-connection. You will enamel a total of three pieces, Material fee included.

32395 BF SA Nov5 9:30-4:30 1 118.15

### Jewellery-Beginners Wirework

#### CREA10037

Design & complete your own bracelet and earrings using various wires, wirework techniques, beads and tools. Materials \$20, payable to instructor.

32347 FF SA Nov26 9:30-4:30 1 78.57

## Carving & Sculpture

Please note - some manual dexterity is required for the use of sharp tools.

### Carving And Sculpture In Wood 1

#### CREAPS231

Study carving in the round including characteristics of wood, basic tools for carving and principles of three-dimensional design. Materials extra.

32396 FF WE Sep28 7:00-10:00 10 223.06

### Carving and Sculpture in Wood 2

#### CREAPS232

Enhance skill in carving in the round and relief carving. Materials extra. Prerequisite: PS231 Carving and Sculpture in Wood 1.

32397 FF WE Sep28 7:00-10:00 10 223.06

### Carving and Sculpture in Wood 3

#### CREAPS331

Develop techniques for handling more difficult materials including decorative chip and gouge carving. Prerequisite: PS232 Carving and Sculpture in Wood 2.

32398 FF WE Sep28 7:00-10:00 10 223.06

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## Paper Tole

### Paper Tole 1

#### CREAPC126

Develop basic skills with emphasis on terminology; pattern planning; uses and control of the cutting knife; matting and framing. Materials cost approximately \$45.00.

32348 FF WE Sep28 6:30-9:30 10 223.06

### Paper Tole 5

#### CREAPC130

Enhance skills in sculpturing and molding with emphasis on shape and structures. Select ships, water birds or fish. Prerequisite: PC129 Paper Tole 4. Material Fee: \$45.00.

32349 FF WE Sep28 6:30-9:30 10 223.06

### Paper Tole 6

#### CREAPC131

Concentrate on profiles of animals, and the human form with emphasis on perspective. Prerequisite: PC130 Paper Tole 5. You are responsible for material costs.

32350 FF WE Sep28 6:30-9:30 10 223.06

### Paper Tole 7

#### CREAPC132

Demonstrate movement (planes, trains, ships) with special attention to mounting and matting for effect. Prerequisite: PC131 Paper Tole 6. Materials are your responsibility.

32351 FF WE Sep28 6:30-9:30 10 223.06

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# Distance Education/Online Learning

## Distance Education/ Online Learning

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least a Pentium II 400 MHz / G3 processor is required as is a reasonably up-to-date Operating System such as Windows 2000 (or above) or Mac OS 9x, and 128 MB of RAM. The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

## OL - OntarioLearn.com

To see if online education fits your learning style, go to OntarioLearn.com and click on Online Learning to participate in a short quiz titled, "Are You Ready for On-line Learning?" OntarioLearn courses are interactive and instructor led with specific assignment due dates and other deadlines. The courses are not self-paced or self-directed.

### Start Date/Registration Deadline

Most courses start on Friday, September 9, 2011. We must receive your registration no later than Wednesday, September 14, 2011.

October, November and December Intakes available for some courses.

### Getting Started

You can start your course by visiting [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca). Your course officially begins Friday, September 9, 2011. It is your responsibility to log in to your course(s) prior to the refund deadline.

### Refunds

Refund requests must be received within 6 days of the published start date of the course. A \$20 administrative fee is non-refundable.

## DE - Distance Education

Instructors are available by phone and/or email for all courses.

### Registration Deadline

You can register up to 6 calendar days after the official start date unless otherwise stated.

### Getting Started

You will receive your course information by mail. It is your responsibility to log in to your course(s) prior to the refund deadline. Textbooks are not included.

### Refunds

Refund requests must be received within 6 days of the published start date of the course. A \$20 administrative fee is non-refundable.

### Textbooks

Textbooks are not included in course fees. Order texts online at [mohawk.bookware3000.ca](http://mohawk.bookware3000.ca)

### Exams

Check the exam schedule at [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca) for exam details. You must book your exam here. All work and scheduled exams must be completed by course end date. For information: [deexams@mohawkcollege.ca](mailto:deexams@mohawkcollege.ca)

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

## Associated Professional Programs

### Condominium Management (ACMO) Certificate

#### Mohawk College Certificate

Condominium management is a growth industry in Ontario. Develop theoretical knowledge and practical skills in managing condominiums effectively, including dealing with people, buildings and administrative activities.

**Questions?**  
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**Membership/Program Questions?**  
Information on ACMO membership and RCM exam available at 905-826-6890, 1-800-265-3263, [jschenk@acmo.org](mailto:jschenk@acmo.org) or [www.acmo.org](http://www.acmo.org)

**For program details visit**  
[disted.mohawkcollege.ca/acmo](http://disted.mohawkcollege.ca/acmo)

Upon completion of the four compulsory courses, you can write the comprehensive Registered Condominium Manager (R.C.M.) examination set by the Association of Condominium Managers of Ontario (ACMO) as a next step to earning this professional designation.

In order to receive the certificate one elective course is required.

### Introduction To Condominium Law LAWSCDM01

Learn the fundamentals of condominium law. Focus on the Ontario Condominium Act and working with related governance including Declarations, By-laws and Rules and other legislation affecting condominiums. 42 hours

31191 DE Sep12 474.40

### Physical Building Management MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to Facilities Management (MGMTFA631). 42 hours

31219 DE Sep12 474.40

### Financial Planning For Condominium Managers FINCCDM03

Examine sound fiscal policies and procedures necessary for a condominium's long term economic success. Focus on budget, collection, expenses, reserve fund, investment, accounting methods, financial statement, cash-flow planning, audit, borrowing, and treasurers and auditors. Working knowledge of Excel, Word and basic bookkeeping is required. 42 hours

31198 DE Sep12 474.40

### Condominium Administration & Human Relations MGMTCDM04

Explore knowledge and skills required for effective condominium management, including application of the Condominium Act and other legislation in daily operations. 42 hours

31199 DE Sep12 474.40

## Canadian Institute of Bookkeeping

Prepare for greater financial and job security as a Certified Bookkeeper. Three years practical experience is required before qualifying for certification. Program graduates are governed by a Code of Ethics.

### Questions?

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fax:416-929-8815 / [info@cibcb.com](mailto:info@cibcb.com)

Visit [www.cibcb.com](http://www.cibcb.com) to view Mohawk College equivalencies to C.I.B. courses. For details visit [ce.mohawkcollege.ca/CIB](http://ce.mohawkcollege.ca/CIB)

### Payroll Administration ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; preparation journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I - ACCTMCS01. Grade of 65% or better required to receive CIB credit. 42 hours

31238 OL Sep9 332.36  
31482 OL Nov1 332.36

## Institute of Law Clerks of Ontario

Designed to help you prepare for the annual examinations of The Institute of Law Clerks of Ontario (ILCO). Register for the Provincial Examinations through ILCO. Mohawk College is no longer hosting the examination. For approved exam locations, visit [www.ilco.on.ca](http://www.ilco.on.ca)

### Admission Requirements

RECOMMENDED: Experience in the legal field.

**For program details visit**  
[ce.mohawkcollege.ca/lawclerk](http://ce.mohawkcollege.ca/lawclerk)

### Litigation Procedures LAWSSEL3

Topics include legal research, drafting pleadings and preparing documents for court proceedings, documentary evidence, assisting at trial, appeals and conducting examinations in aid of execution/enforcement of orders. 75 hours

31575 OL Sep9 578.24

### Real Estate Procedures LAWSSEL3

All aspects of the basic residential real estate transaction are covered including land division in Ontario, land registration system, surveys, title insurance, ownership, agreement of purchase and sale, statutes, purchasing, selling, financing and closing the transaction. 57 hours

31574 OL Sep9 475.73

## Mechanical Techniques - Metal Casting Certificate

WATCH FOR COURSES NEXT TERM.

**Book your  
Distance Education exam  
online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

**Register online -**  
[ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

20	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Business

### Applied Accounting Bookkeeping

#### Acknowledgement of Completion

Why not develop your business skills through distance education? You will have 12 weeks to complete any of these courses. Upon completion of all 3 levels, you are eligible for an Applied Accounting Bookkeeping Acknowledgement.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[ce.mohawkcollege.ca/appacct](http://ce.mohawkcollege.ca/appacct)

#### Applied Accounting-Bookkeeping 1 ACCTBZ018

Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements. 36 hours

31150 DE	Sep15	240.31
31135 DE	Oct20	240.31

#### Applied Accounting-Bookkeeping 2 ACCTBZ019

Develop additional skills including: merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018. 36 hours

31151 DE	Sep15	240.31
31136 DE	Oct20	240.31

#### Applied Accounting-Bookkeeping 3 ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019. 36 hours

31152 DE	Sep15	240.31
31137 DE	Oct20	240.31

## Business - Other

### Advertising & Sales Promotion ADVR10039

Examine advertising, sales promotion, public relations, direct marketing, internet marketing and ethical and regulatory considerations as components of an integrated marketing communications framework. Equivalent to Advertising (MRKTMK361). 56 hours

31062 OL	Sep9	415.03
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### Applied Marketing Research MRKT10030

Examine the role of marketing research in today's competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship and explore real world research applications. Equivalent to Market Research (MRKTMK450). 45 hours

31276 OL	Sep9	352.38
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### Cost Management ACCT10017

Examine preparation and use of managerial cost accounting data in planning, controlling and decision-making in manufacturing and service operations. Consider new and traditional costing systems, budgeting, and basic differential analysis. Equivalent to Canadian Institute of Bookkeeping CIB331 and Management Accounting (ACCTCB203). Prerequisite: Accounting Introductory 1 (ACCTMCS01). 42 hours

31415 OL	Sep9	332.36
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### Dental Terminology COMM10168

Develop sound knowledge of dental terms, with an emphasis on anatomy, instrumentation and terminology specific to dental disease, prosthodontics, endodontics, periodontics, pedodontics, and malocclusion. 36 hours

31312 OL	Sep9	292.31
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### Entrepreneurship Fundamentals SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurship and intrapreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. 42 hours

31145 OL	Sep9	332.36
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### Entrepreneurship in Today's World BUSN10095

Examine entrepreneurship and its influence in today's world. Topics include intrapreneurship, social entrepreneurship, virtual businesses and e-commerce. Examine examples of innovation and the role of technology in the evolution of entrepreneurship. 28 hours

31503 DE	Sep8	186.91
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### Leadership in a Team Environment MGMT10096

Focus on skills and abilities needed to lead a team-based organization. Learn to mobilize participation, build consensus, and enable individuals to maximize their team's ability to achieve results. 45 hours

31254 OL	Sep9	352.38
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### Management of Organizational, Strategic and Marketing Plans MGMT10094

Work in teams to analyze an existing organizational situation, recommend a strategic direction for the organization, and develop a detailed marketing plan to support it. 60 hours

31379 OL	Sep9	437.81
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### Marketing on the World Wide Web MRKT10026

Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the Web. Significant student collaboration, research and discussions required. Prerequisite: Introductory marketing, computer and communications courses. 42 hours

31365 OL	Sep9	332.36
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### Business Studies Certificate Mohawk College Certificate

Develop or enhance your skills and knowledge for successful entry into the business world. This certificate will provide an introduction to a variety of different business areas.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

For program details visit  
[disted.mohawkcollege.ca/buinessstudies](http://disted.mohawkcollege.ca/buinessstudies)

### Accounting - Introductory I ACCTMCS01

Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to Accounting 1 (ACCTCB101). 45 hours

31218 OL	Sep9	352.38
31449 OL	Oct3	352.38
31450 OL	Nov1	352.38

### Accounting - Introductory II ACCTMCS02

Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Prerequisite: ACCTMCS01. 45 hours

31215 OL	Sep9	352.38
31451 OL	Nov1	352.38

### Business Law - Introductory LAWSMCS05

Develop the legal perspectives you need to conduct business in an environment increasingly affected by legislation. Focus on employment law, contracts, torts, business organizations, human rights, creditor's rights and marketing law. Equivalent to Business Law (BUSNCB436). 45 hours

31028 OL	Sep9	352.38
31477 OL	Nov1	352.38

### Introduction To Macroeconomics ECON10002

Examine the macroeconomic problems facing society including unemployment, inflation and economic growth. Learn to evaluate government's use of fiscal and monetary policy to deal with these problems. Equivalent to ECONEB222. Prerequisite: ECONMCS03. 45 hours

31102 OL	Sep9	352.38
31348 OL	Nov1	352.38

### Management Operations MGMTMCS07

Examine responsibilities of operations managers in manufacturing and non-manufacturing organizations and current tools including JIT, MRP, ERP, SAP, and more. Equivalent to Operations Management (BUSNGB335). 45 hours

31050 OL	Sep9	352.38
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### Management Principles MGMTMCS06

Explore the development of modern management and organizational theory. Consider processes of planning, organizing, directing and controlling, communications, behavioural strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations. 45 hours

31216 OL	Sep9	352.38
31349 OL	Nov1	352.38

### Marketing Principles MRKTMCS08

Examine marketing strategies and their role in achieving organizational objectives. Focus on marketing process and environments; planning and data collection; buyer behaviour and targeting strategies; and marketing mix. Equivalent to Marketing 1 (MRKTCB158). 45 hours

31217 OL	Sep9	352.38
31487 OL	Nov1	352.38

### Marketing - Advanced MRKT10018

Continue your study of marketing fundamentals, with particular attention to price strategy and management; distribution management; marketing communications; and new directions. Equivalent to Marketing 2 (MRKTMK351). Prerequisite: MRKTMCS08. 45 hours

31067 OL	Sep9	352.38
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#### Need Help?

AskMohawk at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

# Distance Education/Online Learning

## Microeconomics - Introductory ECONMCS03

Explore principles essential to an understanding of contemporary microeconomics, with emphasis on the use of economic models for accurate analysis of economic developments. Examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures and the effects of government intervention in the economic marketplace. Equivalent to Microeconomics (ECONEB122). 45 hours

31244	OL	Sep9	352.38
31424	OL	Oct3	352.38

## Quantitative Methods 1 BUSN10045

Benefit from an introduction to the use of graphs to present information and study basic measures of central tendencies and dispersions for both sample and population. Learn to use math functions to describe business relationships and build models, and linear and quadratic functions and constrained optimization for practical business situations. 45 hours

31103	OL	Sep9	352.38
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### Sign up now!

Registration opens at 8:30 am  
on Tuesday, August 9

## Financial Planning Certificate

### Mohawk College Certificate

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This in-house, four-course Certificate program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[dennis-m.cheredar@mohawkcollege.ca](mailto:dennis-m.cheredar@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/financialplanning](http://ce.mohawkcollege.ca/financialplanning)

## Financial Environment FINCFP011

Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours

31099	OL	Sep9	562.45
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## Life and Death Issues of Financial Planning FINCFP012

Analyze risk exposures and the strategies used to address them. Consider estate planning and the effects of different courses of action on the funds available to your heirs after death. 45 hours

31138	OL	Sep9	562.45
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## Investment Planning FINCFP013

Develop an understanding of capital markets with attention to securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. 45 hours

31130	OL	Sep9	562.45
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## Retirement Planning And Case Studies FINCFP014

Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. THIS COURSE MUST BE TAKEN LAST.

Prerequisites: FINCFP011, FP012 and FP013. 45 hours

31100	OL	Sep9	562.45
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## Human Resources Certificate

### Mohawk College Certificate

Courses are approved by the Human Resources Professionals Association of Ontario (HRPAO).

### HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to [www.hrpa.ca/hrpa](http://www.hrpa.ca/hrpa) or call 1-800-387-1311.

Students who have successfully completed the 9 required courses can apply for, and obtain, the Mohawk College Human Resources Certificate. A degree is required only if you wish to write the National Knowledge Exam. For program details visit

[ce.mohawkcollege.ca/humanresources](http://ce.mohawkcollege.ca/humanresources)

## Compensation and Benefits HRESPIR11

Examine the theoretical and applied aspects of the compensation function used in all organizations. Major factors that influence the design of a compensation system receive special emphasis. Prerequisite: MGMTBPC01. 45 hours

31239	OL	Sep9	352.38
31447	OL	Nov1	352.38

## Finance And Accounting ACCTPIR23

An understanding of accounting concepts is an important asset in human resource management. Explore the relationships between management of performance and basic management functions of planning, coordination and control. Basic knowledge of accounting is recommended. Prerequisite: MGMTBPC01. 42 hours

31035	OL	Sep9	332.36
31476	OL	Oct3	332.36

## Human Resource Management Studies MGMTBPC01

Explore the strategic importance of HR management. Topics include job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning. Employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employee relations and the Union-Management framework will also be studied. 60 hours

31029	OL	Sep9	437.81
31432	OL	Oct3	437.81

## Human Resources Planning and Staffing HRESPIR17

Learn how to forecast the human resource needs of an organization within ambient socio-political situations. 42 hours

31197	OL	Sep9	332.36
31475	OL	Oct3	332.36

## Introduction To Industrial Relations LABRPIR08 (E)

Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, and administration of the collective agreement, grievances and arbitration. Prerequisite: MGMTBPC01. 42 hours

31157	OL	Sep9	332.36
31452	OL	Oct3	332.36

## Occupational Health & Safety SAFEPIR21

Broaden your knowledge of OHSA. Topics include legislation, WSIB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of OHSA Programs. 45 hours

31033	OL	Sep9	352.38
31446	OL	Nov1	352.38

## Organizational Behaviour and Administration BUSNPIR22 (E)

Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Prerequisite: MGMTBPC01. 42 hours

31418	OL	Sep9-Oct28	332.36
31034	OL	Sep9-Dec16	332.36
31441	OL	Oct3	332.36

## Recruitment And Selection HRESPIR20

Human Resources professionals need an understanding of how recruitment and selection fits in an organization and how it relates to other HR management functions. You will learn to identify HR requirements and attract and retain an effective workforce, with emphasis on changing legislation and its impact on recruitment and selection. Prerequisite: MGMTBPC01. 42 hours

31355	OL	Sep9-Oct28	332.36
31032	OL	Sep9-Dec16	332.36
31445	OL	Oct3	332.36

## Staff Training and Development BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations.

Topics include needs analysis; program design/development; program administration; and measurement and evaluation. Prerequisite: MGMTBPC01. 60 hours

31046	OL	Sep9	437.81
31351	OL	Nov1	437.81

## Human Resources - Other

### Benefits Administration BUSN10059

Examine benefits and their administration. Focus on the Canada Pension Plan, Workers' Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Topics also include costing, program design, E.A.P.s and special programs. 45 hours

31020	OL	Sep9	352.38
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### Personnel Research Techniques and HRIS HRES10017

Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to HRESHRM16. Prerequisite: MGMTBPC01. 42 hours

31284	OL	Sep9	332.36
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# Distance Education/Online Learning

## Industrial Distribution Leadership Certificate

Mohawk College Certificate

Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/IDL](http://ce.mohawkcollege.ca/IDL)

### Customer Service and Sales in Industrial Distribution MRKT10027

Discuss the importance of customer relationship management, marketing strategies and promotions, and the outside and inside selling processes required for success in industrial distribution. 30 hours

31327 OL Sep9 252.26

### Industrial Distribution Integrated Case Study BUSN10056

Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisites: BUSN10046, MGMT10069, MRKT10027, BUSN10054 and BUSN10055. 30 hours

31393 OL Sep9 252.26

### Leadership and Effective Communication in Industrial Distribution MGMT10069

Develop essential leadership skills. Explore the differences between managing and leading, with emphasis on developing a High Performance Team, Team Dynamics & Problem Solving in today's workplace. Coaching Skills and Leadership Models are also covered. 30 hours

31359 OL Sep9 252.26

### Operational Fundamentals in Industrial Distribution BUSN10055

Discuss Logistics, Inventory Management and Sourcing & Purchasing as three fundamental activities in the Industrial Distribution industry. Also consider Operations and Supply Chain Management, the Supply Chain, Forecasting, Value-based Management and Inventory Management and Sales and Operations Planning. 30 hours

31412 OL Sep9 252.26

## Industrial Relations Certificate

Mohawk College Certificate

For program details visit

[ce.mohawkcollege.ca/industrialrelations](http://ce.mohawkcollege.ca/industrialrelations)

See other course listings under Human Resources Certificate.

### Employment Law BUSNPIR19

Discuss legislation pertaining to labour relations, employment standards, employment equity, workers' compensation and human rights. 48 hours

32327 OL Sep9 369.47

### Labour Economics BUSNPIR10 (E)

Develop practical & analytical tools to aid in the understanding of labour market operations. Topics include: the decision to work, to retire, or reduce the length of the work week, factors that influence a firm's decision to hire labour by comparing labour markets, external factors such as unions & government, and problems & solutions to unemployment, discrimination, & wage differentials. 42 hours

31247 OL Sep9 332.36

## Legal - Other

### Introduction To Legal Office Practice And Procedures OADM10009

Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended: LAWS10005. 45 hours

31143 OL Sep9 352.38

### Landlord & Tenant Law LAWS10064

Examine landlord/tenant relationships, relevant legislation and the essentials of a tribunal application proceeding under the Residential Tenancies Act. Good preparation for careers as rental agents, property management professionals and support roles with the Board. 42 hours

31283 OL Sep9 332.36

### Law Office Accounting ACCT10007

Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: OADM10009 and LAWS10005. 45 hours

31045 OL Sep9 352.38

### Legal Terminology LAWS10005

Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 45 hours

31203 OL Sep9 352.38

### Provincial Offences/Motor Vehicle Offences LAWS10076

Develop a good understanding of issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours

31314 OL Sep9 332.36

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

## Long Term Care Management

Due to the aging population and the commitment from the Ministry of Health and Long-term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry.

Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.

Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)  
[disted.mohawkcollege.ca/longtermcaremgt](http://disted.mohawkcollege.ca/longtermcaremgt)

## Financial Management (Retirement Communities/Long Term Care)

FINC10008

Learn to use financial management and budgeting tools common to the private and not for profit sectors. Canadian financial infrastructure, funding and health care system also receive emphasis. 45 hours

31367 OL Sep9 352.38

## Food Nutrition & Hospitality Management for Retirement HLTH10109

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. 45 hours

31375 OL Sep9 352.38

## HR and Labour Relations in Retirement Communities Management HRES10020

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. 45 hours

31492 OL Sep9 352.38

## Operational Overview in Long-term Care HLTH10110

Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology. 45 hours

31378 OL Sep9 352.38

## Resident Centred Care HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110. 45 hours

31374 OL Sep9 352.38

## Sales and Marketing in Long Term Care Management BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. 45 hours

31491 OL Sep9 352.38

## Manufacturing Leadership Certificate

Mohawk College Certificate

For program details visit

[disted.mohawkcollege.ca/manufacturingleadership](http://disted.mohawkcollege.ca/manufacturingleadership)

Coaching And Developing People

MGMTCA03

Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. Manual included. 30 hours

31250 OL Sep9 500.80

## Continuous Improvement Process

QUALCMA06

Become familiar with the concepts, terms and methods used by today's industry to pursue continuous improvement. Manual included. 30 hours

31104 OL Sep9 500.80

# Distance Education/Online Learning

## Developing Effective Teams MGMTCA04

New and aspiring supervisors develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. You will learn how various team structures can help organizations make the most of their human resources. Manual included. 30 hours

31129 OL Sep9 500.80

## Supervisory Skills For Business And Industry MGMTCA02

Supervisors will develop specialized skills such as time management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. Manual included. 30 hours

31252 OL Sep9 500.80

## The Business of Tomorrow BUSN10047

Learn to deal with issues and questions related to two manufacturing challenges: the global economy and the changing workplace. Intended for supervisors, course topics include implementing change, the impacts from global competitors, understanding the workforce 'mosaic', committing to continuous learning and helping others to do the same. Manual included. 30 hours

31083 OL Sep9 500.80

## Ontario Management Development Studies

The Ontario Management Development Program is being significantly revised. You should only be taking the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series. Courses in the new Leadership Development series are not yet available online, however, they are available through the CE Business department.

Visit [ce.mohawkcollege.ca/OMDP](http://ce.mohawkcollege.ca/OMDP) for details.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

## Critical & Creative Thinking BUSN10022

Hone your abilities to think creatively and apply critical thinking and reasoning to personal and work situations. Sound card required, mandatory group work. 30 hours

31063 OL Sep9 252.26

## Dealing And Working With Difficult People CONFBU397

Discover how understanding and working with all kinds of personalities contributes to management success. Learn to assess personality styles, establish rapport, read body language, and connect with anyone you choose. 30 hours

31146 OL Sep9 252.26  
31480 OL Nov1 252.26

## Effective Supervision-Human Relations MGMTMD221

Enhance your understanding of people, with emphasis on motivation, handling conflict, delegation, building morale and more. Develop practical insights into handling people effectively and improve your overall performance. 30 hours

31174 OL Sep9 252.26

## How to Start a Small Business SBMGMD249

Focus on the fundamentals of business operation with emphasis on creating a business plan. 30 hours

31471 OL Sep9 252.26

## Personal Success MGMTMD278

Learn to thrive in the workplace and socially. Enhance your abilities in public speaking, listening, and self-presentation. Topics include techniques for career advancement, alliance building and positioning, negotiation skills, managing office politics, time and stress management. 30 hours

31175 OL Sep9 252.26

## Small Business Bookkeeping

### ACCTMD103

Develop an understanding of the basics of bookkeeping and the role of accounting in managing a small business effectively. 30 hours

31519 OL Sep9 252.26

## Professional Sales

### Ethical Issues in Business

#### BUSN10010(E)

Using case studies drawn from real business situations and research papers, you will explore business ethics. Reports and presentations are required. 45 hours

31018 OL Sep9 352.38

### Principles of Sales BUSN10021

Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to Applied Selling (MRKTMK355). 56 hours

31362 OL Sep9 415.03

### Selling For Success MRKT10025

Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation. Prerequisite: MRKTMCS08. 48 hours

31101 OL Sep9 369.47

### Strategies for Fostering Client Loyalty BUSN10058

Gain insights and ideas for creating lasting and genuine customer relationships that will withstand the competitive overtures of other companies. 45 hours

31361 OL Sep9 352.38

Visit our website

[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Project Management

### Introduction to Project Management

#### HRES10013

Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. 48 hours

31075 OL Sep9 369.47  
31427 OL Oct3 369.47  
31478 OL Nov1 369.47

## Project Management Scheduling Software INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Required: MS Project 2007 software. Prerequisite: HRES10013. 48 hours

31094 OL Sep9 369.47  
31434 OL Nov1 369.47

Book your DE exam online

[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Small Business and Entrepreneurship Certificate

### Ontario College Certificate

Develop or enhance your skills and knowledge for successful small business ownership, or management roles. You will develop a comprehensive business plan useful for securing financing and strategic business planning.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[mike.piczak@mohawkcollege.ca](mailto:mike.piczak@mohawkcollege.ca)

### Admission Requirements

OSSD or equivalent

### For program details visit

[disted.mohawkcollege.ca/  
smallbusentrepreneurship](http://disted.mohawkcollege.ca/smallbusentrepreneurship)

## Intro To Small Business And Entrepreneurship SBMGSB101

Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management. 70 hours

31228 OL Sep9 494.76

### NEW!

## Managing The Small Business SBMG10013

Study best practices and proven approaches for handling people, data, and systems in the small business. Focus on content and process skills including decision-making, presenting arguments, building teams, introducing change and leadership. 42 hours

32594 OL Sep9 332.36

## Operations And Legal Issues SBMGSB202

Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: SBMGSB101. 56 hours

31048 OL Sep9 415.03

## Computer Skills 1 SBMG10014

Learn to use Windows 7 and other software to produce business reports, work with existing spreadsheets, communicate via E-mail and browse the Web. Assignments will become components of the student's written business plan. 42 hours

31255 OL Sep9 332.36

24	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Computer Skills 2

**SBMG10016**

Continue to develop the skills you need to produce and present a professional business plan, using Word, Excel, PageMaker, Visio, PowerPoint and FrontPage. Prerequisite: SBMG10014. 42 hours  
31256 OL Sep9 332.36

## Small Business-Financial Management

**MGMTSB102**

Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: SBMG101. 56 hours  
31229 OL Sep9 415.03

## Small Business Marketing Skills

**SBMG10000**

Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: SBMG101. 56 hours  
31141 OL Sep9 415.03

## The Detailed Business Plan SBMG10015

Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: SBMG101, SBMG10014, SBMG10016, INFOSB203, SBMG10000, SBMG102 and MGMTSB102. 56 hours  
31257 OL Sep9 415.03

## Small Business Bookkeeping

**Taxation I**

**ACCT10019**

Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments and capital gains. Learn to complete personal tax returns manually and using a software application. Prerequisites: ACCTMCS01 and ACCTMCS02. 45 hours  
31456 OL Sep9 352.38

**Free Academic Upgrading**

905-575-2029

## Office Administration

### Veterinary Office Management Certificate

**Mohawk College Certificate**

Prepare for a career as a key member of the veterinary office and animal health care team. Focus on veterinary office skills including client relations and business communication, and develop fundamental knowledge of animal health care.

**Questions?**

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

**Admission Requirements**

Grade 12 Diploma, or equivalency and basic computer skills.

**For more information visit**

[disted.mohawkcollege.ca/veterinaryofficemgt](http://disted.mohawkcollege.ca/veterinaryofficemgt)

Train for a new career in an animal care environment



## Veterinary Office Skills & Procedures

**OADM10013**

Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered. 42 hours  
31116 OL Sep9 332.36

## Veterinary Terminology

**COMM10107**

Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients. 45 hours  
31117 OL Sep9 352.38

## Basic Animal Husbandry

**HLTH10062**

Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well organized hospital. Prerequisite: COMM10107. 36 hours  
31073 OL Sep9 292.31

## Animal Husbandry II

**HLTH10071**

Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: HLTH10062. 36 hours  
31091 OL Sep9 292.31

## Veterinary Lab Procedures

**HLTH10098**

Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: HLTH10071. 36 hours  
31021 OL Sep9 292.31

## Veterinary Surgical Procedures

**HSC110138**

Consider basic procedures for common veterinary surgeries. Topics include pre and post-op duties, handling and cleaning of surgical instruments, sterile and non-sterile techniques, and appropriate behaviour during surgery and record keeping. Prerequisite: HLTH10098. 36 hours  
31382 OL Sep9 292.31

## Basic Veterinary Pharmacology

**HSC110135**

Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: HLTH10098. 36 hours  
31340 OL Sep9 292.31

## Veterinary Anaesthesia

**VETR10000**

Focus on the fundamentals of Veterinary Anesthesia, with emphasis on equipment, preparing animals for anesthesia, monitoring and the post anesthetic period. Prerequisite: HSC110135. 36 hours  
31457 OL Sep9 292.31

## Building and Maintaining Customer Relationships

**BUSN10034**

Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business. 48 hours  
31044 OL Sep9 369.47

## Ward Clerk Certificate

**Mohawk College Certificate**

Develop essential skills for employment as a hospital ward clerk/secretary. Completion of medical keyboarding is strongly recommended to enhance your employment opportunities.

**Questions?**

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

**Admission Requirements**

Grade 12 diploma, or equivalency, and basic computer skills. Experience in the health care setting is an asset.

**For program details visit**

[disted.mohawkcollege.ca/wardclerk](http://disted.mohawkcollege.ca/wardclerk)

**Medical Keyboarding (KEYB10005) is strongly recommended.**

## Comprehending Medical Terms and Diagnoses

**HSC110003**

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. Equivalent to OADMOA323 - Medical Terminology. 45 hours

31001 OL Sep9 352.38

31428 OL Oct3 352.38

31354 OL Nov1 352.38

## Medical Conditions for Medical Office Professionals

**HSC110002**

Examine common medical conditions and review pertinent anatomy and physiology. Consider the relationship of aging on the body's systems. Open to those currently working in healthcare or those interested in this career direction. 36 hours

31000 OL Sep9 292.31

## Pharmacology for the Medical Office

**HSC110024**

Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. This course will interest people currently employed or those aspiring to employment in health related areas. 36 hours  
31195 OL Sep9 292.31

## Understanding Medical Tests for Medical Office Staff

**HSC110025**

Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended: HSC110003. 36 hours

31201 OL Sep9 292.31

## Understanding Surgical Procedures for Medical Office Staff

**HSC110026**

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: HSC110003. 36 hours

31202 OL Sep9 292.31

Monthly starts available in many Distance Education courses

# Distance Education/Online Learning

## Working And Communicating In A Medical Setting **COMM10021**

Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations. 36 hours  
31196 OL Sep9 292.31

## Office Administration - Other Essentials In Health Records Management **MGMT10039**

Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours  
31105 OL Sep9 292.31

## Medical Keyboarding **KEYB10005**

Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: HSCI10003 and keyboarding skills of 30 net words per minute. 42 hours  
31227 OL Sep9 332.36

## Medical OHIP Billing **OADM10010**

Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to Health Insurance Billing (INSROA350). Prerequisite: HSCI10003. 42 hours  
31064 OL Sep9 332.36

**NEW!**

## Medical Terminology II - Pronunciation **HSCI10157**

Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required speaker and microphone. Prerequisite: HSCI10003. 36 hours  
32451 OL Sep9 292.31

## Styles and Practices of Medical Transcription **HSCI10152**

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMMLL041). Mohawk students in the full-time day program need approval from the Program Co-ordinator. 45 hours  
31531 OL Sep9 352.38

**Watch for our Winter 2012 catalogue**  
Available in print on Tuesday, November 22

## Computers

For details on certificate and acknowledgement visit [ce.mohawkcollege.ca/buscomputer](http://ce.mohawkcollege.ca/buscomputer)

### What you need...

Access to a computer with appropriate software. Instructors provide assistance with course content but cannot provide any technical support. The Internet Service Provider is responsible for such support.

### SOFTWARE VERSIONS

Windows XP Operating System  
Windows Vista Operating System  
Windows 7 Operating System  
Adobe Suite CS5.5 (Dreamweaver, Fireworks, Flash, Photoshop)  
Access, Excel, PowerPoint, Word: Office 2010  
Outlook 2010  
Visio 2010  
Photoshop Elements 9  
Publisher 2007  
Software is your responsibility and is not included in course fees.

## Business Computer Applications Certificate

### Mohawk College Certificate

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/buscomputer](http://ce.mohawkcollege.ca/buscomputer)

### Access Core **INFO10081**

Learn to insert, delete and change data in a Microsoft Access 2010 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31110 DE Sep12 240.31

### Access Expert **INFOBW305**

Learn to use Access 2010 pivot tables & charts, import and export data to Excel, work with table analyzer and junction tables and use macros. Prerequisite: INFO10081. 18 hours  
31148 DE Sep12 120.15

### Adobe Photoshop Elements **INFO10069**

Create slide shows, calendars and more, using Adobe Photoshop Elements 9. Focus on loading, organizing, editing and sharing photos, repairing/retouching, and adding text and effects. Adobe approved course materials. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31346 OL Sep9 292.31

### Computer Basics with Windows 7, Word and Excel **INFO10156**

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to: INFO10053 or INFO10113. 36 hours.  
31440 DE Sep12 240.31  
31586 DE Sep26 240.31

### Computer Basics with Windows Vista, Word & Excel **INFO10113**

Gain basic competency in the Windows Vista operating system, Microsoft Word and Microsoft Excel. Equivalent to INFO10053 or INFO10156. 36 hours  
31278 DE Sep12 240.31  
31279 DE Sep26 240.31

### Computer Basics with Windows, Word and Excel **INFO10053**

Learn the basics for using Windows XP effectively, including creating, editing, formatting, saving and printing Word and Excel documents. Equivalent to INFO10113 or INFO10156. 36 hours  
31066 DE Sep12 240.31  
31277 DE Sep26 240.31

### Excel Core **INFO10078**

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31111 DE Sep12 240.31

### Excel Expert **INFO10079**

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078. 36 hours  
31112 DE Sep12 240.31

### Photoshop (Adobe) **INFO10149**

Edit and enhance a variety of images. Discover selection tools, layers, masks & channels, text, vector drawing, colour adjustments, compositing, preparing files for the web and more. Covers Standard version of Photoshop CS5.5. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31336 DE Sep12 240.31

### PowerPoint **INFO10082**

Learn to create effective presentations using Microsoft PowerPoint 2010 basic functions and commands plus advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31113 DE Sep12 240.31

### Publisher Core **INFO10157**

Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10053 or INFO10113 or INFO10156. Version 2007. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31455 DE Sep12 240.31

### Visio **INFO10045**

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010. Prerequisite: INFO10053 or INFO10113 or INFO10156. 18 hours  
31285 OL Sep9 172.15

### Word Core **INFO10077**

Learn basic features of Microsoft Word 2010 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10053 or INFO10113 or INFO10156. 36 hours  
31114 DE Sep12 240.31

### Word Expert **INFO10080**

Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and forms using Microsoft Word 2010. Prerequisite: INFO10077. 36 hours  
31115 DE Sep12 240.31

# Distance Education/Online Learning

## Desktop Publishing With Word INFOBW410

Create professional flyers, greeting cards, letterheads, business cards, and more. You don't need to master specialized software. Word 2010 can do it all and more. Prerequisite: INFO10077. 18 hours  
31298 DE Sep12 120.15

## Cisco Certified Network Associate

**Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057**  
Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours  
31065 OL Sep9 676.96

**Cisco Certified Network Associate 2 - Intro to Routing COMP10055**  
Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours  
31109 OL Sep9 676.96

**Cisco Certified Network Associate 3-Routing and Switching COMP10117**  
Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours  
31458 OL Sep9 676.96

**Cisco Certified Network Associate 4 - Wide Area Networking COMP10118**  
Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. Prerequisite: COMP10117. 70 hours  
31461 OL Sep9 676.96

## Computer - Graphics

Software is your responsibility and is not included in course fees.

**Adobe Illustrator COMP10119**  
Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours  
31470 OL Sep9 332.36

**Adobe InDesign Basics COMP10120**  
Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign required. 45 hours  
31469 OL Sep9 352.38

**Introduction To Photoshop INFOFY114**  
Learn the tools and commands of this popular program. Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Software version CS4 or CS5 required. Equivalent to PHTOPY110. 42 hours  
31443 OL Sep9 332.36

**Photoshop - Level 2 INFO10047**  
Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Prerequisite: INFOFY114. Software CS4 or CS5; required. Equivalent to PHTOPY120. 42 hours  
31444 OL Sep9 332.36

### Peer Tutoring Available

905-575-1212 ext 3279

peer.tutor@mohawkcollege.ca

## Computer - Other

Software is your responsibility and is not included in course fees.

**Adobe Acrobat COMP10104**  
Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours  
31344 OL Sep9 292.31

**Introduction to QuickBooks INFO10141**  
Use QuickBooks to set up a chart of accounts, reconcile accounts, and perform record keeping essential for small and mid-sized businesses. QuickBooks 2010 - PC Edition. 42 hours  
31417 OL Sep9 332.36

**Advanced QuickBooks INFO10142**  
Explore various topics including purchasing, inventory, management, units of measure, estimates and progress billing, job castings, customizing invoices and other forms, class accounting, multicurrency, budgeting and advanced reporting (customizing and memorizing). Prerequisite: INFO10141. 42 hours  
31317 OL Sep9 332.36

**HTML Introduction COMP10106**  
Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 40 hours  
31371 OL Sep9 319.01

**HTML Intermediate COMP10107**  
Learn to use Dynamic HTML (DHTML) for Cascading Style Sheets, controlling content, and positioning. Advanced DHTML features and structuring data with XML also receive emphasis. Prerequisite: COMP10106. 40 hours  
31373 OL Sep9 319.01

**Introduction to C# Programming COMP10116**  
Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours  
31464 OL Sep9 332.36

**Programming in C COMP10122**  
Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours  
31495 OL Sep9 352.38

**Introduction To Micro Computers COMPCO165**  
You will be introduced to various topics including Windows 7, Internet, MS Word, MS Excel as well as MS PowerPoint. 28 hours  
31026 DE Sep15 186.91

**Java - Introduction COMP10035**  
Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, JOptionPane Class, arrays, and basic Applets. 40 hours  
31225 OL Sep9 319.01

**Java - Intermediate COMP10036**  
Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: COMP10035. 40 hours  
31047 OL Sep9 319.01

**Keyboarding for Computers KEYB10007**  
Learn to type, with emphasis on speed (30 net words per minute) and accuracy. Enhance skills in proofreading and editing and benefit from the latest research on repetitive stress injury and ergonomics. Software NOT compatible with a MAC computer. 42 hours  
31108 OL Sep9 332.36

**MS Office Professional: Version XP INFORM141**  
Learn the basics of Word, Excel, Access, Outlook and PowerPoint and how these various applications within the Microsoft Office XP Professional suite of programs interact. 45 hours  
31036 OL Sep9 352.38

**MS-Office 2007 INFO10095**  
Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. 45 hours  
31074 OL Sep9 352.38

**Earn a certificate while you work**  
DE makes it happen!

## Integrated Accounting Certificate

**Mohawk College Certificate**  
Enhance your understanding of computerized accounting and its effect on accounting practice. Software is included with textbook purchase; software is not compatible with a Mac computer. Course numbers differ between Distance Education and in-class courses in this program. Visit our website for a full list of equivalent courses.

For program details visit  
[ce.mohawkcollege.ca/integratedacct](http://ce.mohawkcollege.ca/integratedacct)

**AccPac - General Ledger INFOBW190**  
Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports using Sage AccPac 500 ERP, Version 5.6. Prerequisite: Windows course or equivalent experience and familiarity with basic accounting. 18 hours  
31296 OL Sep9 172.15

# Distance Education/Online Learning

## AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. 18 hours  
31147 OL Sep9 172.15

## AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. 18 hours  
31149 OL Sep9 172.15

## AccPac Order Entry - Level 1 INFOBW490

Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: INFOBW190, BW290 and BW390. 18 hours  
31132 OL Sep9 172.15

## AccPac Order Entry - Level 2 INFOBW492

Focus on Inventory Control, Purchase Orders and Order Entry modules. Learn to work with quotations, orders, invoices, requisitions, PO's, receipts, inventory, shipments and adjustments. Uses Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW490. 18 hours  
31133 OL Sep9 172.15

## AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: INFOBW190, BW290 and BW390. 18 hours  
31134 OL Sep9 172.15

## Simply Accounting INFO10087

GL, AR, & AP as well as the setup of payroll, inventory, service items and project modules. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows. 36 hours  
31118 DE Sep12 240.31

## Technical Support

Attain the technical skills and knowledge that technology support analysts need to support staff who deliver quick, informed solutions to desktop-related problems and, as well, support standard application development and implementation projects.

## A+ Essentials-Hardware COMP10108

Develop understanding of typical PC components and their relationship to the computer's operating system and peripherals. Gain experience in diagnosis and troubleshooting, and prepare for the A+ hardware certification exam. 56 hours  
31381 OL Sep9 415.03

## A+ Essentials - Operation System Software COMP10121

Complete this course and A+ Essentials - Hardware to validate knowledge of computer operating systems, including installation, repair, configuring, troubleshooting, preventive maintenance, security and soft skills. Prerequisite: A+ Essentials Hardware (COMP10108). 52 hours  
31496 OL Sep9 392.25

## Webmaster Certificate

Mohawk College Certificate

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For program details visit  
[ce.mohawkcollege.ca/webmaster](http://ce.mohawkcollege.ca/webmaster)

For Web Page Design courses, you will be provided with a Web account to enable you to upload pages to a Mohawk College web server. You will need access to a computer with appropriate software. Instructors provide assistance with course content but cannot provide any technical support. The Internet Service Provider is responsible for such support.

## CGI/Perl Scripting INFOBIN62

Learn literals, variables, control statements, functions & reading & writing data to a file, write CGI/Perl scripts to process information received from HTML forms & write the output in a raw data file or in an HTML web page. Prerequisite: INFOBIN36. 18 hours  
31280 DE Sep12 120.15

## Dreamweaver INFO10111

Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110. 36 hours  
31275 DE Sep12 240.31

## Fireworks (Adobe) INFO10152

Learn to use one of the best graphics editing software packages. Fireworks is easy to use and allows you to quickly create images optimized for the web. 36 hours  
31385 DE Sep12 240.31

## Flash Animation INFO10150

Discover this powerful animation product by working with graphics, symbols, sound and video. Use components, add animation, articulate motion and morphing, and create interactive navigation. Learn to load, control and publish Flash content. 36 hours  
31321 DE Sep12 240.31

## JavaScript - Level 1 INFOBIN36

Learn to use essential JavaScript applications to validate HTML forms, "sniff" browser type & set Internet cookies. Prerequisite: INFO10110 or previous programming experience. 18 hours  
31085 DE Sep12 120.15

## Outlook INFOBIN56

Explore the use of Outlook & the Internet as an effective personal information manager & organizational tool. This course is NOT Outlook Express. Prerequisite: INFO10110. 18 hours.  
31012 DE Sep12 120.15

## Web Design Basics INFO10144

Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web. 36 hours  
31320 DE Sep12 240.31

## Web Page Design INFO10110

Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. 36 hours  
31281 DE Sep12 240.31

## Web Page Design - Level 3 INFO10034

Enhance your skills in creating professional Web pages for personal or business use. Learn to publish a web site on search engines & select a web host. Prerequisite: INFO10110. 18 hours  
31220 DE Sep12 120.15

## Web Scripting with PHP INFO10112

Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110. 36 hours  
31282 DE Sep12 240.31

## XML INFO10145

Surveys the markup language XML and all of the related technologies including XML parsers, the DOM interface, XSL, XSLT, XHTML, and other emerging standards related to XML. Covers programming with Javascript to modify XML documents. 36 hours  
31319 DE Sep12 240.31

## Creative & Visual Arts

### Westerns: A Study in the Film Genre GINT10034

Explore the major themes, theories and ideas of the Western and the place of the genre in the contemporary context. Focusing on selected actors, directors and films, examine History and Components, Landscape and Setting, and Indigenous Peoples. 48 hours  
31022 OL Sep9 369.47

### Drawing

#### Drawing Realistic Subjects in Coloured Pencil CREA10095

Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. 36 hours  
31024 OL Sep9 292.31

#### Drawing Realistic Subjects in Pencil CREA10094

Learn to use blending and shading and other pencil techniques to create detailed still life, landscapes, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. 36 hours  
31023 OL Sep9 292.31

## Engineering Technology

### Architecture

#### History Of Architecture BLDGAR173 (E)

Become introduced to the evolution of Western architecture from ancient times to modern day. Study the development of design, construction techniques, and ideas in both individual pieces of architecture and town planning. 45 hours  
31559 OL Sep9 352.38

#### History of Ontario Architecture BLDG10043 (E)

You are introduced to the evolution of Ontario architecture from First Nations to modern day. With readings, assignments and empirical observation, you will study the development of design and construction techniques unique to the development of architecture in Ontario. 45 hours  
31558 OL Sep9 352.38

28	How to read course details:	CRN*	Location	Day(s)	Start	Time	Certificate of Qualification Exam Prep Courses
		31256	FF	WE	Sep12	6:30-9:	Industrial Electrician Pre-License ELECIL400 39068 DE Oct11 385.81

# Distance Education/Online Learning

## Environment

More environment-related courses are available; refer to the General Education section.

### Environment Management, An

#### Introduction ENVR10024

Enhance your abilities to understand and analyze complex environmental policies, legislative procedures, and the implications and effects of environmental management strategies. 45 hours  
31387 OL Sep9 352.38

## Generic Computer Training

For details visit

[disted.mohawkcollege.ca/computerscience](http://disted.mohawkcollege.ca/computerscience)

### Generic Computer Training COMPCO001

An overview of the Windows operating system, Microsoft Word and Excel. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours  
31578 DE Sep7 186.91  
31331 DE Sep28 186.91

### Computer Skills For College

#### COMPCO002

Learn the fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Topics include managing files and folders, formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 42 hours  
31576 DE Sep7 280.36  
31329 DE Sep28 280.36

### Essential Computer Skills COMP10034

Learn the fundamentals of Microsoft Word, Excel and Access. Topics include formatting a Word document, creating and manipulating data, formulas and charts in Excel and an introduction to databases. 28 hours  
31577 DE Sep7 186.91  
31330 DE Sep28 186.91

## Geographic Information Systems Certificate

### Mohawk College Certificate

GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[patrick.worsell@mohawkcollege.ca](mailto:patrick.worsell@mohawkcollege.ca)

For program details visit

[disted.mohawkcollege.ca/gis](http://disted.mohawkcollege.ca/gis)

### Introduction To Geographic Information Systems INFOCVA03

An overview of GIS fundamentals and terminology in business, government surveying and natural resources. You will examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. 42 hours  
31188 OL Sep9 332.36

### GIS Software - ArcView INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform Spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03. 42 hours  
31009 OL Sep9 332.36

### Remote Sensing INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03. 42 hours  
31422 OL Sep9 332.36

### GPS - Global Positioning Systems INFOCV630

Learn to plan a project, carry out data collection, determine the reliability of the data, and transfer the data to GIS Software. Focus on Introduction to GPS, GIS and GPS, using GPS, data collection, project planning and processing data. Prerequisite: INFOCVA03. 42 hours  
31423 OL Sep9 332.36

### Designing, Managing/Implementing A GIS INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Prerequisites: INFOCVA03, INFO10081 and INFOBW305. 42 hours  
31153 OL Sep9 332.36

## Home Inspection Certificate

### Mohawk College Certificate

Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

#### Admission Requirements

A grade 12 diploma or equivalent, including senior level English. Experience in the construction industry is an asset.

#### For program details visit

[disted.mohawkcollege.ca/homeinspection](http://disted.mohawkcollege.ca/homeinspection)

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAH) provided that a 70% average is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAH regarding Professional Liability (Errors and Omissions) Insurance. Call 416-256-0960 or 1-888-RHI-OAH or visit [www.oahi.com](http://www.oahi.com)

#### Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates

at 1-800-268-7070 ext 251 at a cost of approximately \$200.00 per course in addition to the course fees.

### Interior/Insulation Inspection BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings. 42 hours  
31158 OL Sep9 332.36

### Exterior Inspection BLDGHI002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows. 42 hours  
31159 OL Sep9 332.36

### Heating Inspection I HRAPHI003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on Identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment. 42 hours  
31160 OL Sep9 332.36

### Heating Inspection II HRAPHI004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: HRAPHI003. 42 hours  
31161 OL Sep9 332.36

### Plumbing Inspection HRAPHI005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures. 42 hours  
31162 OL Sep9 332.36

### Air Conditioning & Heat Pumps Inspection HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours  
31163 OL Sep9 332.36

### Electrical Inspection ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures. 42 hours  
31164 OL Sep9 332.36

### Structural Inspection BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices. 42 hours  
31165 OL Sep9 332.36

### Roofing Inspection BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention. 42 hours  
31166 OL Sep9 332.36

# Distance Education/Online Learning

## Communication/Professional Practices COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals. 42 hours  
31167 OL Sep9 332.36

## Mathematics

### Business Mathematics Of Finance MATH10037

Explore Financial Mathematics with emphasis on compound interest, annuities, perpetuities, amortization mortgage loans and bonds. Intended for business students. Prerequisite: MATHMA101 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helen.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours  
31269 DE 280.36

### Mathematics Of Finance MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Prerequisites: MATHMS122, MS165, 10015, MS171 and access to Scientific Notebook with a Windows operating system. For more information contact Helen Dakin or Gary Helmer at helen.dakin@mohawkcollege.ca or gary.helmer@mohawkcollege.ca. 4 months - 42 hours  
31193 DE 280.36

### Fundamental Mathematics MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to MATHMA001. 45 hours  
31096 OL Sep9 352.38

### Statistics MATHMA570

You are introduced to statistics, organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Software for this course will not operate on a MAC computer. DVD drive required. Prerequisite: Introductory College level math course. Students wishing MATHMA451 may take MATHMA570. 56 hours  
31173 OL Sep9 415.03

### Statistics II MATH10049

Topics include: review of inferences for one simple mean and proportion, SPC, inferences on the difference of 2 means, inferences for difference of 2 proportions, Chi-square analysis (independence, goodness of fit), ANOVA, Linear and Multiple Regressions. Software for this course will not operate on a MAC computer. Students wishing MATHMA411 may take this course. Prerequisite: MATHMA570 or Introductory Statistics course. 56 hours  
31384 OL Sep9 415.03

### Technical Calculus I MATH10052

Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours  
31527 OL Sep9 437.81

### MicroStation

Acknowledgement of Completion  
**YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at peter.mann@mohawkcollege.ca**

For program details visit  
[disted.mohawkcollege.ca/microstation](http://disted.mohawkcollege.ca/microstation)

### MicroStation 2D - Level 1 CADMMSN01

MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator, whether working alone or in a classroom. 24 hours  
31181 OL Sep9 333.21

### MicroStation 2D - Level 2 CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, but equally important functions of MicroStation. This course shows you how to work with the more complex MicroStation functions. Prerequisite: CADMMSN01. 24 hours  
31182 OL Sep9 333.21

### MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisites: CADMMSN01 & CADMMSN02. 24 hours  
31194 OL Sep9 333.21

### Occupational Health and Safety

Successful completion of BOTH Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses is considered equivalent to Intro. to Occupational Hygiene (ENVROH101).

### Chemical Hazards CHEM10005

Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSC1PE053). 45 hours  
31370 OL Sep9 352.38

### Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent: Basic Principles of Fire Safety (SAFEFT100). 48 hours  
31380 OL Sep9 369.47

### Industrial Hygiene SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to Intro. to Occupational Hygiene (ENVROH101). 45 hours  
31494 OL Sep9 352.38

### Introduction to Ergonomics SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to Changing the Workplace Through Hands-On Ergonomics (LABR10000) and Ergonomics (ENVROH304). 42 hours  
31092 OL Sep9 332.36

### Introduction to Toxicology ENVR10022

Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to Toxicology (ENVROH105). Prerequisite: Prep Science Chemistry (GSC1PE053). 30 hours  
31368 OL Sep9 252.26  
31481 OL Nov1 252.26

### Legislation for Health and Safety

**SAFE10077**  
Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to Workplace Safety and Insurance Act (SAFE0H309). 45 hours  
31493 OL Sep9 352.38

### Physical Hazards SAFE10070

Examine effects of workplace hazards, including noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Prerequisites: Occupational Health and Safety (SAFEPIR21) and Introduction to Science (GSC10002). 60 hours  
31369 OL Sep9 437.81

## Sciences

### Basic Botany HORT10004

Develop practical foundational knowledge in plant form and function in preparation for further horticultural study. Examine plant classification, external and internal structures and physiological processes related to horticulture. 45 hours  
31051 OL Sep9 352.38

### Prep Science (Chemistry) GSC1PE053

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. This course does not require prior knowledge in Chemistry; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach, you can achieve high success. 57 hours  
31156 OL Sep9 420.73

### Prep Science (Physics) PHYSPE001

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Physics. This course does not require prior knowledge in Physics; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach to the course, you can achieve high success. 57 hours  
31155 OL Sep9 420.73

30	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Health Sciences

MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

Contact Health Services at  
905-540-4247 ext. 26750 /

[IAHHealthservices@mohawkcollege.ca](mailto:IAHHealthservices@mohawkcollege.ca)

### Breastfeeding Program

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. The revised program, consisting of three theory courses and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards that are required for eligibility to write the IBCLC examination. Approval for CERPs recognition of courses is in process.

Note: The clinical course is only offered in spring/summer terms due to placement availability. Applications are to be submitted to Program Manager by Feb of year in which student plans to complete practicum. Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Preclinical requirements must be completed prior to the clinical practicum as follows: Mohawk College Medical Clearance, current Mask fit test and BCLS, Vulnerable Sector Screening if required by agency.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-540-4247 ext. 26709 /

[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

For program details visit

[disted.mohawkcollege.ca/breastfeeding](http://disted.mohawkcollege.ca/breastfeeding)

### NEW!

#### Level 1: Breastfeeding Basics

##### NRSG10073

Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breast feeding. 36 hours

32448 DE Sep15 240.31

### Diabetes Education Certificate

#### Ontario College Graduate Certificate

Develop a firm foundation in current clinical approaches to diabetes education. The program is an excellent step towards certification as a Certified Diabetes Educator (CDE).

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-540-4247 ext. 26708 /

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

#### Admission Requirements

To be eligible you must be a RN, RPN, Registered Dietician, Pharmacist, Chiropractor or Physician. Prior approval is necessary. Forward your Certificate of Registration to Amy Boyer, Institute for Applied Health Sciences, 1400 Main St. W., Hamilton, ON L8S 1C7 or fax to 905-528-7706.

For program details visit

[disted.mohawkcollege.ca/diabeteseducation](http://disted.mohawkcollege.ca/diabeteseducation)

### Diabetes Care - Basic HSCIDW001

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication. 30 hours

31142 OL Sep9 252.26

32469 OL Oct3 252.26

32473 OL Nov1 252.26

32492 OL Dec1 252.26

### Introduction to Patient Education

#### HSC110052

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001. 30 hours

31120 OL Sep9 252.26

32470 OL Oct3 252.26

32475 OL Nov1 252.26

32494 OL Dec1 252.26

### Living with Diabetes HLTH10028

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSC110052. 30 hours

31223 OL Sep9 252.26

32471 OL Oct3 252.26

32489 OL Nov1 252.26

32495 OL Dec1 252.26

### Special Issues With Diabetes HLTH10046

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly.

Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028. 30 hours

31049 OL Sep9 252.26

32472 OL Oct3 252.26

32490 OL Nov1 252.26

32496 OL Dec1 252.26

### Diabetes Field Placement 1 HLTH10057

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSC110052, HLTH10028 and HLTH10046. 60 hours

31119 DE Sep1 298.81

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

### Food Services Certificate

#### Ontario College Certificate

For certificate details see the Health Sciences section or visit [ce.mohawkcollege.ca/foodservices](http://ce.mohawkcollege.ca/foodservices). Some courses in this program are only offered in class.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-521-2100 ext. 77124 /

[linda.brush@mohawkcollege.ca](mailto:linda.brush@mohawkcollege.ca)

### Sanitation And Safety SAFEHCF30

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. 30 hours

31123 OL Sep9 252.26

### Institutional Food Service HLTH10064

Focus on the food service worker's role in various food service systems in a health care environment. These systems include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to Food Service Management (SAFEHCF40). 30 hours

31068 OL Sep9 252.26

### Introduction to Nutrition in Health Care

#### HLTH10065

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to Nutritional Care (HLTHHCF60). 30 hours

31082 OL Sep9 252.26

### Working with the Aged - Multidiscipline Certificate

#### Ontario College Certificate

Explore formal studies in aging.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-540-4247 ext. 26708 /

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

#### Admission Requirements

Completion of an approved certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA)

For program details visit

[disted.mohawkcollege.ca/gerontology](http://disted.mohawkcollege.ca/gerontology)

#### Courses are integrated with the Gerontology - Multidiscipline Certificate.

See box at beginning of Health Sciences section regarding Medical Clearance. Contact Program Manager for clinical information.

#### Sign up now!

Registration opens at 8:30 am  
on Tuesday, August 9

### Gerontology - Multidiscipline Certificate

#### Ontario College Certificate

Benefit from formal studies in aging.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-540-4247 ext. 26708 /

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

#### Admission Requirements

Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

For program details visit

[disted.mohawkcollege.ca/gerontology](http://disted.mohawkcollege.ca/gerontology)

Courses are integrated with the Working with the Aged - Multidiscipline Certificate.

# Distance Education/Online Learning

## An Introduction To The Study Of Aging HSCIGER10

Provides a survey of the biological, psychological, social and spiritual aspects of aging. 30 hours  
31538 OL Sep9 252.26

## Physiology Of Aging HSCIGER20

You will study the physiology of human growth and development. Aging is examined with special reference to the influence of diet, environment, exercise and disease on the normal processes. Prerequisite: HSCIGER10. 30 hours  
31565 OL Sep9 252.26

## Assessment And Planning HSCIGER30

Focus on assessment and planning for the psychosocial and spiritual needs of the aging individual with special attention given to understanding aging in Canada, personality development, self-perception and self-concept, communication skills required for an older clientele, plus cultural variables. Prerequisites: HSCIGER10 and 20. 30 hours  
32329 OL Sep9 252.26

## Legal And Ethical Issues Related To Aging LAWSGER51

Explore current ethical issues in community based and long term care institutions such as euthanasia, living wills, ageism, use of restraints and competence in decision making. Discussions on legal issues focus on advocacy, substitute decision making, power of attorney, guardianship and residents' rights. 30 hours  
31484 OL Sep9 252.26

## Community-Based Field Experience WORKGER71

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20 and 30. 30 hours  
31211 OL Sep9 154.44

## Institutional-Based Field Experience WORKGER81

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, 20, 30, 41, LAWSGER51 and HMNSGER60. 30 hours  
31210 OL Sep9 154.44

## Health Sciences - Other

### Preparatory Biology BIOL10006

Intended for mature students wishing to enter Practical Nursing or other Health Sciences/ Health Care program, this course presents human body anatomy and physiology. No longer acceptable as a Science required to enter Nursing at the B.Sc N. level. 56 hours  
31295 OL Sep9 415.03  
31435 OL Nov1 415.03

## Medical Laboratory Assistant/Technician Certificate

### Ontario College Certificate

Offered in conjunction with The Michener Institute (Toronto) and approved by OSMT. Complete the theory portion through Distance Education at Mohawk College and the laboratory sessions at The Michener Institute or at Mohawk College. You must satisfy admission requirements of both institutions. Upon completion, you will be eligible to write the OSMT certification exam.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26706 /  
[mary.golba-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)

### Admission Requirements

Grade 12 English and Math & Grade 11 Chemistry or mature student status.

### For program details visit

[disted.mohawkcollege.ca/medlabassistant](http://disted.mohawkcollege.ca/medlabassistant)

### Michener Institute Contacts (416-596-3101):

Clinical: Sarah Newton, ext. 3394 /

[snewton@michener.ca](mailto:snewton@michener.ca)

PD807 course: Madeline Ng, ext. 3308 /

[mng1@michener.ca](mailto:mng1@michener.ca)

The Laboratory Basics Workshop (MLSC10003) is offered this term. See the Health Sciences section for information.

### Med Lab Assistant Module 1

#### Introduction MLSCMLA50

This is an introductory unit which provides an overview of the program. Focuses on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered. 24 hours  
31579 DE Sep8 160.20

### MLAR Mod 2 - Laboratory Basics

#### MLSCMLA51

Review laboratory protocols. Topics include basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/ plasticware is presented. 21 hours  
31580 DE Sep8 140.18

### Preparatory Biology BIOL10006

You will be provided with a basic introduction to Human Biology by examining cell structure and function as well as examining the body systems. You will also be able to understand the organization of the human body from cell to organism, identify the major components of the 11 body systems and understand the functions of the 11 body systems. For Medlab students only. 56 hours  
31011 DE Sep8 363.03

### MLAR Mod 4 - Basic Techniques In

#### Haematology

#### MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties. 27 hours  
31176 DE Sep8 180.23

### MLAR Mod 5 - Basics Techniques In Chemistry CHEMMLA54

Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties. 27 hours.  
31177 DE Sep8 180.23

### MLAR Mod 6 - Basic Techniques In Microbiology MLSCMLA55

Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties. 24 hours.  
31178 DE Sep8 160.20

### MLAR Mod 7 Histology/Cytology

#### MLSCMLA56

Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties. 24 hours.  
31179 DE Sep8 160.20

### Introduction To Transfusion Medicine

#### MLSCMLA61

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine. 24 hours  
31180 DE Sep8 160.20

## Oncology Nursing Certificate

### Ontario College Graduate Certificate

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

### Admission Requirements

You must submit proof of current College of Nurses of Ontario registration to the Program Manager during the first course and annually thereafter. A completed clinical immunization record is required before clinical experiences.

### For program details visit

[disted.mohawkcollege.ca/oncologynursing](http://disted.mohawkcollege.ca/oncologynursing)

The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrolment in the Oncology Clinical Experience course and within 5 years of beginning the program.

### Introduction To Oncology Nursing

#### NRSGNSCC1

Explore Oncology Nursing. Topics include pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN. 30 hours  
31183 DE Sep15 200.26

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Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

32	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Communications And Psychosocial Issues In Oncology HSCINSCC2

Communication and psychosocial issues faced by patients and families living with cancer is the focus. Topics include communication skills, developmental issues, impact of cancer on patients and families, grief and bereavement and survivorship issues. Prerequisite: NRSNGNSCC1. 36 hours

31184 DE Sep15 240.31

## Major Malignancies I HSCINSCC3

You will examine the disease processes of various cancers - gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular. The nurse's role in treatment, prevention and detection of these cancers will be discussed. Prerequisite: NRSNGNSCC1. 39 hours

31859 DE Sep15 260.33

## Major Malignancies II HSCINSCC4

Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system; skin cancer and melanomas; multiple myelomas; adult leukemia; and Hodgkin and non-Hodgkin lymphomas. Prerequisite: HSCINSCC3. 39 hours

31185 DE Sep15 260.33

## Symptom Control And Management HSCINSCC5

You will focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSNGNSCC1. 39 hours

31031 DE Sep15 260.33

## Oncology Clinical Experience CLINNSCC6

An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.

31222 DE Sep15 317.47

## Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession - either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job" - who wish to pursue OCP registration, must complete the four approved Pharmacy Technician bridging courses. These courses will prepare you to meet the requirements for registration with OCP.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

### Admission Requirements

For acceptance into the Bridging courses, you must present evidence of having successfully written the OCP certification exam or the PEBC evaluating exam prior to registration. Registration will be restricted for each course pending proof of certification which must be faxed to Amy Boyer, Program Manager at

905-528-7706. Please include contact information with fax and desired courses. You will be notified of acceptance and given directions for registration.

**Prior Learning Assessment & Recognition (PLAR) is available to challenge any course except the mandatory Professional Practice course. The Structured Practical Training component managed by OCP follows completion of the bridging courses. For details visit [ce.mohawkcollege.ca/pharmacytech](http://ce.mohawkcollege.ca/pharmacytech)**

## Professional Practice for Pharmacy Technician Bridging HSC110136

You will be prepared for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. 45 hours

31364 OL Sep9 352.38

## Pharmacology - Pharmacy Technician Bridging HSC110137

Further develop your competence and confidence in contributing to safe patient care, with a practical applied approach to pharmacology. Focus on pharmacological uses of drugs within a variety of common medical conditions. 33 hours

31366 OL Sep9 272.28

## Management of Drug Distribution Systems Pharmacy Technician HSC110140

Enhance your skills in drug distribution management and safe product release, in preparation for regulation as a Pharmacy Technician. Focus on knowledge and practical skills required for pharmacy practice in community and hospital settings. 39 hours

31408 OL Sep9 312.33

## Product Preparation Pharmacy Technician Bridging HSC110139

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non-sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined. 33 hours

31258 OL Sep9 272.28

## Psychosocial Rehabilitation Certificate

### Ontario College Certificate

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts people with experience in the field either as a person working towards their own recovery and/or as a provider of mental health services. Learners develop an understanding of the foundations of PSR, as well as the knowledge and skills related to integrating the approach within practice and programs. Successful completion of the program prepares the student for the Psychiatric Rehabilitation Practitioner certification process.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[christine.gayler@mohawkcollege.ca](mailto:christine.gayler@mohawkcollege.ca)

### Admission Requirements

Experience in and a current connection to the field of mental health either as a person working towards their own recovery and/or a family member and/or a volunteer or mental health worker. Note that an Approval Process has been established. Please contact Christine McMulkin, Program Manager to discuss your interest and entry into the program. If you are interested in enrolling in the PSR Certificate program, but do not have related knowledge and experience, enrolling in Introduction to Mental Health (HLTH10016) is recommended.

For program details visit [disted.mohawkcollege.ca/psychosocialrehab](http://disted.mohawkcollege.ca/psychosocialrehab)

## Introduction to Mental Health HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. Weekly chat sessions will be held on Wednesdays at 9:00 pm EST. 45 hours

31221 OL Sep9 352.38

## Psychosocial Rehabilitation Foundations HSCIPSR01

Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Mondays at 9:00 pm EST. 45 hours

31007 OL Sep9 352.38

## Mental Health Services, Programs and Organizations HSCIPSR02

Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. You will explore how Practitioners can support program change. Weekly chat sessions will be held on Mondays at 8:00 pm EST. Prerequisite: HSCIPSR01. 45 hours

31562 OL Sep9 352.38

## Psychiatric Rehabilitation Process HSCIPSR03

You will learn and practice components of the three phases of the psychiatric rehabilitation process: diagnosing, planning, and implementation. Developing strategies for engaging individuals in, and supporting them through the process will be emphasized. Weekly chat sessions will be held on Wednesdays at 9:00 pm EST. Prerequisite: HSCIPSR02. 45 hours

31561 OL Sep9 352.38

## Current Trends In Mental Health HSCIPSR05

Study current developments and issues in PSR. Weekly chat sessions will be held on Thursdays at 9:00 pm EST. Prerequisite: HSC110092. 45 hours

31560 OL Sep9 352.38

## Independent Study In Psychosocial Rehabilitation HSCIPSR06

Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contractor and the course instructor is required. Three evening chat sessions during the course, day and time to be announced. Prerequisites: HSCIPSR01-HSCIPSR03, HSC110092 and HSCIPSR05. 60 hours

31008 OL Sep9 437.81

# Distance Education/Online Learning

## RN - Advanced Cardiac Care Certificate

### Ontario College Graduate Certificate

Study cardiovascular nursing in depth and at an advanced level. Useful for RNs as preparation for the CNA certification exam in cardiovascular nursing.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26742 /  
[goran.popovic@mohawkcollege.ca](mailto:goran.popovic@mohawkcollege.ca)

#### Admission Requirements

Submit current certificate of registration from the College of Nurses of Ontario to the Program Manager during the first course and annually thereafter. You must complete a clinical immunization record before the clinical experience.

#### For program details visit

[disted.mohawkcollege.ca/cardiaccareadvanced](http://disted.mohawkcollege.ca/cardiaccareadvanced)

NOTE: This program focuses on advanced content. If you are interested in less complex study, consider the cardiovascular module of the Critical Care program.

### ADVANCED CARDIAC CARE CHALLENGE EXAM

The Challenge Exam for Module I Advanced Cardiac Care can be written on the first Friday of each month during the academic year. See box at beginning of DE Health Sciences section regarding Medical Clearance.

### Module 1 - Introduction to Advanced Cardiac Care

**NRSRG10021**

Develop knowledge and skills required to care for cardiac patients at an advanced level. Focus on in depth study of the anatomy and physiology of the cardiovascular system, identification of common cardiac dysrhythmias and related nursing and medical implications, and practical assessment applications. 36 hours  
31322 DE Sep12 240.31

### Module 2: The Patient with Coronary Artery Disease

**NRSRG10022**

Examine the spectrum of cardiac illness from the critically ill to the rehabilitating cardiac program. Consider the pathophysiology of vascular disease and coronary artery disease, diagnostic testing, and surgical management. Prerequisite: NRSRG10021. 36 hours  
31323 DE Sep12 240.31

### Module 3: The Patient with Ventricular Dysfunction

**NRSRG10023**

Explore specialized care for patients with left ventricular dysfunction. Study different ventricular pathologies, hemodynamic monitoring, mechanical ventilation, pharmacological management of cardiogenic shock and moral and legal issues involved with caring for a cardiac patient. Prerequisite: NRSRG10022. 36 hours  
31324 DE Sep12 240.31

### Cardiac Care RN Advanced: Module 4

**NRSRGNSC49**

An opportunity to study a topic in cardiac care at an advanced level. You will be required to complete six assignments in a specific time frame. Prerequisite: NRSRG10023. 30 hours  
31325 DE Sep12 200.26

### Module 5: Clinical Experience CLIN10015

In this student-driven experience you will apply your knowledge of advanced cardiac care nursing to a clinical environment of your choice. You will have the opportunity to integrate your knowledge and skills in a cardiac care setting. Prerequisite: NRSRG10021 - 10023 & NRSRGNSC49.  
31326 DE Sep12 454.15

### RN - First Assistant Graduate Certificate

#### Ontario College Graduate Certificate

For certificate details refer to the Health Sciences section.

#### Questions?

905-540-4247 ext. 26742 /  
[goran.popovic@mohawkcollege.ca](mailto:goran.popovic@mohawkcollege.ca)

WATCH FOR COURSES NEXT TERM.

### RPN - Maternal Newborn Nursing Certificate

#### Ontario College Graduate Certificate

Clinical courses are scheduled only in Spring/Summer semesters. Prior to Clinical experience, the following prerequisites must be met:

Mohawk College medical clearance; Neonatal resuscitation (NRP) course or a course exemption for same; current Mask Fit test & BCLS; Police Check if required by agency. Note: Apply for course exemptions online via MoCoMotion.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

#### Admission Requirements

Current registration with the College of Nurses of Ontario as a Registered Practical Nurse.

#### For program details visit

[disted.mohawkcollege.ca/maternalnewbornnursing](http://disted.mohawkcollege.ca/maternalnewbornnursing)

### Introduction to Perinatal Nursing Part 1

**NRSRG10055**

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis. 32 hours  
31581 DE Sep19 361.49

### Introduction to Perinatal Nursing Part 2

**NRSRG10056**

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRSRG10055. 32 hours  
31582 DE Sep19 361.49

### Perinatal RPN Maternal Care

**NRSRGNSCA1**

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. You focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisites: NRSRG10055 and NRSRG10056. 32 hours  
31584 DE Sep19 213.61

### Perinatal Newborn And Family Care (RPN)

**NRSRGNSCA2**

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRSRG10055, 10056 & NRSRGNSCA1. 32 hours  
31583 DE Sep19 213.61

### RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal

#### Ontario College Graduate Certificate

For certificate details see the Health Sciences section.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26709 /  
[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

#### Admission Requirements

Current Registration with College of Nurses of Ontario

### Neonatal Nursing 1 (Advanced)

**NRSRG10045**

Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. 30 hours  
31879 DE Sep19 200.26

### RN - Critical Care Nursing Certificate

#### Ontario College Graduate Certificate

For certificate details see the Health Sciences section.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

Please refer to the Health Sciences section for information regarding clinical placement.

### Introductory Module 1

**NRSRG10036**

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules. 30 hours  
31139 DE Sep12 200.26  
31372 DE Oct13 200.26

### Critical Care Module 2 - Respiratory

**NRSRG10001**

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSRG10036. 33 hours  
31004 DE Sep12 220.28

### Critical Care Module 3 Cardiovascular Nursing

**NRSRG10002**

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSRG10036. 45 hours  
31005 DE Sep12 300.38

34	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Special Needs Population In Critical Care Module 4 NRSRG10035

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSRG10036. 30 hours  
31140 DE Sep12 200.26

## Critical Care Module 5 Neurosciences NRSRG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: NRSRG10036. 36 hours  
31003 DE Sep12 240.31

## Critical Care 6 Gastrointestinal and Genitourinary NRSRG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSRG10036. 39 hours  
31006 DE Sep12 260.33

## RN - Occupational Health Nursing Certificate

Ontario College Graduate Certificate

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[lisa.gilmour@mohawkcollege.ca](mailto:lisa.gilmour@mohawkcollege.ca)

### Admission Requirements

Certificate of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live.

For program details visit  
[disted.mohawkcollege.ca/occupationalhealthnursing](http://disted.mohawkcollege.ca/occupationalhealthnursing)

**Occupational Health Nursing Module 1 (NRSGOHN01) is a prerequisite for most subsequent courses unless prior approval from the Program Manager is given.**

## Occupational Health & Surveillance - Module 2 HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01. 42 hours  
31564 OL Sep9 332.36

## Health & Safety Management - Module 4 HSCIOHN04

Learn to design, implement and evaluate an effective occupational health service and health and safety program incorporating evidence-based practice. Acquire or enhance professional writing skills and obtain and critique a research report. Prerequisite: NRSGOHN01. 42 hours  
31563 OL Sep9 332.36

## Health Assessment HSC10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Equivalent: NRSGHZ215 Assessment Skills for Nurses. 42 hours  
31537 OL Sep9 332.36

## Human Services

### Autism and Behavioural Sciences Graduate Certificate

Ontario College Graduate Certificate

Questions?  
905-575-2706 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

### Admission Requirements

To be eligible for this certificate you must have as a minimum an Ontario College Diploma or a university degree from a recognized institution. Prior approval for this certificate is necessary. Please mail a copy of your educational qualifications to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2 or fax to 905-575-2381.

For program details visit  
[disted.mohawkcollege.ca/autism](http://disted.mohawkcollege.ca/autism)

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONFMHN08) is offered Sept 24th - Sept 25th and Nov 12th - Nov 13th - see Human Services- Other section. Equivalent to CONF10004.

Autism Field Placement - Details online.

## Autism - Introduction to Autism Spectrum Disorder (ASD) HSC110041

Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD. 42 hours  
31230 OL Sep9 332.36

## Behavioural Skill Building EDUC10028

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSC110041 & 42. 45 hours  
31243 OL Sep9 352.38

## Ethics and Professionalism EDUC10034

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs. Prerequisite: HSC110041. 30 hours  
31236 OL Sep9 252.26

## Introduction to Applied Behaviour Analysis HSC110042

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSC110041. 60 hours  
31231 OL Sep9 437.81

## Parent and Staff Training EDUC10029

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: HSC110041 & 42. 30 hours  
31059 OL Sep9 252.26

## Specialized Instructional Strategies EDUC10030

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: HSC110041 & 42. 60 hours  
31058 OL Sep9 437.81

## Transition Planning and Implementation EDUC10031

Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding transition practices and relevant legislation. Prerequisite: EDUC10028. 30 hours  
31242 OL Sep9 252.26

## Treating Challenging Behaviour HMNS10006

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSC110042 & EDUC10034. 45 hours  
31235 OL Sep9 352.38

## Working with Families and Teams HMNS10005

Explore theories, and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with and function effectively as a member of a multi-disciplinary team. Prerequisites: HSC110041 & 42. 45 hours  
31234 OL Sep9 352.38

## Braille Courses

### Acknowledgement of Completion

For details visit [disted.mohawkcollege.ca/braille](http://disted.mohawkcollege.ca/braille)  
It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering.

### Braille - Level 1 SENSSSE44

Develop basic skills in reading and writing alphabetic Braille, and using the Perkins Braille. IMPORTANT NOTE: It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering. Final exam to be arranged with proctor. 18 hours  
31041 OL Sep9 172.15

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

# Distance Education/Online Learning

## Braille - Level 2

SENSSSE45

Continue your study of Braille to develop skills in reading and writing contracted Braille, and develop using the Perkins Braille and Slate and Stylus. Prerequisite: SENSSSE44. NOTE: You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. 27 hours

31042 OL Sep9 232.23

## Braille - Level 3

SENSSSE46

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: SENSSSE45. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

31043 OL Sep9 232.23

## Braille - Level 4

SENSSSE47

Learn advanced Braille applications including identification and use of Braille forms which convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

31124 OL Sep9 232.23

## Early Childhood Education

If you are interested in obtaining an Early Childhood Education (ECE) diploma, you may take the following courses. Upon successful completion, you will be eligible to receive an exemption for the equivalent diploma courses when you receive ECE program acceptance.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

### Admission Requirements

For admission procedures and requirements visit [www.mohawkcollege.ca/calendar/ece](http://www.mohawkcollege.ca/calendar/ece). The complete ECE program is available through day school and part-time studies, evening classes.

## Child Development 1

EDUC10051

Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to Child Development & Behaviour 1 (EDUCEC121). 42 hours

31442 OL Sep9 332.36

## Wellness for Children

HLTH10121

Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to Health, Safety and Nutrition (HLTHEC101). 28 hours

31490 OL Sep9 238.91

## Educational Assistant Diploma

### Ontario College Diploma

Equivalent to the dayschool program. Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
Academic Coordinator  
[linda.jones@mohawkcollege.ca](mailto:linda.jones@mohawkcollege.ca)

## Field Placement Coordinator

[kim.laush@mohawkcollege.ca](mailto:kim.laush@mohawkcollege.ca)

### Admission Requirements

Courses are restricted to those who have applied and been accepted. Refer to the website below for information relevant to entrance requirements and to obtain an application.

Potential students may complete Communications (COMMLL041), Introductory Psychology (PSYC5156), Mathematics (MATH10038), Active Citizenship (COMM10034), Developmental Psychology (PSYC5271) and two general electives prior to being accepted.

### For program details visit

[www.mohawkcollege.ca/calendar/  
Educational\\_Assistant\\_or  
ce.mohawkcollege.ca/ea](http://www.mohawkcollege.ca/calendar/Educational_Assistant_or)

**Placement packages will be available to registered students in the course site or email [barbara.hammill@mohawkcollege.ca](mailto:barbara.hammill@mohawkcollege.ca)**

**You may register but will not be permitted to start your placement until packages are completed and approved.**

## Adaptive Computer Technology in Education

COMP10006

Learn to use specialized, adaptive technology to enhance your ability to assist special needs children. Basic computer skills and a USB drive required. NOTE: You must have computer skills (e.g. word processing, internet search) to be successful in this course. Prerequisite: EDUC19. 42 hours

31226 OL Sep9 332.36

## Autism Spectrum Disorder- Assisting Student Development

EDUC10001

Develop essential tools for working with children diagnosed with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisites: SAFE10004, EDUC14, 17, 19, 21-23. 42 hours

31214 OL Sep9 332.36

## Classroom Skills

EDUCEDE21

Benefit from an overview of the Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: SAFE10004, EDUC14 & 17. 42 hours

31189 OL Sep9 332.36

## Computers in Education

EDUCEDE19

Learn to use Ministry of Education Software and other available programs to enhance skills in working with exceptional learners. Prior keyboarding and computer skills required. Prerequisites: SAFE10004, EDUC14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours

31190 OL Sep9 332.36

## Cultural Diversity In An Educational Setting

EDUC10002

Enhance knowledge, cultural sensitivity, and comfort levels in furthering inclusively in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication. 42 hours

31013 OL Sep9 332.36

## Exceptionalities 1

EDUCEDE22

Develop understanding of suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges.

Prerequisites: SAFE10004, EDUC14 and 17. 42 hours

31192 OL Sep9 332.36

## Exceptionalities 2

EDUCEDE23

Discuss the types of communications exceptionalities and their implications for students. Cross reference related, previously-learned material (e.g. behaviour management) and other aspects of communications. Prerequisites: SAFE10004, EDUC14-22. 42 hours

31027 OL Sep9 332.36

## Exceptionalities 3

EDUCEDE26

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUC14-23, SAFE10004. 42 hours

31205 OL Sep9 332.36

## Foundations of Education

EDUCEDE14

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports. 42 hours

31154 OL Sep9 332.36

## Learning Strategies

EDUC10004 (E)

Help your students to master effective learning strategies. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning. 42 hours

31233 OL Sep9 332.36

## Lifeskills and Job Coaching

EDUC10037

Focus on the job coaching role to assist the exceptional learner with basic life skills and job readiness training. 42 hours

31144 OL Sep9 332.36

## Mathematics

MATH10038

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability. 42 hours

31015 OL Sep9 332.36

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

36	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Personal And Interpersonal Dynamics EDUCEDE17

Enhance personal and professional skills. Focus on organizing information, analyzing tasks and situations, and selecting and implement solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings. Prerequisites: SAFE10004 & EDUCEDE14. 42 hours  
31089 OL Sep9 332.36

## Practicum 1 EDUCEDE15

Integrate theory, observation and hands-on practice in a real-life educational setting, under supervision of a teacher or educational team. You require police clearance, health screening, and First Aid/CPR before beginning the practicum. Prerequisites: EDUCEDE14, SAFE10004.  
31200 OL Sep9 365.67

## Practicum 2 EDUCEDE16

Build on introductory field work experiences. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Prerequisite: EDUCEDE15.  
31010 OL Sep9 365.67

## Practicum 3 EDUCEDE24

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and / or multiple exceptionalities. Prerequisite: EDUCEDE16. Corequisite: EDUCEDE26.  
31206 OL Sep9 455.54

## Practicum 4 EDUCEDE25

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Prerequisite: SAFE10004, EDUCEDE14, 15, 16, 17 and 24.  
31213 OL Sep9 455.54

## Safety In An Educational Setting SAFE10004

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement. 42 hours  
31204 OL Sep9 332.36

## Supporting The English Language Learner EDUC10036

Examine the pivotal role of Educational Assistants in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours  
31061 OL Sep9 332.36

## Total Communication Part 1 EDUC10040

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues. 42 hours  
31014 OL Sep9 332.36

## Total Communication Part 2 EDUC10041

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: EDUC10040. 42 hours  
31299 OL Sep9 332.36

## Student Affairs and Services

Study this professional field in higher education that promotes student learning, success and development. Learn how to provide specific educational services and programs designed to facilitate the achievement of students' educational, personal and career goals. Of interest to post-secondary graduates, staff in Admissions, Financial Aid, Advise ment/ Counselling, Housing and Student Leadership.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca)

### For more information visit

[disted.mohawkcollege.ca/studentaffairs](http://disted.mohawkcollege.ca/studentaffairs)

## Student Development and Student Experience CRED10051

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. 42 hours  
31377 OL Sep9 332.36

## Function and Organizations in Student Affairs CRED10054

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: CRED10051. 42 hours  
31416 OL Sep9 332.36

## Learning And The Student Learner

**CRED10057**  
Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment. Prerequisites: CRED10051, CRED10054. 42 hours  
31467 OL Sep9 332.36

## Teaching the Adult Learner Certificate

### Mohawk College Certificate

Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-575-2307 /  
[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

### For program details visit

[disted.mohawkcollege.ca/teachingadultlearner](http://disted.mohawkcollege.ca/teachingadultlearner)

## Adult Learning EDUC10036

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults. 42 hours  
31125 OL Sep9 332.36  
32352 OL Oct3 332.36  
32354 OL Nov1 332.36

## Curriculum Development EDUC10036

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisite: EDUC10036 and SENSTAL06. 42 hours  
31002 OL Sep9 332.36  
31453 OL Oct3 332.36  
39117 OL Nov1 332.26

## Instructional Techniques EDUC10036

Focus on instructional strategies that respect and challenge adult learners. Explore various instructional techniques and factors in their selection, and demonstrate mastery through design and online delivery of a lesson. Explore classroom management issues and the use of media and resources. Students will be required to use a microphone for some course assignments. Prerequisite: EDUC10036. 42 hours  
31126 OL Sep9 332.36  
31543 OL Oct3 332.36

## Assessment And Evaluation EDUC10036

Examine the processes involved in assessment and evaluation, with emphasis on understanding and meeting the needs of learners and stakeholders. Evaluate your own practice as a teacher or trainer in your environment. Prerequisite: EDUC10036. 42 hours  
31053 OL Sep9 332.36  
32353 OL Oct3 332.36

## Instructional Technology In Adult Education EDUC10036

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and Internet skills essential. 30 hours  
31186 OL Sep9 252.26

## Adults With Learning Disabilities SENSTAL06

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success opportunities for all learners. Prerequisite: EDUC10036. 42 hours  
31127 OL Sep9 332.36

## Teaching the Adult Learner - Other

### Counselling Adult Learners EDUC10071

Enhance your effectiveness as a facilitator/teacher. Examine the theory and practice of counselling adults, applying the seven basic skills presented in Carkhuff's Model of Helping. Participation in an online counselling session is mandatory. Prerequisite: EDUC10036. 42 hours  
31536 OL Sep9 332.36

### Register by Web, Mail, Fax or In person

Debit, credit (VISA and Master-Card), cash and certified cheque accepted.

# Distance Education/Online Learning

## Teaching Online

### Acknowledgement of Completion

**NEW!**

### Group Learning and Team Development EDUC10072

Learn and experience, through several interactive processes, the various elements of group dynamics and team development. Through practical experiences and writing exercises, you will build skills as facilitators of the teaching-learning process. 42 hours  
32649 OL Sep9 332.36

### Assessment of On-Line Learning EDUC10069

Discuss key issues in planning online assessment and feedback and innovative practices for encouraging collaborative online learning. Topics also include use of electronic marking tools, effective file management and custom email organization. 30 hours  
31514 OL Sep9 252.26

### Designing and Authoring an On-line Course EDUC10068

Focus on the challenges of creating effective online curriculum. Explore innovative possibilities for formatting and delivering online material. Learn to integrate web and text resources and post them to the Blackboard system. 45 hours  
31513 OL Sep9 352.38

### Instructing/Facilitating an On-Line course EDUC10070

Review the role of an online facilitator and strategies for effective online facilitation within a postsecondary learning environment. Examine specific features of the Blackboard Learning System for online facilitation. 45 hours  
31515 OL Sep9 352.38

### Introduction to On-Line Delivery EDUC10067

Develop understanding of the use of online environments and technologies to support and enhance learning. Examine the context and pedagogy for online learning with emphasis on tutor and learner styles, and models of online learning. 30 hours  
31510 OL Sep9 252.26

## Languages & Communications

### Active Citizenship COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: COMMLL041. 28 hours  
31098 OL Sep9 238.91  
31486 OL Nov1 238.91

### Canadian Literature COMMLL903

Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 45 hours  
31414 OL Sep9 352.38

### Communications (Langs) COMMLL041

Study the basics of communication in the English language from word use to a well-developed essay. This is not a self-paced course, regular weekly class postings are mandatory and strict deadlines apply. 45 hours  
31297 OL Sep9 352.38  
31474 OL Oct3 352.38  
32499 OL Nov1 332.36

### Introduction to Intercultural Communication COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society. Equivalent to COMMLL041. 45 hours  
31237 OL Sep9 352.38

### Introduction to Japanese LANG10060

Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 45 hours  
31465 OL Sep9 352.38

**NEW!**

### Introduction to Spoken Mandarin Chinese LANG10069

Develop a solid foundation in Mandarin Chinese. Focus on pronunciation, conversational skill, recognize Chinese sounds and cultural elements. Note: microphone, Quick Time, Hi Q Recorder, Pinyinput & Skype required. 45 hours  
32452 OL Sep9 352.38

### Italian for Beginners LANG10054

Develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, you will be introduced to the fundamental aspects of the Italian culture. 42 hours  
31318 OL Sep9 332.36

### Organizational Business Communication COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to COMMLL041. 45 hours  
31209 OL Sep9 352.38

### Researching & Reporting-Lgs

**COMMLL122**  
Selecting examples related to your career or sample assignment, you will develop research and reporting skills. Topics include problem definition, print-based and electronic research methodologies, survey strategies, and report writing. Prerequisite: Post-secondary basic level communications course. You must participate in at least one discussion. 39 hours  
31168 OL Sep9 312.33

### Writing Grammatically COMM10218

Enhance your understanding of English grammar. Benefit from a review of sentence parts, in-depth study of sentence structure and a practical review of stylistic conventions in business writing. 48 hours  
31497 OL Sep9 369.47

## Certificate of Competence in the French Language

For program details see the Languages & Communications section.

### French 1 LANG10061

Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. Equivalent to La Pratique du Francais 1 (LANGFR003). 42 hours  
31498 OL Sep9 332.36

### French 2 LANG10062

Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. Equivalent to La Pratique du Francais 2 (LANGFR004). Prerequisite: LANG10061. 42 hours  
31499 OL Sep9 332.36

### French 3 LANG10063

Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. Equivalent to La Pratique du Francais 3 (LANGFR005). Prerequisite: LANG10062. 42 hours  
31500 OL Sep9 332.36

### French 4 LANG10064

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. Equivalent to La Pratique du Francais 4 (LANGFR006). Prerequisite: LANG10063. 42 hours  
31501 OL Sep9 332.36

### French 5 LANG10065

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. Equivalent to La Pratique du Francais 5 (LANGFR007). Prerequisite: LANG10064. 42 hours  
31502 OL Sep9 332.36

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

## Language Interpreter Training Program

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-575-2307 /  
[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

**For program details visit**  
[ce.mohawkcollege.ca/languageinterpreter](http://ce.mohawkcollege.ca/languageinterpreter)

For information on program requirements and Orientation sessions, refer to the Languages & Communications section.

38	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Distance Education/Online Learning

## Introduction to Spoken Language Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. 30 hours  
31288 OL Sep9 252.26

## Skills Development - Sight Translation LANG10033

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Must have access to a microphone. Prerequisites: LANG10031 and LANG10032. 30 hours  
31078 OL Sep9 252.26

## Skills Development - Simultaneous Interpreting LANG10034

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Microphone required. Prerequisites: LANG10031, LANG10032 and LANG10033. 30 hours  
31289 OL Sep9 252.26

## Consecutive Interpreting LANG10032

Build skills essential to effective consecutive interpreting. Through various exercises, enhance proficiency in memory and comprehension, note taking, vocabulary, and handling linguistic and ethical challenges assertively. Prerequisite: LANG10031. 30 hours  
31311 OL Sep9 252.26

## Setting Specific Interpreting LANG10035

Examine protocols, procedures and techniques for interpreting in various setting: Court interpreting, interpreting with child victims/witnesses; health care interpreting; and interpreting in the violence against women sector. Prerequisites: LANG10031, LANG10032, LANG10033 and LANG10034. 30 hours.  
31338 OL Sep9 252.26

## Capstone Course, Skills Integration LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills required for work as an independent contractor. Prerequisites: LANG10031, LANG10032, LANG10033, LANG10034 and LANG10035. Prior to registering for course, you must provide proof of successful completion of CILISAT or ILSAT. 30 hours  
31290 OL Sep9 252.26

### Need Help?

AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

## Writing for Publication Certificate

### Mohawk College Certificate

For program details refer to the Languages & Communications section.

## Writing For Publication - Level 1 COMMLLT03

Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer's craft using professional works as models. 45 hours  
31170 OL Sep9 352.38

## Writing For Publication - Level 2 COMMLLT09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLLT03. 45 hours  
31030 OL Sep9 352.38

## Grammar For Writing Professionals COMMLLT02

Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders! 45 hours  
31169 OL Sep9 352.38

## Intro to Creative Non-Fiction COMM10000

Explore strategies for determining marketability and developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher's proposal. 39 hours  
31419 OL Sep9 312.33

## Romance Writing COMMLLT04

Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Discuss preparing work for publication. Previous writing skills recommended. 45 hours  
31079 OL Sep9 352.38

## Travel Writing COMM10121

Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Along with the pieces themselves, you'll study the various publishing markets for this type of work, from traditional to online opportunities. 39 hours  
31090 OL Sep9 312.33

## Law & Security / Policing

### Police Foundations

You may register in the following courses whether or not you have been accepted in the Police Foundations Diploma program. Most of these courses are included in the Police Foundations program of studies. The complete Police Foundations program is available through dayschool classes.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
519-759-7200 ext. 7204 /  
[john.belisle@mohawkcollege.ca](mailto:john.belisle@mohawkcollege.ca)

#### For program details visit

[disted.mohawkcollege.ca/policefoundations](http://disted.mohawkcollege.ca/policefoundations)

## Canadian Criminal Justice System LAWSPF111 (E)

Acquire foundational knowledge of the development and operation of the Canadian Criminal Justice system. Learn to critically analyze individual components and examine the effectiveness of the system. 42 hours  
31343 OL Sep9 332.36  
31448 OL Nov1 332.36

## Communications/Reporting- Police Foundations COMMLL223

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. ACCESS TO A VIDEO CAMERA IS REQUIRED. Prerequisite: COMMLL123. 42 hours  
31271 OL Sep9 332.36

## Conflict Management CONFSS426

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Recommended Prerequisites: LAWSPF301, LAWSPF302, LAWSPF303, LAWSPF401. 48 hours  
31121 OL Sep9 369.47

## Contemporary Social Problems-Police Foundations SSCISS288

Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. You will explore how individual behaviours collectively create social issues. Topics include crime, violence, abuse, social stratification, ageism, and racism. Prerequisite: Sociology 1 (SSCISS108). 48 hours  
31363 OL Sep9 369.47

## Criminal And Civil Law LAWSPF301

Develop legal research and analysis skills. You will learn to analyze and classify offences and identify possible defences in criminal cases, examine the rights and obligations of citizens in civil law, and the responsibilities and limitations of citizens and police officers according to the Charter of Rights and Freedoms. 42 hours  
31249 OL Sep9 332.36  
31483 OL Nov1 332.36

## Criminal Code LAWSPF302

An introduction to the most common Criminal Code offences as you examine those offences against the person, property, weapons and public order. You will apply knowledge acquired in Criminal and Civil Law to be able to determine the facts in issue for the offences discussed. Prerequisite: LAWSPF301. 42 hours  
31071 OL Sep9 332.36

## Criminal Code And Federal Statutes

### LAWSPF402

You will analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: LAWSPF301. 42 hours  
31273 OL Sep9 332.36

# Distance Education/Online Learning

## Criminology - Police Foundations SSCISS281 (E)

Examine various theoretical explanations of criminal and deviant behaviour. You will relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. 30 hours  
31070 OL Sep9 252.26  
31426 OL Oct3 252.26

## Diversity and First Nations SSCI10017

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self determination. 42 hours  
31122 OL Sep9 332.36

## Forensics 9-1-1 LAWS10075

Explore forensics, including identification, fingerprinting, crime scene management, DNA evidence and forensic art. Introductory study for students in Police Foundations, Law and Security, but also intended as a resource for other members of the law and enforcement, legal, communications and creative writing communities. 52 hours  
31316 OL Sep9 392.25

## Interpersonal & Group Dynamics SSCIPF202 (E)

Learn to apply knowledge of interpersonal relations and group dynamics working with individuals or in a team. Effective communication skills, group cohesiveness and group decision-making are discussed. 45 hours  
31274 OL Sep9 352.38

## Interviewing and Investigation LAWSPF304

Develop the interviewing skills necessary to retrieve information from victims, witnesses and suspects. Learn the basics of investigation including the practical development of note taking and observation skills. Access to a video camera required; high speed internet recommended. 48 hours  
31080 OL Sep9 369.47

## Investigation And Evidence LAWSPF404

You will examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours  
31081 OL Sep9 369.47

## Police Powers 1 LAWSPF303

You will examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Prerequisite: LAWSPF301. 28 hours  
31541 OL Sep9 238.91

Visit our website  
disted.mohawkcollege.ca

## Political Science & Public Administration SSCISS027 (E)

You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours  
31358 OL Sep9 332.36

## Principles Of Ethical Reasoning LAWSPF106

Intended for law enforcement professionals, this course explores personal and professional ethical issues. You will learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. 45 hours  
31248 OL Sep9 352.38

## Provincial Offences LAWSPF401

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offenses, and involvement of non-police agencies. Topics include the Provincial Offences Act, Mental Health Act, Residential Tenancies Act, Trespass to Property Act, Liquor License Act, Coroners Act, Child and Family Services Act, the Family Law Act and the Blind Persons' Rights Act. 48 hours  
31272 OL Sep9 369.47

## Traffic Management LAWSPF309

Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. You will also practice interpersonal strategies and procedures for motor vehicle stops. 42 hours  
31357 OL Sep9 332.36

## Youth In Conflict With The Law LAWSPF305

Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: LAWSPF111. 45 hours  
31072 OL Sep9 352.38

## Investigation

### Computer/Cyber Crime LAWS10084

Develop understanding of information technology infrastructures, and legal procedures for search and seizure of digital evidence in preparation for a criminal prosecution. 42 hours  
31383 OL Sep9 332.36

### Corporate Crime Investigation LAWS10088

Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society's response. Of interest to various law enforcement professionals. 42 hours  
31463 OL Sep9 332.36

### Investigative Techniques for Motor Vehicle Collisions LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours  
31462 OL Sep9 332.36

## Library/Records Management

### Library and Information Technician Diploma Ontario College Diploma

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-575-2309 /  
[dolores.harmspanner@mohawkcollege.ca](mailto:dolores.harmspanner@mohawkcollege.ca)

For program details visit  
[disted.mohawkcollege.ca/library](http://disted.mohawkcollege.ca/library)

### Admission Requirements

Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent, or mature student status; and a pass standing in grade 12 English at the general level, or equivalent. Library or related experience is strongly recommended.

The student workload for each course is 10-15 hours per week.

Catalogue listings for English, computer and general education courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.

### Intro To Libraries And The Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements. 39 hours  
31052 OL Sep9 312.33

### Personal Computer Support For Library Technicians INFOLT390

Develop your computer hardware skills, with attention to the computer system, upgrading components, troubleshooting, viruses, selecting hardware and basic networking. Access to a working computer that can be disassembled is recommended. This computer should be Pentium II or higher, and should not be a laptop. 39 hours  
31086 OL Sep9 312.33

### Electronic Publishing and Emerging Library Technologies INFOLT402

Focus on electronic publishing, including using basic web design, PowerPoint, still and motion screen recording, blogs and RSS readers. PowerPoint software needed. Prerequisite: Computer Basics with Windows, Word and Excel. 36 hours  
31395 OL Sep9 292.31

### Peer Tutoring Available

905-575-1212 ext 3279  
[peer.tutor@mohawkcollege.ca](mailto:peer.tutor@mohawkcollege.ca)

# Distance Education/Online Learning

## Information Work I LIBRLT220

Explore the basics of information work and effective use of print and online reference sources such as library catalogues, bibliographies, dictionaries, and encyclopedias. Prerequisite: LIBRLT110. 39 hours  
31054 OL Sep9 312.33

## Information Work II LIBRLT420

Continue to develop reference skills with attention to the use of biographical sources, manuals, almanacs, statistical sources, Ontario government statutes and regulations. Develop your reference interview and internet searching skills. Prerequisite: LIBRLT220. 39 hours  
31131 OL Sep9 312.33

## Information Work III LIBRLT425

Continue study of reference tools, with focus on electronic subscription and pay-per-use databases, and internet sources. Explore indexing and abstracting services. Emphasis on information literacy continues. Prerequisite: LIBRLT420. 39 hours  
31057 OL Sep9 312.33

## Client Services LIBRLT435

Examine various services available in different library settings and explore interlending and document supply. Investigate the basics of user orientation and training, programming, local and oral history and practice customer service skills. Examine the vital roles of promotion and public relations, marketing and library advocacy. Prerequisite: LIBRLT220. 36 hours  
31394 OL Sep9 292.31

## Descriptive And Access Cataloguing I LIBRLT302

Develop understanding of library cataloguing, including the Anglo-American Cataloguing Rules for creating descriptive item records. Learn to use MARC coding for cataloguing bibliographic records in an automated environment. Prerequisite: LIBRLT110. 36 hours  
31055 OL Sep9 292.31

## Descriptive And Access Cataloguing II LIBRLT305

Examine form and choice of entry, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Prerequisite: LIBRLT302. 36 hours  
31056 OL Sep9 292.31

## Subject Analysis And Classification LIBRLT320

Study the principles of classification and subject analysis and learn to use the Dewey Decimal Classification scheme and Library of Congress subject headings. Access to print Dewey Decimal Classification schedules is recommended. Prerequisite: LIBRLT305. 39 hours  
31421 OL Sep9 332.33

## Indexing And Abstracting LIBRLT325

Study different kinds of indexes and indexing principles and assign indexing terms to various materials. Work with electronic information retrieval systems and indexing software and practice writing abstracts. Learn to use and create a thesaurus. Prerequisite: LIBRLT320. 36 hours  
31570 OL Sep9 292.31

## Database Design For Information Workers INFOLT340

Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2010 required. Not open to students with INFO10081 Access Core. Prerequisite: Computer Basics with Windows, Word and Excel. 21 hours  
31270 OL Sep9 192.18

## Serials LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302. 18 hours  
31107 OL Sep9 172.15

## Acquisitions LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, accounting, collection development, the book trade and automating acquisitions functions. Prerequisite: LIBRLT302. 36 hours  
31087 OL Sep9 292.31

## Collection Maintenance & Inventory Control LIBRLT215

Learn the basics of circulation, maintenance of library materials, and inventory and weeding. Also explore effective use of standard audiovisual equipment. Prerequisite: LIBRLT110. 36 hours  
31571 OL Sep9 292.31

## Human Relations & Supervision HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment. 36 hours  
31566 OL Sep9 292.31

## Library Financial Management & Budgeting MGMT10041

Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Only for students taking Computer Basics with Windows, Word and Excel in place of separate courses in Windows, Word and Excel. Prerequisite: LIBRLT110, INFO10113, INFO10053 or INFO10156. 18 hours  
31088 OL Sep9 172.15

## Classifying with LCC (Library of Congress Classification) LIBR10001

Benefit from an in-depth study of the application of the Library of Congress Classification scheme, including assignment of author numbers. Develop skills in using the web version of the LCC schedules and in assigning complete LCC call numbers. Prerequisite: LIBRLT320. 36 hours.  
31572 OL Sep9 312.31

## Children's Services And Issues LIBRLT385

An issues-oriented introduction to the wide range of responsibilities in a public library setting associated with children's library services. Investigate the basics of planning and administration, collections development and management, information and readers' advisory services, and programming and program promotion. 36 hours  
31568 OL Sep9 292.31

## Genre Fiction And Readers' Advisory Service COMMLT225

Explore readers' advisory service and the components of readers' advisory work from patron interview to service promotion. You will examine the principal genres of fiction, and determine their specific characteristics and appeal for readers. 36 hours  
31544 OL Sep9 292.31

## Special Libraries LIBRLT403

Address collection development, technical services, client services, marketing, budgeting, and management for special libraries. Consider the concerns of the special library and skills needed in this environment. Prerequisite: LIBRLT110. 39 hours  
31567 OL Sep9 312.33

## School Libraries LIBRLT375

Focus on the unique features and issues of elementary and secondary school libraries. Examine collection development and management, programming and reference services, funding and budgeting, volunteer management and the impact of online resources in a school library setting. Option course. Prerequisite: None. 39 hours  
31569 OL Sep9 312.33

## Field Work 1 WORKLT290

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit <http://disted.mohawkcollege.ca/library> Prerequisites: INFOLT390, LIBRLT420, LIBRLT320 and LIBRLT215. 105 hours  
31291 OL Sep9 152.00  
31549 OL Oct3 152.00  
31550 OL Nov1 152.00  
31292 OL Dec1 152.00

## Field Work 2 WORKLT490

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit <http://disted.mohawkcollege.ca/library> Prerequisites: WORKLT290, INFOLT402, LIBRLT435, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325. 105 hours  
31293 OL Sep9 152.00  
31551 OL Oct3 152.00  
31552 OL Nov1 152.00  
31294 OL Dec1 152.00

## Records and Information Management Certificate

### Ontario College Certificate

With the increasing production of and demand for complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate a records management program in any organizational setting.

# Distance Education/Online Learning

## Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
905-575-2309 /  
[dolores.harmspenner@mohawkcollege.ca](mailto:dolores.harmspenner@mohawkcollege.ca)

## Admission Requirements

A pass standing in grade 12 English at the general level, or equivalent.

## For program details visit

[disted.mohawkcollege.ca/recordsmanagement](http://disted.mohawkcollege.ca/recordsmanagement)

**Catalogue listings for English and computer courses required for this program are included under other headings in the distance education portion of this catalogue. Check the index for the course name.**

## Records And Information Management Fundamentals OADMRM100

Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records. 39 hours

31547 OL Sep9 312.33

## Archives LIBRRM103

Develop an understanding of archival theory and practice. Focus on the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventive conservation, and facility planning and security. 39 hours

31548 OL Sep9 312.33

## Social Sciences

The following courses are designed as general interest and/or General Education electives for various post-secondary programs. Each course is a stand-alone course. There is not a Social Sciences certificate attached to these courses.

## Criminal Psychology - Psychopathic Minds PSYC1002 (E)

Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning. 45 hours

31224 OL Sep9 352.38  
31436 OL Nov1 352.38

## Criminal Psychology 2 - Criminal Minds PSYC1003 (E)

Enhance your understanding of the criminal mind. Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology. 45 hours

31060 OL Sep9 352.38

## Developmental Psychology

### PSYCSS271 (E)

Covering topics across the human lifespan, from infancy through to old age, you will examine theories of child development and the research that bears on these theories. Development across the physical, social, emotional, and cognitive domain will also be covered including the nature-nurture issue; the effects of early experience; and continuity - discontinuity in developmental change. 45 hours

31040 OL Sep9 352.38  
31433 OL Oct3 352.38  
31350 OL Nov1 352.38

## Domestic and Workplace Violence

### PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools. 45 hours

31069 OL Sep9 352.38

## Forensic Psychology PSYC10001 (E)

Designed for those interested in understanding or pursuing a career in forensic/correctional psychology, you will cover areas related to Criminal Psychology, Police Psychology, Victimology and Victim Services, Psychology and the courts and Correctional Psychology. 36 hours

31208 OL Sep9 292.31

## Geography and Tourism ENVR10031

Examine world landscapes and associated cultural and historical phenomena. Contemporary theories in the earth sciences such as geological time, plate tectonics, erosion, climatic factors receive emphasis. 45 hours

31472 OL Sep9 352.38

## Introductory Psychology

### PSYCSS156 (E)

Examine the basis of behaviour and why people think and act as they do. You will study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours

31039 OL Sep9 332.36

31431 OL Oct3 332.36

31352 OL Nov1 332.36

## Personality Psychology PSYC10007 (E)

Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 45 hours

31077 OL Sep9 352.38

## Social Psychology PSYC10012 (E)

Develop an understanding about how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 45 hours

31286 OL Sep9 352.38

## Sociology 1 SSCISS108 (E)

The discipline of sociology deals with the study of people's lives, their relationship to society, and how people are affected by the society in which they live. The concepts and methods of the discipline will be discussed with emphasis on the dynamics and social problems of Canadian society. 42 hours

31038 OL Sep9 332.36

31430 OL Oct3 332.36

31353 OL Nov1 332.36

## Sociology 2 SSCISS109 (E)

Explore various sociological perspectives and analyze the use of how systematic studies to challenge common sense perspectives about social life. Consider social structure, gender, "race", and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours

31017 OL Sep9 332.36

## Sports Psychology PSYC10009 (E)

Examining the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. You will evaluate what goes into optimal levels of athleticism in examining how players, coaches and even fans of the sports get psyched. 42 hours

31093 OL Sep9 332.36

## World Of Abnormal Psychology

### PSYCSS021 (E)

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. 45 hours

31037 OL Sep9 352.38

31425 OL Oct3 352.38

31347 OL Nov1 352.38

## General Education Courses

For additional General Education courses, refer to the index at the back of the catalogue for those courses indicated with an (E).

[disted.mohawkcollege.ca/generaleducation](http://disted.mohawkcollege.ca/generaleducation)

## NEW!

## Astronomy GSCI10006 (E)

Discover the wonders of Astronomy. Examine the bodies of the Solar System, and learn interesting facts about the planets and their moons, the stars, nebulae and galaxies. 45 hours

32453 OL Sep9 352.38

## Anger Management CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. You will identify your specific anger triggers and how your anger evolved. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 39 hours

31245 OL Sep9 312.33

## Art History and Theory ARTT10014 (E)

Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, contemporary, Asian, First Nations, Islamic). 48 hours

31076 OL Sep9 369.47

## Canadian Politics SSCISS105 (E)

Develop insight into Canadian politics. Topics include the structure of government in Canada, the practice of politics, and discussion of major political issues. 42 hours

31187 OL Sep9 332.36

## Co-dependency as an Addiction

### PSYC10008 (E)

Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point. 42 hours

32326 OL Sep9 352.38

# Distance Education/Online Learning

## Cults and Terrorism SSCI10006 (E)

Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons why people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations. 45 hours  
31437 OL Oct3 352.38

## Field to Fork: Introduction to Local and Global Food Systems HORT10021 (E)

Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues. 45 hours  
31342 OL Sep9 352.38

## Geological Disasters ENVR10005 (E)

Examine the causes and the effects of some of the world's greatest disasters associated with earthquakes, volcanoes, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours  
31313 OL Sep9 352.38

## Global Warming Concepts ENVR10004 (E)

Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours  
31438 OL Oct3 252.26

## Growing Up Digital-Living and Working In Canada INFO10158 (E)

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 45 hours  
31466 OL Sep9 352.38

## Harry Potter To Aslan: Children's Literature COMMLLT11 (E)

Explore the magical worlds of Harry Potter and other amazing characters in children's fantasy literature. Discover their creators and the underlying mythologies upon which they draw. Learn to assist children and adults in appreciating the genre. 45 hours  
31420 OL Sep9 352.38

## History of Aboriginal/Canadian Relations INDS10009 (E)

Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationship between colonial powers and Aboriginal peoples. 45 hours  
31460 OL Sep9 352.38

## History of Photography PHTOPY109 (E)

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world. 45 hours  
31573 OL Sep9 252.26

## Humanities HMNS10077 (E)

Focus on some fundamental questions that you ask of yourself while proceeding through life. Discusses issues concerning nature of the individual and various social, cultural, and physical contexts. 45 hours  
31468 OL Sep9 352.38

## Introduction To Children's Literature COMMLLT06 (E)

Examine the history and development of children's literature and its varied forms and techniques. Explore major authors and important issues presented in this genre. (Note: may involve material that is explicit and/or offensive to some.) 42 hours  
31172 OL Sep9 332.36

## Introduction to Geology: An Overview of Planet Earth ENVR10028 (E)

Explore the fundamentals of geology. Focus on the formation of the universe, the solar system, the history of the earth, formation of oceans and continents, plate tectonics, and rock types and their formation. 45 hours  
31389 OL Sep9 352.38

## Introduction to Racism and Discrimination SSCI10026 (E)

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society. 45 hours  
31025 OL Sep9 352.38

## Introduction to Science GSCI10002 (E)

Learn science fundamentals including notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles. 45 hours  
31240 OL Sep9 352.38

## Introduction to Sustainable Development ENVR10026 (E)

Discuss environmental, economic and social impacts that affect the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours  
31388 OL Sep9 352.38

## Meteorology GSCI10007 (E)

Focus on the nature and causes of weather-related phenomena. Develop a basic working knowledge of all aspects of meteorology. 45 hours  
32454 OL Sep9 352.38

## Myths And Legends HISTLLT05 (E)

Discover the universal and enduring presence of myths and legends. Examine creation myths, hero/heroine myths, dominant archetypes and other topics to develop insight into how a distant past connects to our contemporary world. Prerequisite: College English or equivalent. 42 hours  
31171 OL Sep9 332.36  
31429 OL Oct3 332.36

## Nutrition HLTH10044 (E)

Explore the nutritional effectiveness of various diets and food additives. Examine the role of food in maintaining health and reducing the risk of illness and learn to evaluate claims made by food faddists and food vendors. Prerequisite: College English or equivalent. 42 hours  
31241 OL Sep9 332.36  
31356 OL Nov1 332.36

**NEW!**

## Rock On - Pop Music Introduction MUSC10001 (E)

Explore the social history of popular music from its roots in the Mississippi Delta to musical developments since the 1980's. Examine musical phenomena including Presleymania, the Beatles, Motown and soul, and grunge, industrial music and rap. 28 hours  
32450 OL Sep9 238.91

## Science Fiction COMM10043 (E)

Explore our changing world through the medium of science fiction. Discover the amazing narrative and fantastic voyages of this literary genre, through study of various short stories and novels. Prerequisite: College English or equivalent. 42 hours  
31212 OL Sep9 332.36

## Sexual Violence SSCI10008 (E)

Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators. 45 hours  
32325 OL Sep9 352.38

## Soccer and its Impact on Society SSCI10031 (E)

Examine the impact of soccer on socio-economic, religious, political, and cultural views world-wide. Explore cultural trends and human behaviors influenced by soccer ideology and its effects on "pop culture". 42 hours  
31386 OL Sep9 332.36

## Social, Legal and Ethical Issues for Internet Use INFO10131 (E)

Learn to identify and address ethical issues associated with Internet use. Areas of discussion include restricting access, copyright, ethical issues, protecting oneself, buying online, keeping up with the issues and personal responsibility. 30 hours  
31016 OL Sep9 252.26

## Stress, Wellness and Nutrition HLTH10111 (E)

Enhance your understanding of positive and negative stress in our personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours  
31390 OL Sep9 332.36

## Success Matters COMM10180 (E)

Master proven strategies as the foundation for success in the postsecondary classroom and the workplace. Focus on reading, writing and test taking skills, time management, and planning and decision-making. 42 hours  
31341 OL Sep9 332.36

Book your DE exam online  
disted.mohawkcollege.ca

# Distance Education/Online Learning / Engineering Technology

## The Study of Human Sexuality SSCI10003 (E)

Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. 45 hours  
31479 OL Nov1 352.38

## Understanding Literature COMM10095 (E)

Learn to appreciate literature critically by reviewing literary history and examining different genres. Explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. Creative-writing students will benefit from a framework in which to appreciate and evaluate their own writing. 48 hours  
31128 OL Sep9 369.47

**NEW!**

## Wellness for Life HLTH10147 (E)

Consider the physical, emotional, social, intellectual, and spiritual dimensions of health. You will be provided with current factual information about various health-related issues including stress, substance abuse, sexuality, fitness, weight management, environmental concerns and death and dying. 45 hours  
32455 OL Sep9 352.38

## What In The World Is Going On GINTLLT07 (E)

Learn to critically analyze global events and crises, and develop understanding of background issues to make informed judgments about today's major new stories. Prerequisite: College English or equivalent. 42 hours  
31246 OL Sep9 332.36

## Upgrading

### Academic and Career Entrance (ACE)

Academic and Career Entrance (ACE) courses are non post-secondary courses designed to prepare students to succeed in post-secondary and apprenticeship training. They are accepted as OSSD equivalent by colleges and Apprenticeship for purposes of admission. There are 10 ACE courses available. Most students participate in the courses they need to meet the prerequisites for admission to further their education.

To receive an ACE Acknowledgment of Completion, students must successfully complete the Communications (English or Francais) course, a Mathematics course and any 2 courses from the list below.

**Questions?**  
905-575-2706 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

#### Admission Requirements

All students wishing to enroll in an ACE online course must first complete the Learn to Learn course. This 20 hour online course will help to determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. To register for the Learn to Learn course, please visit [www.acedistancedelivery.ca](http://www.acedistancedelivery.ca) to fill out an application.

## ACE Apprenticeship Math MATH10047

Enhance skills developed in Core Mathematics in preparation for apprenticeship study. Topics include number sense and algebra; measurement and geometry; proportional reasoning; analytic geometry; relations and functions; trigonometric functions; statistics; and personal finance. Prerequisite: MATH10045. 100 hours  
31266 OL Sep1

## ACE Biology BIOL10011

Study the organization and energy of life. Complete one module on the human body and then choose a second focused on the human body or plant biology. Topics include environmental biology and the changing environment on planet Earth, a current and crucial issue. Prerequisite: MATH10045. 120 hours  
31267 OL Sep1

## ACE Business Mathematics MATH10046

Enhance your skill with business-related mathematics. Topics include arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis; and solving various mathematical problems. Prerequisite: MATH10045. 120 hours  
31259 OL Sep1

## ACE Chemistry GSCI10004

Enhance your knowledge of chemistry. Focus on industrial and environmental issues, analyze problems, complete laboratory exercises and communicate scientific information effectively. Content is geared to adult learners entering health and environmental science programs. Prerequisites: MATH10045. 120 hours  
31262 OL Sep1

## ACE Communications COMM10148

Develop your communication skills for success in college and in the workplace. Learn to express yourself well when presenting and defending ideas with the use of oral, visual, and written forms of communications. 120 hours  
31260 OL Sep1

## ACE Computers COMP10083

Become comfortable using computer hardware and software (2 types) and online communication tools such as the Internet. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 80 hours  
31268 OL Sep1

## ACE Core Math MATH10045

Develop foundational skills in numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday finance. 120 hours  
31261 OL Sep1

## ACE Physics PHYS10000

Develop an understanding of physical concepts and principles and learn to apply them to various practical systems. Explore forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. Prerequisite: MATH10045. 120 hours  
31263 OL Sep1

## ACE Self Management and Self Direction CRED10044

Develop knowledge, skills, and behaviours to enhance academic, employment and personal effectiveness. Focus on areas such as self reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration. 80 hours  
31264 OL Sep1

## ACE Technology Math MATH10044

Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: MATH10045. 120 hours  
31265 OL Sep1

## Engineering Technology

**Questions?**  
905-575-2203/ 905-575-2507/ 905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

See each certificate description or refer to the website at [ce.mohawkcollege.ca/engineeringtechnology](http://ce.mohawkcollege.ca/engineeringtechnology)

### Engineering Technology Admission Requirements

Unless stated otherwise, the admission requirements for all Engineering Technology programs include Ontario Grade 12 Diploma or equivalent or Mature Student status.

**NOTE: You must ensure you have the required course prerequisites listed in the course descriptions and on our website**

**Find your room before you come on campus**  
Visit [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Apprenticeship/Skills

### Certificate of Qualification Examination Preparatory Courses

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

**Questions?**  
905-575-2507/ [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[ce.mohawkcollege.ca/cofq](http://ce.mohawkcollege.ca/cofq)

#### Admission Requirements

Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for appropriate exam and determine your eligibility to write the exam. Branch numbers: 1-800-668-4479 Hamilton 905-521-7764 & Brantford 519-756-5197.

## Pre-License Electrical ELECHEQ12

Review theory and electrical code for the Construction & Maintenance 309A exam. Text requirements will be discussed in the first class. 32429 SC MO/WE Sep19 6:00-9:00 20 430.36

44	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Certificate Of Qualification Prep Machinist MACHHAQ02

Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.  
31882 SC TU/TH Sep13 6:00-9:00 24 500.30

## Certificate of Qualification Prep - Tool & Die MACHHEQ03

Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.  
31884 SC TU/TH Sep13 6:00-9:00 24 500.30

## Cert Of Qualification Prep Mechanic MECHHEQ02

Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen's Qualification Act.  
31595 BF MO/WE Sep12 6:00-9:00 24 500.30

## Pre-Licence Truck - Coach Technician-Class 310T MOTPSAM65

Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act.  
32319 SC WE Sep14 6:30-9:30 12 267.67

## Pre-Licence Auto Service Technician-Class 310S MOTPSAM66

Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act.  
32318 FF WE Sep14 6:30-9:30 12 267.67

## Automotive - Other

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2746 / [russell.krick@mohawkcollege.ca](mailto:russell.krick@mohawkcollege.ca)

## Body Communication Systems MOTP10065

Focus on automotive body electronics and communication systems. You will take a strategic approach to repairing communication systems and programming modules using state of the art diagnostic equipment. Prerequisite: Class 'S' Automotive technician or apprentice.  
32331 FF TU/TH Oct11 6:30-9:30 2 44.61  
32333 FF TU/TH Dec6 6:30-9:30 2 44.61

## Air Conditioning and Climate Controls MOTP10066

Learn the latest automotive air conditioning equipment updates and diagnostic tips. Diagnose domestic and import climate control systems. Prerequisite: Ozone Depletion Card  
32332 FF TU/TH Oct18 6:30-9:30 2 44.61  
32334 FF TU/TH Dec13 6:30-9:30 2 44.61

## CNC Programming Certificate (Including CAD/CAM)

Mohawk College Certificate  
Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
519-758-6027 / 905-575-1212 ext. 6027 / [godfrey.nicholson@mohawkcollege.ca](mailto:godfrey.nicholson@mohawkcollege.ca)

### Admission Requirements

For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings. Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended. (See Machine Tool Operator Certificate for basic skills).

For program details visit [ce.mohawkcollege.ca/cncprogramming](http://ce.mohawkcollege.ca/cncprogramming)

Some components of this program require approved safety glasses and footwear.

## CNC Programming - Basic MACHRE810

Study applicable mathematics, standard code and machine tool set-up for 2 1/2 axes milling and 2 axes turning.  
31911 SC TU/TH Sep13 7:00-10:00 20 430.36

## CAD/CAM (MasterCAM) 2D CADMRE455

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.  
31887 SC TU Sep13 6:00-10:00 15 430.36

## Electrical Fundamentals Certificate

### Mohawk College Certificate

Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3988 / [ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)

### Admission Requirements

A minimum of Grade 11 mathematics and physics, or equivalent.

For program details visit [ce.mohawkcollege.ca/electricalfundamentals](http://ce.mohawkcollege.ca/electricalfundamentals)

## MATHMA002 - Preparatory Mathematics (Technology)

Refer to Math Learning Centre courses in the Math/Statistics section.

## ELECHV200 - Electricity 2 & ELECHV107 - Electricity 1

Refer to Heating, Refrigeration, Air-Conditioning (HRAC) Certificate.

## Fluid Power Certificate

### Mohawk College Certificate

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 / [doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

### Admission Requirements

You require basic knowledge of or experience with fluid power systems.

For program details visit [ce.mohawkcollege.ca/fluidpower](http://ce.mohawkcollege.ca/fluidpower)

Some components of this program require approved safety glasses and footwear.

## Basic Hydraulics STENMF100

Study physical aspects of Fluid Power Systems with emphasis on requirements and practical knowledge.  
31588 SC WE Sep14 6:00-9:15 12 289.97

## Basic Pneumatics & Troubleshooting STENMF103

Focus on use and distribution of compressed air, symbols and schematics, construction, function and application of components and control and troubleshooting applications for pneumatic circuits. Prerequisite: STENMF100.  
31589 SC TU Sep13 6:00-9:15 12 289.97

## Fluid Power Society Hydraulic Specialists Certification Program

Prepare to write the Hydraulic Specialist Certification examination with this review course offered in cooperation with the Fluid Power Society. Testing facilities for the Hydraulic Specialist Certificate will be available at Mohawk College. You must register directly with the Fluid Power Society to write the exam.

Questions?  
Contact the Society at [www.ifps.org](http://www.ifps.org) / 1-800-303-8520.

Exam Night: Monday, December 5, 2011, 6:00 p.m. - 9:00 p.m. at the STARRT Institute. Hydraulic Specialists wishing to write the examination only, should contact [doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

## Hydraulics Specialist STEN10000

Review hydraulics, and mechanical and electrical fundamentals. Manual included.  
31587 SC MO Sep19 6:00-9:00 10 383.86

## Industrial Lubrication Certificate

### Mohawk College Certificate

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 / [doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

### Admission Requirements

You should have employment responsibilities involving lubrication and several years related experience. Secondary school background with chemistry, physics and mathematics is an asset.

For program details visit [ce.mohawkcollege.ca/industriallubrication](http://ce.mohawkcollege.ca/industriallubrication)

## Lubrication Fundamentals MATLLUB00

Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting.  
31590 SC MO Sep12 6:00-9:45 12 334.58

# Engineering Technology

## Industrial Mechanic (Millwright) Certificate

### Mohawk College Certificate

Prepare for skilled employment in manufacturing and industrial settings. Learn to install, maintain and repair industrial equipment, operate hoisting devices and fabricate parts. NOTE: Advanced standing is available for those with credits in similar CE courses. This program may meet in-school requirements of the IMM Apprenticeship Program. Candidates will be evaluated individually by the Apprenticeship branch.

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 / [doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

#### Admission Requirements

Work experience in some aspect of the trade is an asset.

#### For program details visit

[ce.mohawkcollege.ca/imm](http://ce.mohawkcollege.ca/imm)

**Register by Web, Mail, Fax or  
In person**

Debit, credit (VISA and MasterCard), cash  
and certified cheque accepted.

## Machine Tool Operator Certificate

### Mohawk College Certificate

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
519-758-6027 / 905-575-1212 ext. 6027 / [godfrey.nicholson@mohawkcollege.ca](mailto:godfrey.nicholson@mohawkcollege.ca)

#### Admission Requirements

You require Grade 12 Mathematics, and a strong mechanical aptitude.

#### For program details visit

[ce.mohawkcollege.ca/machinetooloperator](http://ce.mohawkcollege.ca/machinetooloperator)

Some components of this program require approved safety glasses and footwear.

### Machine Shop 1 MACHRE165

Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Miscellaneous fee included.  
31878 SC SA Sep17 8:00-12:00 10 337.41

### Machine Shop 2 MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Miscellaneous fee included.  
31880 SC SA Sep17 8:00-12:00 10 337.41

### Machine Shop 3 MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.  
31881 SC SA Sep17 8:00-12:00 10 337.41

### Blueprint Reading Mechanical

#### TDRWRE152

Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.  
31886 SC TU Sep13 7:00-10:00 12 267.67

## Maintenance Mechanic Fundamentals Certificate

### Mohawk College Certificate

Intended for individuals interested in entering the field of maintenance mechanics, who have no prior knowledge of the occupation.

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2531 / [doug.daniels@mohawkcollege.ca](mailto:doug.daniels@mohawkcollege.ca)

#### Admission Requirements

Grade 12 mathematics, physics and chemistry. A good mechanical aptitude recommended.

#### For program details visit

[ce.mohawkcollege.ca/maintenancemechanic](http://ce.mohawkcollege.ca/maintenancemechanic)

### MATLLUB00 - Lubrication Fundamentals

Refer to the Industrial Lubrication Certificate.

### Pumps (Industrial) MECHRE041

Cover operating fundamentals and applications for centrifugal, positive displacement, rotary pumps and compressors.  
31591 SC TH Sep15 6:00-9:15 12 289.97

## Welder Operator Certificate

### Mohawk College Certificate

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 5058 / [jeff.gill@mohawkcollege.ca](mailto:jeff.gill@mohawkcollege.ca)

#### Admission Requirements

Good mechanical aptitude required. You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate. Everyone must register in Shielded Metal Arc Welding 1.

#### For program details visit

[ce.mohawkcollege.ca/welderoperator](http://ce.mohawkcollege.ca/welderoperator). Both the theory and practical components are required to receive credit in each course. Most theory is self-study.

You must supply Safety Glasses, Safety Boots and Welding Gloves.

### Shielded Metal Arc Welding 1

#### WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included.  
31598 SC MO/WE Sep12 6:30-9:30 26 670.98

### Shielded Metal Arc Welding 2

#### WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included.  
31599 SC MO/WE Sep12 6:30-9:30 26 670.98

### Shielded Metal Arc Welding 3

#### WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included.  
31600 SC MO/WE Sep12 6:30-9:30 26 670.98

### Gas Metal Arc Welding WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to basic PULSE-MIG transfer and the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included.  
31601 SC MO/WE Sep12 6:30-9:30 26 670.98

### Blueprint Reading Welding TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.  
31592 SC TU Sep13 7:00-10:00 13 289.97

## Welding - Other

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 5058 / [jeff.gill@mohawkcollege.ca](mailto:jeff.gill@mohawkcollege.ca)  
Brantford Courses?  
519-758-6027 / 905-575-1212 ext. 6027  
[godfrey.nicholson@mohawkcollege.ca](mailto:godfrey.nicholson@mohawkcollege.ca)

#### For details visit

[ce.mohawkcollege.ca/welding](http://ce.mohawkcollege.ca/welding)

You must supply Safety Glasses, Safety Boots and Welding Gloves.

### Welding I

#### WELDRE125

Focus on arc Welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4+ plate metal. Material fee included.  
31875 BF SA Sep17 8:00-12:00 9 330.67

### Welding II

#### WELDRE126

Further develop welding skills in the vertical and horizontal positions. Prerequisite: WELDRE125. Material fee included.  
31876 BF SA Sep17 8:00-12:00 9 330.67

### Welding III

#### WELDRE129

Continue developing welding skills in all positions. Prerequisite: WELDRE126. Material fee included.  
31877 BF SA Sep17 8:00-12:00 9 330.67

Completion of WELDRE125, WELDRE126, & WELDRE129 may qualify you for C.W.B. equivalent certification in the flat position only.

### Welding Pipe & TIG WELDRE157

Develop skills in pipe Welding, Shielded Metal Arc Welding with the uphand technique, Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding, and SMAW with the downhand technique for Gas and Oil Transmission Lines. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.  
31593 SC SA Sep17 8:00-12:00 12 437.74

46	How to read course details:	CRN*	Location	Day(s)	Start	Time
		31256	FF	WE	Sep12	6:30-9:30
						Welding 39002 SC TU/TH Sep13 6:30-9:30 24 626.30
						WELDRE157 24 626.30

## Welding

### WELDRE226

Cover basic Shielded Metal Arc Welding; SMAW to C.W.B. Standards; SMAW to TSSA Standards; Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included.  
31594 SC SA Sep17 8:00-12:00 12 437.74

## Woodworking

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 5027 /

[ken.mercer@mohawkcollege.ca](mailto:ken.mercer@mohawkcollege.ca)

### For details visit

[ce.mohawkcollege.ca/woodworking](http://ce.mohawkcollege.ca/woodworking)

Some components of this program require approved safety glasses and footwear.

## Cabinet Making for Women BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.  
31872 SC MO Sep12 6:30-9:30 12 267.67

## Hand Tool Techniques BLDGTZ030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.  
31874 SC MO Sep12 6:30-9:30 12 267.67

## Cabinet Making - Level 1 BLDGTZ070

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included.  
31870 SC TH Sep15 6:30-9:30 12 267.67

## Cabinet Making - Level 2 BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: Level 1 Cabinet Making BLDGTZ070 or BLDG10022 completed within one year. (Project may or may not be completed within the 12 weeks.)  
31871 SC TU Sep13 6:30-9:30 12 267.67

## Furniture/Cabinetmaking BLDGTZ073

Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite BLDGTZ071.  
31873 SC WE Sep14 6:30-9:30 12 267.67

## Electrotechnology

### Electronic Fundamentals Certificate

#### Mohawk College Certificate

Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3988 /

[ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)

### Admission Requirements

Grade 12 Mathematics or equivalent.

### For program details visit

[ce.mohawkcollege.ca/electronicfundamentals](http://ce.mohawkcollege.ca/electronicfundamentals)

## DC Electrical/Electronic Theory

### ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.  
31908 FF WE Sep14 6:00-10:00 14 404.82

## AC Electrical/Electronic Theory

### ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.  
31909 SC TU Sep20 6:00-10:00 12 353.74

## Human-Machine Interfacing Certificate

### Mohawk College Certificate

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

### Admission Requirements

For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

### For program details visit

[ce.mohawkcollege.ca/hmi](http://ce.mohawkcollege.ca/hmi)

### WATCH FOR COURSES NEXT TERM

## Instrumentation Courses

### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3988 /

[ahmed.arkoub@mohawkcollege.ca](mailto:ahmed.arkoub@mohawkcollege.ca)

[ce.mohawkcollege.ca/instrumentation](http://ce.mohawkcollege.ca/instrumentation)

## Instrumentation 1 For Tradesmen

### INSTRE047

Examine control and measurement for pressure, temperature, level and flow devices used in industry. You require a basic knowledge of electricity and some industrial experience.  
31907 FF TU/TH Sep13 6:00-9:00 24 500.30

## Industrial Drives Certificate

### Mohawk College Certificate

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

### For program details visit

[ce.mohawkcollege.ca/industrialdrives](http://ce.mohawkcollege.ca/industrialdrives)

## ELECER001/ER002 - DC Elec/Electronic Theory & AC Elec/Electronic Theory

Refer to the Electronic Fundamentals Certificate.

## Industrial Drives 1

### ASYS10001

Focus on AC and DC motor theory, single phase and three phase motors, and motor control and protection systems for various applications. Prerequisite: ELEC ER002  
32654 FF WE Sep14 6:00-10:00 13 379.28

## Programmable Logic Controller Certificate

### Mohawk College Certificate

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Several different models of PLCs will be covered in this program. Significant time will be spent on "hands-on" exercises.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

[reno.dagostino@mohawkcollege.ca](mailto:reno.dagostino@mohawkcollege.ca)

### Admission Requirements

A basic understanding of electrical circuitry, particularly control circuits is required. Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

### For program details visit

[ce.mohawkcollege.ca/plc](http://ce.mohawkcollege.ca/plc)

## PLC Programming 1

### ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the PLC 5 software.

31900 FF TU Sep13 6:00-10:00 13 379.28

31901 FF TH Sep15 6:00-10:00 13 379.28

## PLC Programming 4

### ASYSPLC14

Implement a project of your choice, individually or in a small group, using PLCs and desired peripherals. Prerequisite: ASYSPLC13

31902 FF MO Sep12 6:00-10:00 13 379.28

## Legislative Compliance

### Air Brake Training

#### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

[ce.mohawkcollege.ca/airbrake](http://ce.mohawkcollege.ca/airbrake)

### Admission Requirements

Minimum requirement is full class "G" license.

### Air Brake Training

### MOTPSAM70

Earn your 'Z' Air Brake Endorsement on your license, as required by The Ontario Ministry of Transportation.

31903 SC SA/SU Sep24 8:30-5:30 2 241.54

31904 SC SA/SU Oct29 8:30-5:30 2 241.54

31905 SC SA/SU Nov26 8:30-5:30 2 241.54

# Engineering Technology

## CFC/ODP Training Courses

Required by individuals who do not have an ODP card or for those whose ODP card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Ozone Depleting Substances Awareness Program. Those who successfully complete the full one-day course will receive a renewable Ontario Ozone Depletion Card, and a nationally registered number for refrigerant purchase. For further information on renewal procedures, contact HRAI at 1-800-661-3369.

### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[ce.mohawkcollege.ca/cfc-odp](http://ce.mohawkcollege.ca/cfc-odp)

## CFC/HCFC/HFC Control ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

32328	FF	SA	Sep24	8:30-3:00	1	214.17
32414	FF	SA	Oct29	8:30-3:30	1	214.17
32416	FF	SA	Nov26	8:30-3:30	1	214.17

## Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 [www.tssa.org](http://www.tssa.org). After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA. If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

1. A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.
2. Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. Documented proof of related work experience would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

For further information, contact Charles Honey at 905-575-2522 / [charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

## Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the

Technical Standards and Safety Authority. The modular curriculum devotes approximately equal time to the theory and practical instruction. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

Upon completion of all four parts of the Gas Technician 2, the student will be permitted to book for their final TSSA examination.

NOTE: Participants are also required to pay an Examination Fee of \$150.00 for each level (GT-3, GT-2, GT-1) of certification.

For more information, access the TSSA link via [ce.mohawkcollege.ca/fueltechnician](http://ce.mohawkcollege.ca/fueltechnician)

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
 905-575-2522 / [charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

### Admission Requirements

Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum. Experience working with gas and/or oil fueled equipment is a definite advantage.

### OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

### GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120-hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

## Gas Technician 2 - Part 1 GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

31864 SC MO/WE Sep7 6:00-10:00 30 773.67

## Gas Technician 2 - Part 2 GOPTRE051

Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.

31865 SC MO/WE Sep7 6:00-10:00 30 773.67

## Gas Technician 2 - Part 3 GOPTRE052

Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

31866 SC MO/WE Sep7 6:00-10:00 30 773.67

## Gas Technician 2 - Part 4 GOPTRE053

Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/certification fee of \$150.00 is extra after all 4 parts are completed.

31867 SC TU/TH Sep6 6:00-10:00 30 773.67

## Gas Technician 3 GOPTRE244

Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of \$150.00 will be charged for TSSA certification.

31869 SC TU/TH Sep6 6:00-10:00 36 910.36

31868 SC MO/WE Sep7 6:00-10:00 36 910.36

The purchase of books will be required; instructors will advise.

## Heating, Refrigeration, Air-Conditioning (HRAC) Certificate

### Ontario College Certificate

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
 905-575-2522 / [charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

### Admission Requirements

You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

For details visit [ce.mohawkcollege.ca/hrac](http://ce.mohawkcollege.ca/hrac)

In addition, upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

### BLDGBES03 - Air Handling And Refrigeration

Refer to Building Environmental Systems Certificate.

### ENVRRE904 - CFC/HCFC/HFC Control

Refer to CFC/ODP Training Courses.

### GOPTRE243/RE244 - Gas & Oil Burner Technician 3

Refer to Fuel Technician Certification.

## Electricity 1 - Residential ELECHV107

Explore theory, wiring diagrams, controls, electric motors, troubleshooting, and use of electric test meters, with emphasis on residential HVAC systems.

31906 SC TU/TH Sep13 6:00-9:00 24 500.30

## Electricity 2-Commercial/Light Industrial ELECHV200

Focus on thermostats and electric control devices, 3-phase motors and starters, complex control system circuitry and schematic wiring diagrams. Field experience and prior knowledge of electricity required. Prerequisite: ELECHV107.

31910 SC MO/WE Sep12 6:00-9:00 24 500.30

### Need Help?

AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

48	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

**Building Environmental Systems Certificate****Mohawk College Certificate**

Become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

**Questions?**

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-2522 /

[charles.honey@mohawkcollege.ca](mailto:charles.honey@mohawkcollege.ca)

**Admission Requirements**

Practical work experience or equivalent.

**For program details visit**

[ce.mohawkcollege.ca/buildenviro systems](http://ce.mohawkcollege.ca/buildenviro systems)

**Heating**

HRAPBES01

Review operation and maintenance of hot water and steam boilers and accessories, oil and gas burners, heating controls, plumbing, fire protection and alarm systems. Intended for building operators.

31862 SC WE Sep7 6:00-9:00 15 334.58

**Air Conditioning And Refrigeration****HRAPBES02**

Examine the operation and maintenance of refrigeration and air-conditioning equipment. Intended for building operators.

31861 SC TU Sep6 6:00-9:00 15 334.58

**Water Treatment**

STENBES06

Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

31863 SC WE Sep7 6:00-9:00 15 334.58

39015 OR WE Sep7 10:20-2:30 11 303.53

**Air Handling & Preventive Maintenance****BLDGBES03**

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

31860 SC MO Sep12 6:00-9:15 14 334.58

**Building & Construction Sciences****Architectural Drafting Certificate****Mohawk College Certificate**

Enhance your skills or prepare for a career as an architectural draftsman, job captain, building inspector, appraiser or site supervisor.

**Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3994 /

[kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@mohawkcollege.ca)

**For program details visit**

[ce.mohawkcollege.ca/architecturaldrafting](http://ce.mohawkcollege.ca/architecturaldrafting)

**THIS CERTIFICATE WILL BE PHASED OUT BY FALL 2012.**

**Introduction To The Ontario Building****Code-Part 3**

BLDGAR201

Examine Building Code design applications for structures (larger than 10 sq.m) used for assembly, institutional, and high hazard industrial occupancies; and for buildings (larger than 600 sq.m or three stories) used for residential, business, and personal services, mercantile or low hazard industrial occupancies.

31988 FF WE Sep14 6:00-10:00 14 404.82

**Methods & Materials 1**

MATLAR348

Focus on foundations, wood construction, steel frame construction, concrete, roofing and cladding. Prerequisites: TDRWEA106 and TDRWAR301 or equivalents.

31987 FF WE Sep14 6:00-10:00 14 404.82

**Construction Estimating Certificate****Mohawk College Certificate**

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

**Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3994 /

[kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@mohawkcollege.ca)

**For program details visit**

[ce.mohawkcollege.ca/constructionestimating](http://ce.mohawkcollege.ca/constructionestimating)

**Estimating 1**

BLDGEA202

Read drawings and measure quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

31945 FF WE Sep14 6:30-9:30 14 312.28

**Residential Construction Management****MGMTCN340**

Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.

31984 FF TH Sep15 6:00-10:00 14 404.82

**Residential Design & Construction Certificate****Mohawk College Certificate**

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

**Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

[peter.mann@mohawkcollege.ca](mailto:peter.mann@mohawkcollege.ca)

**For program details visit**

[ce.mohawkcollege.ca/residentialdesign](http://ce.mohawkcollege.ca/residentialdesign)

**Construction Practice-Basic**

BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all semesters.

32001 FF TU Sep13 6:30-9:30 12 267.67

**Framing Techniques**

BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Offered in all semesters.

32002 SC MO Sep12 6:30-9:30 12 267.67

**Residential Electrical & Plumbing****BLDGRE029**

Study the installation and safety procedures of typical electric circuits and associated equipment, and plumbing lines and fixtures. Will be offered every semester.

32000 SC WE Sep14 7:00-10:00 12 267.67

**Building & Construction Sciences - Other****Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3994 /

[kevin.haluik@mohawkcollege.ca](mailto:kevin.haluik@mohawkcollege.ca)

**Environmental Technology ENVREA204**

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

31989 FF TU Sep6 6:00-9:00 14 312.28

**Computer Sciences****NOTE:**

Printing costs will be charged at all printers.

**Generic Computer Training****Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3321 /

[teresa.plastun@mohawkcollege.ca](mailto:teresa.plastun@mohawkcollege.ca)

COMP0001, COMP10098, COMP10099 AND COMP10034 are offered based upon the assumption that many students already have a working knowledge of the Microsoft Office products listed in each course description. Courses are offered through an independent study lab, with individual assistance.

**WATCH FOR COURSES NEXT TERM****Computer Science Certificate - Level 1****Mohawk College Certificate**

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

**Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3310 /

[dennis.angle@mohawkcollege.ca](mailto:dennis.angle@mohawkcollege.ca)

**For program details visit**

[ce.mohawkcollege.ca/computerscience](http://ce.mohawkcollege.ca/computerscience)

**WATCH FOR COURSES NEXT TERM****Computer Science & Information Technology - Other****Questions?**

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3310 /

[dennis.angle@mohawkcollege.ca](mailto:dennis.angle@mohawkcollege.ca)

**Programming in Java**

COMP10062

Building upon the logic and object oriented programming concepts developed by the Programming Fundamentals course (COMP10001). The course concentrates on the creation and use of classes as an object type, but still covers the basic elements that many traditional languages use, ie, control structures, arrays, and file I/O. Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.

31597 FF TH Sep15 6:00-10:00 14 404.82

# Engineering Technology

## Introduction To Micro Computers COMPCO165

Focus on computer essentials including the Windows 7 operating system and use of MS Word, Excel and PowerPoint.

31585 FF TU Sep13 6:00-10:00 7 208.19

## Applied Computer Systems COMPCO210

Examine typical business information system components and technology issues. Complete realistic information systems solutions, using MS Access and database management software.

31596 FF TU Sep13 6:00-10:00 11 312.28

## AutoCAD Design Certificate

### Mohawk College Certificate

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[denise.serafin@mohawkcollege.ca](mailto:denise.serafin@mohawkcollege.ca)

#### Admission Requirements

If you have no previous computer knowledge or knowledge of Windows you should take COMPCO001-Generic Computer Training before taking courses within this program. Drafting knowledge is strongly recommended.

#### For program details visit

[ce.mohawkcollege.ca/autocad](http://ce.mohawkcollege.ca/autocad)

## AutoDESK - REVIT CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs. Book included in fees.

31891 FF SA/SU Sep17 9:00-5:00 6 386.58

## AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, Design Development and construction documentation tools in this class using Architectural examples. Prerequisite:CADM10028. Book included in fees.

31892 FF SA/SU Oct15 9:00-5:00 6 396.58

## AutoCAD - Introduction CADMCAD06

Discover entity creation, dimensioning, layers and linetypes and text creation using AutoCAD.

31898 SC TU Sep13 6:00-9:30 13 334.58

31888 FF TH Sep15 6:00-9:30 13 334.58

31889 FF SA/SU Sep17 9:00-5:00 6 334.58

## AutoCAD - 3D Modeling CADMCAD11

Produce and edit 3D AutoCAD models using wire frame and solids. Prerequisite: CADMCAD15.

31896 FF WE Sep14 6:00-9:30 13 334.58

## AutoCAD - Customization CADMCAD12

Focus on creating drawing template files, external references, customizing AutoCAD, automating AutoCAD using script files and creating custom menus and toolbars. Prerequisite: CADMCAD15.

31890 FF TU Sep13 6:00-9:30 13 334.58

## AutoCAD - Architectural CADMCAD20

39001 FF SA/SU Nov26 9:00-5:00 6 334.58

## AutoCAD - Advanced CADMCAD15

Study blocks, dynamic blocks, scaling, plotting, model/paper space applications, advanced dimensioning, implied polar snaps, and Internet applications. Prerequisite: CADMCAD06.

31895 FF TU Sep13 6:00-9:30 13 334.58

31899 SC TH Sep15 6:00-9:30 13 334.58

31894 FF SA/SU Nov5 9:00-5:00 6 334.58

## AutoCAD - Mechanical CADMCAD25

Create 2-dimensional mechanical drawings, and assembly drawings. Prerequisite:CADMCAD15.

31897 FF TH Sep15 6:00-9:30 13 334.58

## AutoDESK Inventor INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers.

31893 FF SA/SU Oct15 9:00-5:00 6 334.58

## Computer Science - Software Engineering Specialist Certificate

### Mohawk College Certificate

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3310 /

[dennis.angle@mohawkcollege.ca](mailto:dennis.angle@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/computersciencesoftware](http://ce.mohawkcollege.ca/computersciencesoftware)

#### Admission Requirements

You must have completed the Computer Science Level 1 Certificate or be able to meet course prerequisites.

### WATCH FOR COURSES NEXT TERM

## Microcomputer Engineering Hardware Certificate

### Mohawk College Certificate

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3172 /

[sabu.joseph@mohawkcollege.ca](mailto:sabu.joseph@mohawkcollege.ca)

#### Admission Requirements

Grade 12 (OSSD), MATH10042 (refer to Math Learning Centre courses) and COMPNET01 (refer to Server and Network Support Certificate) or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/microcomputerhardware](http://ce.mohawkcollege.ca/microcomputerhardware)

## Digital Principles ELEC10095

Explore the basic concepts of digital logic circuits. Design and construct basic logic circuits using current digital integrated circuits.

31619 FF TU Sep13 6:00-10:00 14 488.91

**Need Grade 12 equivalency?**

905-575-2029

## Microcomputer Engineering Software Certificate

### Mohawk College Certificate

Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3172 /

[sabu.joseph@mohawkcollege.ca](mailto:sabu.joseph@mohawkcollege.ca)

#### Admission Requirements

COMPNET25 and COMP10052 or equivalent (refer to Server and Network Support Certificate)

#### For program details visit

[ce.mohawkcollege.ca/microcomputersoftware](http://ce.mohawkcollege.ca/microcomputersoftware)

### WATCH FOR COURSES NEXT TERM

## Server and Network Support Certificate

### Mohawk College Certificate

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3172 /

[sabu.joseph@mohawkcollege.ca](mailto:sabu.joseph@mohawkcollege.ca)

#### Admission Requirements

Grade 12 OSSD, COMPCO001 (refer to Generic Computer Skills section) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/serveetworksupport](http://ce.mohawkcollege.ca/serveetworksupport)

## Computer Hardware & Software COMPNET01

Learn to assemble and configure a computer, install and troubleshoot hardware and software problems and examine system networking and network server basics as preparation for A+ certification.

31610 FF TU Sep13 6:00-10:00 14 404.82

## UNIX/Linux COMP10052

Learn to install, maintain, and troubleshoot a Linux system. Focus on a technical overview of the UNIX/Linux operating system, including hands-on experience with commands, files, and tools. Topics include graphical user interfaces (GUI), UNIX/Linux commands, user and group management, configuring peripheral devices, file system maintenance, software management, system monitoring, shell environments and scripting. Prerequisite: COMPNET01

31611 FF MO Sep12 6:00-10:00 14 404.82

Location	Day(s)	Start	Times	#Sessions	Fee
FF	WE	Sep12	6:30-9:30	6	104.20

## Network Specialist Certificate

### Mohawk College Certificate

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3172 /  
[sabu.joseph@mohawkcollege.ca](mailto:sabu.joseph@mohawkcollege.ca)

#### Admission Requirements

Server and Network Support Certificate or completion of the following courses: COMPNET01 and COMPNET20.

#### For program details visit

[ce.mohawkcollege.ca/networkspecialist](http://ce.mohawkcollege.ca/networkspecialist)

### Routing (CCNA2)

### COMPNET35

Develop skills in configuring a router, managing Cisco IOS, configuring routing protocol on routers, and setting access lists to control the access to routers. 14 hours of online education required. MANDATORY Prerequisite: COMPNET20

31612 FF WE Sep14 6:00-10:00 14 404.82

### Wireless & VoIP Technologies

### COMPNET50

Focus on the design, planning, implementation, operation and troubleshooting of Wireless LANs. 22 hours of online education required. Prerequisite: COMPNET20

31613 FF MO Sep12 6:00-10:00 14 404.82

### Network Security & Management

### COMPNET55

Develop extensive knowledge of security policy design, technologies, firewall and secure router design, installation, configuration & maintenance and AAA & VPN implementation using routers and firewalls. 22 hours of online education required. MANDATORY Prerequisite: COMPNET40 - CCNA3

31616 FF TH Sep15 6:00-10:00 14 404.82

## Prep Sciences

For Mathematics courses refer to the Math/Statistics section of the catalogue.

### Prep Sciences

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3481 /  
[frosina.stojanovska-pocuca@mohawkcollege.ca](mailto:frosina.stojanovska-pocuca@mohawkcollege.ca)

### Preparatory Chemistry (Gas)

### CHEMPE106

Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. Thursday class is every second Thursday.

31914 FF TU/TH Sep13 6:00-9:00 19 404.82

## Physical & Environmental Sciences

### Fire Safety Certificate

#### Mohawk College Certificate

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2225 /  
[geoff.white@mohawkcollege.ca](mailto:geoff.white@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/firesafety](http://ce.mohawkcollege.ca/firesafety)

### Fire Safety 3-Fire Alarms SAFEFT103

Examine initiating and indicating devices with attention to circuitry, code requirements, design and installation. Prerequisite: SAFEFT100.

32425 FF WE Sep14 6:30-9:30 13 289.97

### Fire Safety Inspections

### SAFE10050

Study the application and enforcement of the Ontario Fire Code and develop skills for conducting comprehensive fire safety inspections in a variety of occupancies. Prerequisite: SAFEFT100.

32422 FF MO Sep12 6:30-9:30 13 289.97

## Environmental Engineering Certificate

#### Mohawk College Certificate

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1501 /  
[margaret.thomson@mohawkcollege.ca](mailto:margaret.thomson@mohawkcollege.ca)

#### Admission Requirements

Prep Chemistry (GSCIPE053) or equivalent. Refer to Prep Science section for GSCIPE053.

#### For program details visit

[ce.mohawkcollege.ca/environmentalengineering](http://ce.mohawkcollege.ca/environmentalengineering)

### Air Pollution And Monitoring

### ENVROH704

Study principles and techniques of air pollution monitoring and control. Prerequisites: CHEMOH701 and ENVROH702.

31883 FF MO Sep12 6:30-9:30 14 312.28

### Environmental Project And Report

### ENVROH707

Concentrate on process waste audits, engineering economics, project management, report writing and oral presentation skills. A combination of distance and in class learning. Prerequisites: ALL other courses in the program.

31885 FF TH Sep15 6:00-9:00 14 312.28

## Occupational Health & Safety Management Certificate

#### Mohawk College Certificate

Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-ordinators, Occupational Health Nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

#### Questions?

905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-2225 / [geoff.white@mohawkcollege.ca](mailto:geoff.white@mohawkcollege.ca)

#### Admission Requirements

Knowledge of chemistry, physics and mathematics is an asset.

#### For program details visit

[ce.mohawkcollege.ca/ohs](http://ce.mohawkcollege.ca/ohs)

### Occupational Hygiene-Introduction

### ENVROH101

Focus on recognition, evaluation and control of chemical and physical workplace hazards, toxicology, exposure measurement and control strategies, and legal information sources.

32655 FF TH Sep15 7:00-10:00 13 289.97

### Funds Of The Occupational Health & Safety Law

### LAWSOH301

Examine the OHS Act with attention to administration, joint committees, enforcement, safety policy, WHMIS, certification, and regulations concerning biological and chemical agents and designated substances.

32423 FF TU Sep20 6:30-9:30 13 289.97

### H & S Program Development &

### Coordination

### SAFE0H308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of safety professional.

32424 FF WE Sep14 7:00-10:00 15 334.58

### Sign up now!

Registration opens at 8:30 am on  
Tuesday, August 9

## Industrial Engineering Certificate - Level 1

#### Mohawk College Certificate

For individuals employed in first level Industrial Engineering positions conduct time-and-motion studies, draw plans of efficient plant layout; assist in quality control testing; and participate in various manufacturing problem solving applications.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext.3650 /  
[louie.dorazio@mohawkcollege.ca](mailto:louie.dorazio@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/industrialengineering](http://ce.mohawkcollege.ca/industrialengineering)

# Engineering Technology / Health Sciences

## Problem Solving

INGM252

Explore analytical and creative problem solving techniques.  
32597 FF WE Sep14 6:00-9:00 14 312.28

## Manufacturing Management

MGMTIM153

Analyze the organization of modern industry and relationships among different functions.  
32596 FF TU Sep13 6:00-9:30 12 312.28

## Quality Assurance Certificate - Level 1

### Mohawk College Certificate

Quality Sciences Practitioners currently employed in business or industry should benefit from this program offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Program content is consistent with ASQ requirements for certification. The Hamilton Section of ASQ administers a certification examination in March and October each year. See details on the ASQ website - [www.asq.org](http://www.asq.org) on how to qualify for ASQ certification as a Certified Quality Technician (CQT).

### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3650 /

[louie.dorazio@mohawkcollege.ca](mailto:louie.dorazio@mohawkcollege.ca)

### Admission Requirements

You require Grade 12 Math or equivalent.

### For program details visit

[ce.mohawkcollege.ca/qualityassurance](http://ce.mohawkcollege.ca/qualityassurance)

## Statistical Process Control 1

MATHQC102

Examine statistical methods and applications required by industry including presentation and description of data, probability, sampling distribution, statistical inference, and objectives.  
32595 FF TH Sep15 6:00-9:30 11 289.97

## Mechanical Design

### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3058 /

[sebastian.irimie@mohawkcollege.ca](mailto:sebastian.irimie@mohawkcollege.ca)

[ce.mohawkcollege.ca/mechanicaldesign](http://ce.mohawkcollege.ca/mechanicaldesign)

## SolidWorks Basic

CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface. Intended for mechanical designers.

31913 FF TH Sep15 6:00-9:30 13 334.58

## Geometric Dimensioning & Tolerancing

MECHBDA55

Enhance engineering drafting skills and learn the "language" of geometric dimensioning and tolerancing, based on ASME Y14.5M-1994 standard. Interpretation and application symbols in drawings, measurements and quality control receive emphasis.

31912 FF MO Sep12 6:00-9:00 10 223.06

### Register by Web, Mail, Fax or In person

Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

## Health Sciences

[ce.mohawkcollege.ca/healthsciences](http://ce.mohawkcollege.ca/healthsciences)

### NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.

You must submit the Communicable Disease Screening (Immunization) form, available at [ce.mohawkcollege.ca/cehsc.html](http://ce.mohawkcollege.ca/cehsc.html) to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one-time processing fee of \$115.00. Make cheques payable to "Mohawk College Health Services" with your student ID number clearly visible on the front of the cheque. Cash accepted if dropped off in person to Room 303.

### Questions?

Health Services 905-540-4247 ext. 26750 / [IAHSHealthServices@mohawkcollege.ca](mailto:IAHSHealthServices@mohawkcollege.ca)

Books for courses offered at the IAHS may be purchased at the Health Sciences Bookstore in McMaster University Medical Centre, 1200 Main Street West, Room 1G. Phone 905-525-9140 ext. 22288 or 1-(800)-407-9465; Fax 905-570-0743; or [titles.mcmaster.ca/trade/specialform.htm](http://titles.mcmaster.ca/trade/specialform.htm)

### Parking for Continuing Education Health Sciences students

McMaster University provides parking services for the Institute for Applied Health Sciences (campus code-IH). Permits may be purchased and picked up in person from the E.T. Clarke Centre, Room 102 at McMaster. Payment options include cash, cheques, debit, MasterCard and VISA.

You require your student number to pick up your permit. Parking for evenings and weekends is \$5.00 payable upon exit at automated attendant.

Questions? 905-525-9140 ext. 24232

## For the General Public

### General Health Sciences

#### Questions?

905-540-4247 ext. 26736 /

[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

Preparatory Biology - BIOL10006 is also available in Distance Education.

### EMERGENCY MEDICAL RESPONDER (EMR)

Provide pre-hospital emergency medical care for the sick & injured. Designed for those entering emergency services i.e. Fire Fighters, Police Officers, Industrial first responders. This 2 semester, 84 hour course is also a precursor for Primary Care Paramedic Programs in Ontario and across Canada.

### Emergency Medical Responder Part 1 HLTH10061

Learn to think critically and recognize, evaluate and apply hands on treatment to the patient during a medical or trauma emergency. Focus on conversing with the medical responders, both Fire and EMS and learn to work in a supportive role. Course incorporates pre-hospital treatment for various medical and traumatic injuries and a methodical approach to patient care and scene assessment. Course runs over 2 semesters (84 hours). Prerequisite: Must have CPR "C" Health Care Provider Level.

35054 IH MO Sep12 6:30-9:30 14 556.11

## Mask Fit Testing

HSCI10057

Complete fitting for a mask for clinical assignments. Compulsory for all first year RPN students, BScN, Pharmacy, PSW, OTA/PTA. You must bring completed "HEALTH QUESTIONNAIRE" to class. NO TRANSFERS WITHOUT A DOCTOR'S NOTE.

35000	IH	WE	Sep7	4:30-5:30	1	40.00
35001	IH	WE	Sep7	6:00-7:00	1	40.00
35002	IH	MO	Sep12	4:30-5:30	1	40.00
35003	IH	MO	Sep12	6:00-7:00	1	40.00
35004	IH	WE	Sep14	4:30-5:30	1	40.00
35005	IH	WE	Sep14	6:00-7:00	1	40.00
35006	IH	MO	Sep19	4:30-5:30	1	40.00
35007	IH	MO	Sep19	6:00-7:00	1	40.00
35008	IH	WE	Sep21	4:30-5:30	1	40.00
35009	IH	WE	Sep21	6:00-7:00	1	40.00
35010	IH	MO	Sep26	4:30-5:30	1	40.00
35011	IH	MO	Sep26	6:00-7:00	1	40.00
35012	IH	WE	Sep28	4:30-5:30	1	40.00
35013	IH	WE	Sep28	6:00-7:00	1	40.00

\*\*\* see additional offerings below \*\*\*

### Preparatory Biology BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. This course is not a credit for BScN Nursing. 45 hours in-class and 11 hours self study.

35109	IH	TU	Sep6	6:30-9:30	15	366.18
35110	IH	WE	Sep7	6:30-9:30	15	366.18
35111	BF	WE	Sep7	6:30-9:30	15	404.82

Watch for our Winter 2012 catalogue Available in print on Tuesday, November 22

## CPR and First Aid Certification

Additional courses requested by special interest groups can also be accommodated.

### Questions?

905-540-4247 ext. 26258

### C.P.R. 'C'/AED Recertification - Health Care Provider Level HSCI10087

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 -13 months.

35014	IH	WE	Sep7	1:00-4:00	1	43.70
35015	IH	MO	Sep12	4:30-7:30	1	43.70
35016	IH	SA	Sep17	9:00-12:00	1	43.70
35017	IH	MO	Sep19	4:30-7:30	1	43.70
35018	IH	MO	Oct3	4:30-7:30	1	43.70
35019	IH	MO	Oct17	4:30-7:30	1	43.70
35020	IH	MO	Nov7	4:30-7:30	1	43.70
39035	IH	TH	Sep1	1:00-4:00	1	43.70

### C.P.R. 'C'/AED - Health Care Provider Level HSCI10086

Designed for Health Professionals, you will learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. This course is a prerequisite for PN, BScN, programs. Heart and Stroke Foundation certification.

35021	IH	SA	Sep10	9:00-2:30	1	76.31
35022	IH	TU	Sep13	5:30-10:00	1	76.31
35023	IH	SA	Oct1	9:00-2:30	1	76.31
35024	IH	TU	Oct11	5:30-10:00	1	76.31
35025	IH	SA	Nov12	9:00-2:30	1	76.31
35026	IH	TU	Nov15	5:30-10:00	1	76.31
39113	IH	WE	Nov2	1:00-6:00	1	76.31
39144	IH	WE	Nov28	1:00-6:00	1	76.31

### Mask Fit Testing HSCI10057

39034	IH	TH	Sep1	11:00-12:00	1	40.00
39097	IH	TU	Oct18	6:00-7:30	1	40.00
39103	IH	WE	Oct12	4:30-6:00	1	40.00
39112	IH	WE	Nov2	11:00-12:30	1	40.00

52 How to read course details:

CRN\* 31256

Mask Fit Testing						
39125	IH	WE	Nov2	9:00-10:30	1	40.00
39143	IH	MO	Nov28	11:00-12:30	1	40.00

## Standard First Aid, C.P.R. 'C'/AED HSCI10088

Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel, this course is also a prerequisite for many college entry programs, e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, Child/Youth Worker, Rec/Leisure, Law & Security, Educational Assistant, Fire Fighters, etc. First Aid Valid for 3 years. CPR valid for 1 year. CRNs 35027, 35029, 35032, and 35035, Parking included in price of course.

35027	FF	TH/FR	Sep1	9:00-5:00	2	164.55
35028	IH	SA/SU	Sep10	9:00-5:00	2	153.51
35029	FF	TU/TH	Sep20	9:00-5:00	2	164.55
35030	BL	SA/SU	Sep24	9:00-5:00	2	153.51
35031	IH	SA/SU	Oct15	9:00-5:00	2	153.51
35032	BF	SA/SU	Oct29	9:00-5:00	2	164.55
35034	IH	SA/SU	Nov12	9:00-5:00	2	153.51
35035	FF	SA/SU	Nov26	9:00-5:00	2	164.55

## Childbirth Preparation Classes

On-line registration is available at [childbirthsteps.com](http://childbirthsteps.com). You must register yourself and your partner separately.

**Program and Registration Questions?**

905-540-4247 ext. 26736 /  
[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

**NOTE:** Childbirth classes are scheduled according to your due date. Please register early to ensure a space. Courses should be completed 1 month before your due date.

**PRENATAL CLASSES ARE TEMPORARILY  
SUSPENDED**

## Health Professionals and Health Care Workers Courses/Workshops/ Certificates

**NEW!**

### Conflict Management for Health Care Professionals HSCI10141

Study effective techniques for handling stress-filled situations and managing conflict for positive results. Develop awareness and recognition skills that are transferable to your professional and personal life.

35089	IH	MO	Sep19	6:00-9:00	10	175.00
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**NEW!**

### Overview of Lymphology and Lymphedema Management HSCI10154

Focus on the basics of Lymphedema and related disorders and treatment options including compression, and Complex Decongestive Therapy. Examine the International Lymphedema Framework Movement and lymphology research and educational opportunities.

35051	IH	SA	Sep24	9:00-4:00	1	95.59
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**Oops! We didn't know you  
wanted it**

Register early - we need at least 10  
students to run our classes

## Medical Laboratory Technology

### Questions?

905-540-4247 ext. 26258 /  
[mary.golba-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)

The College offers many courses suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for cross-training and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

### SEE THE DISTANCE EDUCATION SECTION FOR OTHER COURSES FOR TECHNOLOGISTS

#### ATTENTION MEDICAL LABORATORY TECHNOLOGISTS

You may be eligible for up to \$1500.00 tuition reimbursement through the Allied Health Professional Development Fund. For more information visit [www.osmt.org](http://www.osmt.org)

### Basic Blood Collection MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.

35120	IH	TH	Sep15	6:30-9:30	6	132.41
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## Medical Laboratory Technology

### Bridging Program for Medical Laboratory Technology

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.

### Questions?

905-540-4247 ext 26706 /  
[mary.golba-byhouwer@mohawkcollege.ca](mailto:mary.golba-byhouwer@mohawkcollege.ca)  
[ce.mohawkcollege.ca/bridgingmedlab](http://ce.mohawkcollege.ca/bridgingmedlab)

**NEW - The Bridging Program is ALSO offering a new format that provides distance education and hands-on learning opportunities.**

**NEW - ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM Information Session for all Bridging program offerings: Tuesday November 8/11 at 6:30pm, Mohawk McMaster Institute for Applied Health Sciences, Room TBA.**

### Standards Of Practice MLSCMLS02

This course will focus on the requirements for the safe and ethical practice of medical laboratory technology in Ontario. The scope of practice of a Medical Technologist will also be examined while discussing the Regulated Health Professions Act.

35116	IH	TU	Sep6	9:00-12:00	5	101.18
35117	OR	TU	Sep6	9:00-12:00	5	101.18

### Safe Work Practices SAFEMLS03

This course will focus on all aspects of safety in relation to work in a laboratory. The use of protective equipment and the issues around universal precautions will be examined.

35131	IH	TH	Sep8	9:00-12:00	4	80.94
39126	OR	TH	Oct27	5:00-7:00	7	80.94

### Specimen Procurement MLSCMLS04

This course will discuss the protocols and proper techniques involved in obtaining blood and other specimens for laboratory analysis. Students will learn how to perform venipuncture and how to collect capillary blood samples.

35134	IH	TH	Oct6	9:00-12:00	6	121.41
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### Basic Laboratory Techniques

#### MLSCMLS05

This course will focus on some of the techniques that are utilized in many areas of the laboratory. The theory and practical aspects of microscopy will be examined.

35114	IH	WE	Sep7	12:00-3:00	13	263.06
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SA 9:30-12:30

35115	OR	WE	Sep7	5:30-8:30	13	263.06
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SA 9:30-12:30

39084	OR	MO	Sep26	7:00-10:00	7	318.55
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### Instrumentation Theory INSTMLS06

This course will look at the principles and applications of spectrophotometry. Other measurement principles utilized in the laboratory will also be studied. The importance of proper instrument maintenance will also be examined.

35127	OR	WE	Oct5	3:00-5:00	12	161.88
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35130	IH	WE	Oct5	3:00-5:00	12	161.88
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39127	OR	TH	Oct27	7:00-10:00	8	164.88
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### Instrumentation Lab INSTMLS07

This lab course will allow the student to utilize some of the instrumentation introduced in MLS06, in a practical setting.

35126	IH	SA	Oct29	9:30-12:30	6	171.41
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### Analytical Techniques 1 Theory

#### MLSCMLS09

Students will have an opportunity to review many aspects of Qualitative and Quantitative Biochemical Techniques, including such topics as electrophoresis and chromatography.

35123	IH	WE	Oct26	12:00-3:00	15	303.53
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SA 3:00-5:00

35124	OR	WE	Oct26	12:00-3:00	15	303.53
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SA 3:00-5:00

### Analytical Techniques 1 Lab

#### MLSCMLS10

This course allows practice of chemistry techniques studied in MLS09

35118	IH	SA	Nov19	9:30-12:30	5	176.18
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### Analytical Techniques 2 Theory

#### MLSCMLS11

The student will review areas of study in Hematology such as Principles of Particle Counting Systems, Morphology of Cellular and Non-Cellular elements and Hemostasis..

35137	IH	TH	Sep15	5:30-8:30	12	242.83
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35138	OR	TU	Sep20	2:30-5:30	12	242.83
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### Analytical Techniques 2 Lab

#### MLSCMLS12

This course allows practice of hematology techniques studied in MLS11.

35125	IH	SA	Sep17	9:30-12:30	4	159.43
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# Health Sciences

## Analytical Techniques 3 L & T MLSCMLS13

The student will review topics such as Immunology, Blood Group Systems and the handling of Blood Products. A laboratory session to practice some blood banking techniques is also part of this course.

35139	IH	WE	Sep14	5:30-8:30	9	229.12
		SA		9:00-4:00		
35140	OR	WE	Sep14	2:00-5:00	9	229.12
		SA		9:00-4:00		
39085	OR	WE	Oct5	5:30-8:30	12	229.12

## Analytical Techniques 4 L&T MLSCMLS14

The student will review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology.

35141	IH	TU	Sep6	6:00-9:00	10	225.36
		SA		9:00-4:00		
35142	OR	TU	Sep6	6:00-9:00	10	225.36
		SA		9:00-4:00		
39086	OR	TU	Sep27	5:00-8:00	13	225.36

## Analytical Techniques 5 L & T MLSCMLS15

The student will review tissue preparation, staining techniques and tissue assessment as it relates to the study of Histology.

35112	IH	TU	Sep13	5:30-8:30	9	220.12
		SA		9:00-5:00		
35113	OR	TU	Sep13	2:00-5:00	9	220.12
		SA		9:00-5:00		
39087	OR	TU	Sep27	1:00-4:00	13	220.12

## Sector Specific Language And Health Culture MLSCMLS21

This course will enable the student to develop the language skills that are relevant to communication in the laboratory environment and in everyday situations. Students will also examine the factors that define the workplace culture.

35135	IH	TU/TH	Sep8	12:30-3:30	18	354.79
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## Basic Laboratory Techniques II MLSCMLS22

This course continues the studies started in basic laboratory techniques. Discipline specific information will be introduced in this course.

35132	IH	SA	Sep17	1:00-4:00	10	207.36
35133	OR	SA	Sep17	1:00-4:00	10	207.36

## Sector Specific Language And Culture II MLSCMLS23

This course builds upon the skills introduced in MLS21.

35136	IH	TU/TH	Nov10	12:30-3:30	10	202.36
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<b>Clinical Experience 3</b>	<b>CLINMLS19</b>
39128 FW Oct3	1363.71

## Medical Laboratory Assistant/Technician Certificate

Offered in conjunction with The Michener Institute (Toronto). Complete the theory portion through distance education at Mohawk College and the laboratory sessions at The Michener Institute and Mohawk College. You must satisfy admission requirements of both institutions.

### Questions?

See the Distance Education section  
905-540-4247 ext. 26258 /

mary.golba-byhouwer@mohawkcollege.ca

## Laboratory Basics Workshop MLSC10003

Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination. Friday session at IH. Saturday & Sunday sessions at Fennell Campus.

35128	IH	FR	Sep30	5:00-9:00	3	128.16
		SA/SU		9:00-5:00		

## Medical Laboratory Assistant Refresher MLSCMLA40

Review laboratory basics and examine discipline-specific knowledge in chemistry, hematology, microbiology, and histology/cytology. Purchase Manual at McMaster Health Sciences Bookstore prior to first class.

35121	IH	TU	Sep6	6:30-9:30	9	182.12
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## Clinical Experience 2 CLIN10035

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

35129	FW	MO-FR	Sep6	8:00-4:00	20	1011.92
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# Nursing Courses/ Workshops

Please see the Distance Education Health Sciences section for distance education courses for nurses.

### ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO or RPNAO websites at [www.rnao.org](http://www.rnao.org) or [www.rpnao.org](http://www.rpnao.org)

## Nursing

For information regarding Enhanced RN/ RPN Exam Preparation Courses designed for those who have made at least one attempt on the registration exam call 905-540-4247 ext. 26737.

## Administration of Medication for Nurses NRSG10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. Note: for CRN 35159 Additional class Monday Dec 5. CRN 35167 held in St. Catharines for location refer to elearn course homepage.

35159	IH	TH	Sep15	5:00-8:30	16	354.79
35167	OR	TH	Sep15	5:30-9:30	14	354.79

## Advanced Footcare for RNs and RPNs NRSG10059

Assessment and nursing care of high risk feet. Pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Nov. 2, 5, 19 and December 3.

35040	IH	WE	Nov2	6:30-9:30	4	241.96
		SA		9:00-3:00		

## RPN Exam Preparation HSCI10040

39135	OR	SA/SU	Dec10	9:00-4:00	2	148.24
39141	IH	SA/SU	Dec17	9:00-12:00	4	148.24
39142	OR	MO-TH	Dec19	9:00-12:00	4	148.24

Sheridan College students click here for more info (PDF)

## Enhanced Practical Nursing Exam Prep NRSG10048

39136	IH	TU	Nov15	4:30-7:30	8	261.93
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<b>Computers in Nursing</b>	<b>COMPCO291</b>
39047 IH TU Sep13 6:30-9:30	14 283.83

<b>Enhanced RN Examination Preparation</b>	<b>HSCI10131</b>
39008 IH TH Sep8 4:00-8:00	4 373.74

## Arrhythmia Interpretation NRSG10060

Enhance understanding of cardiac monitoring, arrhythmias (sinus, aerial, and ventricular) heart blocks and pacemakers. Combined classroom and distance education delivery for regulated health care professionals.

35071	IH	WE	Sep28	6:00-10:00	10	269.81
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## Assessment Skills For Nurses NRSGHZ215

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. Bring your own stethoscope. NOTE - Prerequisites for BIEN students are NRSG 10016, NRSG10018. CRN 35160 Refresher students only. CRN 35161 online and inclass. CRN 35162 no class Oct 10.

35161	IH	SA	Sep10	9:00-4:00	2	332.01
35162	IH	MO	Sep12	4:30-9:30	10	332.01
35160	IH	WE	Sep21	5:00-9:00	13	332.01

## Basic Footcare for RNs and RPNs NRSGHZPAE

Focus on basic principles and skills in footcare. Please purchase and complete the independent learning module at least 4 weeks before workshop date. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. CRN 35042 Class dates are Sept. 29 and Oct. 1. CRN 35043 Class dates are Oct 27 and 29. CRN 35043 includes parking.

35042	IH	TH/SA	Sep1	6:30-9:30	2	87.69
35043	BF	TH/SA	Sep29	6:30-9:30	2	96.66

## Footcare Field Practicum CLIN10058

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7.5 hour clinical setting. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185. Fax: (905) 528-7706.

35053	FW	WE	Dec7	9:00-4:00	1	156.06
35143	FW	WE	Dec7	9:00-4:00	1	156.06

## Intravenous Therapy - RN/RPN NRSGNSC90

Gain knowledge and skills in caring for patients receiving IV therapy. No class on October 8.

35119	IH	SA	Sep10	9:00-4:30	6	273.06
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## The Management Of Wounds HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to S1 - Canadian Assoc. of Wound Care series. Bring text (available in McMaster Hospital, Room 1G) to first class. CRN 35045 - classes held on alternate Saturdays. Dates: Oct 1, 15, 29, Nov 12, 26. You are required to log on to eLearn one week prior to first class. Course manual is available online on specific course page in eLearn.

35044	IH	TU	Sep27	6:30-9:30	10	202.36
35045	IH	SA	Oct1	9:00-4:00	5	202.36

## Breastfeeding Program

See Distance Education section of this catalogue for program information. Prior to clinical experience, the following prerequisites must be completed: Mohawk College Medical Clearance & depending on placement agency, Mask Fit testing, BCLS, Police Check may also be required.

54	How to read course details:	<b>CRN*</b> <b>31256</b>
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<b>#Sessions</b>	<b>Fee</b>
6	104.20

## RN and RPN Certificates

**NOTE: MEDICAL CLEARANCE is required for all clinical/field placement courses and courses with a clinical component.**

The Communicable Disease Screening form, available at [ce.mohawkcollege.ca/cehsc.html](http://ce.mohawkcollege.ca/cehsc.html), must be submitted to the HEALTH SERVICES OFFICE, IAHS - ROOM 303 accompanied by a one time processing fee of \$115.00. Make cheques payable to Mohawk College Health Services with your student I.D. number clearly written on the front of the cheque (cash will be accepted if dropped off in person to Room 303).

### Questions?

Health Services 905-540-4247 ext. 26750/  
[IAHShealthservices@mohawkcollege.ca](mailto:IAHShealthservices@mohawkcollege.ca)

### ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO or RPNAO websites at [www.rnao.org](http://www.rnao.org) or [www.rpnao.org](http://www.rpnao.org)

### Prerequisite for all RN and RPN courses:

Current registration from the College of Nurses of Ontario, as a Registered Nurse (RN) or a Registered Practical Nurse (RPN).

To obtain a certificate, you must fill out a "Request for Certificate" form, available at [ce.mohawkcollege.ca/faq](http://ce.mohawkcollege.ca/faq) or by calling 905-540-4247 ext. 26258.

## Bridging for Internationally Educated Nurses (BIEN)

### Ontario College Certificate

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the regulatory requirements of the College of Nurses of Ontario (CNO). Based upon your Letter of Direction from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Upon successful completion of all required elements, you will be issued a certificate.

### Questions?

905-540-4247 ext. 26737 /  
[bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

**NEW! Ontario Bridging Participants Assistance Program. Accepted BIEN students may be eligible to receive up to \$5000 in bursary funding towards tuition, books or equipment. OBPAP application forms are available from the Registration Office, IHAS Campus.**

### Admission Requirements

1. Letter of Direction from the College of Nurses AND
2. You must have practised as a nurse within the last 10 years AND
3. All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment for Nurses (I-CELBAN) and achieve a benchmark of 7, and I-CELBAN must be completed within 3 months post admission.
4. Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).

NOTE: You must be able to use a computer to produce a basic WORD document, use e-mail, and the internet. Please refer to computer courses COMPCO296, or INFOBW001 in this catalogue.

How do I apply?

Forward a cover letter along with:

- 1) Letter of Direction from CNO
- 2) Resume outlining your nursing practice
- 3) Provide Canadian Language Benchmarks Assessment for Nurses (I-CELBAN) or CLB results.

Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and

4) Proof of Citizenship or immigration status.

Forward your documents to:

BIEN Program  
Mohawk College  
Institute for Applied Health Sciences  
Room 185  
1400 Main St. West, Hamilton, ON L8S 1C7  
FAX: (905) 528-7706

Program Manager: Nancy Brown-Fellows

For program details visit

[ce.mohawkcollege.ca/bien](http://ce.mohawkcollege.ca/bien).

**Your program of study, based upon your Letter of Direction from the CNO, will be sent to you before the start of the semester. Refer to your program of study for prerequisites and co-requisites. You MUST complete all courses in your program before attending clinical experience. Clinical experiences are scheduled taking into consideration your individual learning needs and the availability of clinical sites. You require medical clearance, mask fit testing and BCLS before your clinical experience.**

### Administration of Medications and Assessment Skills

See Nursing Courses/Workshops

### Clinical Skills Review NRSRG10028

Demonstrate proficiency in nursing skills following CNO's standards of practice in a simulated laboratory setting. Prerequisite: NRSRG10016, NRSRG10018. Please note CRN 35145 alternates Mondays one week then Thursdays the next week.

35145	IH	MO	Sep19	5:00-9:00	12	326.38
		TH		5:00-9:00		
35144	IH	WE	Sep21	5:00-9:00	12	326.38

### Maternal-Child Theory 2 NRSRG10046

Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Sept 21, Oct 5, 26, Nov 9, 30 and Dec 14; remainder on line. NOTE: Combined NRSRG10042 & NRSRG10046 is equivalent to NRSRG10020 Nursing Theory 2.

35158	IH	WE	Sep21	5:30-9:30	6	303.53
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### Mental Health Nursing NRSRG10042

Explores nursing theory as applied to mental health. Three in class session are Saturday Oct 15, Nov 12 and Dec 3rd.

35147	IH	SA	Oct22	9:00-4:00	3	161.88
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### Nursing Informatics NRSRG10016

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources such as Telehealth. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment, group and individual projects, presentations and reports. Lab dates are Oct 1, 29 and Nov 26.

35148	IH	SA	Oct1	9:00-4:00	3	283.30
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### Nursing Theory 1 NRSRG10019

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis and intervention implementation and evaluation using evidence-based practice. There are 7 in class sessions; remainder online. CRN 35149 held at CARE. CRN 35150 at Halton Multicultural Centre, 1092 Speers Rd, Oakville. For in class dates refer to course home page on elearn. Students are required to log into eLearn ON start date.

35150	OR	WE	Sep14	9:00-4:00	7	525.65
35149	OR	TH	Sep15	9:00-4:00	7	525.65

### Nursing Theory 2 NRSRG10020

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSRG HZ215. Saturday classes are: Oct 15, Nov 12 and Dec 3 from 9-4.

35163	IH	WE	Sep21	5:30-9:30	10	525.65
		SA		9:00-4:00		

### Professional Issues NRSRG10018

Analyze trends in health care, ethical and legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. Four in class sessions CRN 35164 Saturdays at IAHS campus. CRN 35165 Saturdays at the Halton Multi Culture Centre 1095 Speers Rd. Oakville. For in class dates refer to home page of course on elearn. Students are required to log into elearn ON start date.

35164	IH	SA	Sep10	9:00-4:00	4	434.52
35165	OR	SA	Sep17	9:00-4:00	4	434.52
39098	OR	FR	Oct7	9:00-4:00	4	434.52

### Therapeutic Relationships COMM10099

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. No class Oct 14th.

35146	IH	FR	Sep30	10:00-4:00	10	332.01
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## RN Refresher Certificate

### Ontario College Graduate Certificate

Are you a Registered Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.

### Questions?

905-540-4247 ext. 26737 /  
[bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

### Admission Requirements

1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario
2. Have practised as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with

- 1) A copy of Certificate of Registration or Letter of Direction from CNO
- 2) Resume outlining your nursing practice to: RN Refresher Certificate  
Mohawk College  
Institute for Applied Health Sciences  
Room 185  
1400 Main St. West, Hamilton, ON L8S 1C7

For program details visit

[ce.mohawkcollege.ca/rn-refresher](http://ce.mohawkcollege.ca/rn-refresher)

Refer to your individualized program of study, for prerequisites and co-requisites.

# Health Sciences

You **MUST** complete all courses in your program of studies prior to attending clinical experience. Clinical experiences are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

**NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.**

## RPN Refresher Certificate

### Ontario College Graduate Certificate

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 5 years?

Update your skills before returning to active nursing. You must hold a Certificate of Registration or Letter of Direction from the College of Nurses of Ontario (CNO). Upon completion of all required courses you will receive a certificate.

#### Questions?

905-540-4247 ext. 26737 / [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

#### Admission Requirements

1. Certificate of Registration or Letter of Direction from the College of Nurses of Ontario AND

2. Have practised as a nurse within the last 10 years.

How do I apply?

Forward a cover letter with:

1) A copy of CNO Certificate of Registration or Letter of Direction.

2) Resume outlining your nursing practice to: RPN Refresher Certificate

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main St. West, Hamilton, ON L8S 1C7

#### For program details visit

[ce.mohawkcollege.ca/rpn-refresher](http://ce.mohawkcollege.ca/rpn-refresher)

Refer to your individualized program of study, for prerequisites and co-requisites.

You **MUST** complete all courses in your program of studies prior to attending clinical experience. Clinical experiences are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing and BCLS are required prior to experience.

**NOTE: Full program must be completed within 3 years of admission to program. Clinical experience is variable depending on CNO Letter of Direction or length of time out of practice.**

### Need Help?

AskMohawk at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## RPN Diploma Completion

Upgrade your certificate to a diploma! Intended for RPNs currently working to CNO's full scope of practice.

#### Questions?

905-540-4247 ext. 26709 /

[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

905-540-4247 ext. 26736 /

[sharon.hamilton1@mohawkcollege.ca](mailto:sharon.hamilton1@mohawkcollege.ca)

## Admission Requirements

1. Official Transcripts: Ontario College Certificate Practical Nurse AND
2. College of Nurses of Ontario (CNO) current Certificate of Registration AND
3. Currently working to full Scope of Practice as outlined by the CNO

\*Basic computer skills are required

How do I Apply?

Forward a cover letter along with

- 1) Copy of RPN certificate
- 2) Letter from your employer outlining your current practice
- 3) Copy of your current CNO Certificate of Registration and
- 4) Resume outlining your nursing practice and continuing education courses to: Registered Practical Nurse Diploma Completion Program

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main Street West

Hamilton, ON L8S 1C7

Book admission interview with Program Mgr. via Sharon at ext. 26736.

Note: You must complete the full program within 3 years of admission to program.

All Nursing Theory courses must be completed prior to clinicals. Students eligible for clinical placement in the Spring/Summer semester must apply by December of preceding year.

**Refer to your individualized program of study forwarded to you with your acceptance in the program. You must complete all nursing courses in your program to be eligible for clinical experience.**

Further program details can be found at [ce.mohawkcollege.ca/rpn-diplomacompletion](http://ce.mohawkcollege.ca/rpn-diplomacompletion)

For course offerings, see BIEN, Human Services or Languages & Communications sections of the catalogue.

## RN - Critical Care Nursing Certificate

### Ontario College Graduate Certificate

Obtain knowledge and skills necessary to work in Critical Care areas. Part-time certificate, intended for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

#### Questions?

905-540-4247 ext. 26708 /

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

#### Admission Requirements

Evidence of registration with the College of Nurses, fax to the Program Manager before the first class. FAX: 905-528-7706

#### For program details visit

[ce.mohawkcollege.ca/criticalcarenursing](http://ce.mohawkcollege.ca/criticalcarenursing)

To arrange clinical placement or to inquire about Prior Learning Assessment, contact the Program Manager at 905-540-4247 ext. 26708.

See Distance Education for additional Critical Care offerings.

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

You may qualify for credit for skills and knowledge acquired in other courses or through work experience. Contact Amy Boyer, Program Manager, at 905-540-4247 ext. 26708

See box at beginning of Health Sciences section regarding Medical Clearance.

## Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

35096 FW

Sep14

188.87

## Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

35097 FW

Sep15

161.88

## Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

35098 FW

Sep16

161.88

## Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

35099 FW

Sep13

51.24

## RN - Advanced Cardiac Care Certificate

See Distance Education for course offerings.

## RPN - Maternal Newborn Nursing Certificate

### Ontario College Graduate Certificate

Prerequisites: NRSNG10055 and NRSNG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate.

## Mental Health Nursing Certificate

### Ontario College Graduate Certificate

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team. Upon completion of the program of study, students are eligible for the program certificate.

There are 5 theory courses (see website) plus 1 field experience included in this program of study.

Courses are offered in a blended format, classroom/distance education, with an occasional classroom component, using the learning management system eLearn. Each semester another theory course will be offered.

HSCI10145 & HSCI10147 are prerequisites for the remaining theory courses.

#### Questions?

905-540-4247 ext 26708

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

[ce.mohawkcollege.ca/mentalhealthnursing](http://ce.mohawkcollege.ca/mentalhealthnursing)

56	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Admission Requirements

You are to submit proof of current College of Nurses of Ontario registration to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

## Advancements in the Mental Health System HSC110145

Integrate an appreciation of mental illness, knowledge of past, present and future trends and an awareness of the legal aspects of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. First class mandatory, balance completed by Distance Education format.

35088 IH WE Sep21 6:30-9:30 12 242.83

## Health Challenges HSC110148

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health.

35090 IH TH Sep22 6:00-9:00 12 242.83

## RN - Occupational Health Nursing Certificate Oncology Nursing Certificate

See Distance Education for course offerings.

## RN - Nephrology Nursing Certificate

### Ontario College Graduate Certificate

Enhance your knowledge and skills in caring for patients with renal disease and their families. Complete 4 theory courses and 1 clinical experience. You must successfully complete a nursing assessment skills course before you enrol in the clinical experience module.

### Questions?

905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

### Admission Requirements

Current certificate of registration as an RN from the College of Nurses of Ontario. Fax proof of registration to Amy Boyer at 905-528-7706.

### For program details visit

[ce.mohawkcollege.ca/nephrology nursing](http://ce.mohawkcollege.ca/nephrology nursing)

**THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.**

Please contact Program Manager for clinical information.

## RN - Operating Room Certificate

### Ontario College Graduate Certificate

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of periOperative Nursing Association of Canada.

Offered in new blended format combining in classroom and on line formats.

### Application/Questions?

905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca goran.popovic@mohawkcollege.ca

## Admission Requirements

Current registration as a RN with the College of Nurses of Ontario and medical clearance. You must apply and be accepted into the RN/ RPN Perioperative Program.

For program details visit [ce.mohawkcollege.ca/m-operatingroom](http://ce.mohawkcollege.ca/m-operatingroom)

## RN/RPN Introduction to Operating Room Nursing NRSG10058

Students are introduced to perioperative nursing principals and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

35065 IH TU Sep13 6:00-10:00 12 320.62

## OR Laboratory Experience A HSC110156

In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role.

35152 OR SA Oct1 7:30-3:30 5 303.53

## Anaesthesia, Assessment & Critical Care HSCINSC87

Focus on the perioperative nursing management of anaesthesia assessment and critical care for the circulating role.

35066 IH TH Oct20 6:00-10:00 10 283.30

## Operating Room Principles & Practices 1 Theory NRSG10032

This course addresses surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

35067 IH TU Nov15 6:00-10:00 9 256.32

## OR Laboratory Experience C HSC110159

Student will continue to practise skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment.

35166 OR SA Nov12 8:00-4:00 1 369.94

## RN/RPN Clinical 1A CLIN10051

Apply perioperative nursing theory and laboratory experience in an Operating Room Suite.

35068 FW Sep12 474.39

## RN/RPN Clinical 1B CLIN10052

Use perioperative theory and skills in a full-time preceptor Operating Room Suite.

35069 FW Sep13 553.53

## Other Perioperative Courses

### Ambulatory Care Nursing NRSGNSCB6

Focus on Ambulatory Care Nursing for RNs/ RPNs. Develop perioperative skills for work in Surgery Ambulatory Centre, Clinics and offices where surgical procedures are performed. Combined classroom and distance education delivery.

35084 IH WE Sep28 6:00-10:00 11 296.79

### Operating Room Attendant NRSGNSCD9

Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety.

35072 IH TU Oct4 6:00-10:00 8 215.85

### Operating Room Attendant Laboratory Experience HSC110155

Utilize OR Attendant theory and skills in a hospital laboratory experience.

35157 OR SA Oct8 8:00-3:00 5 202.36

## Perioperative Nursing Role For Cesarean Section NRSGNSCC8

Provides a rigorous review of the scrub nurse & circulating nurse roles during cesarean section. Learn principles of asepsis; anesthesia; complications & surgical emergencies. Current CNO RN registration required.

35086 IH SA Oct1 8:00-4:00 3 161.88

## Perioperative Nursing Skills Update for RNs NRSGNSCB9

Review scrubbing, gowning, gloving, handling surgical instruments, maintaining a sterile field and positioning the patient. Intended for RNs and RPNs who have completed a Post RN/RPN Operating Room Program. Requires Program Manager's Approval. Saturday dates Oct.15 and 22.

35085 OR TH Oct6 6:00-9:30 4 141.65  
SA 8:00-3:00

## RN - First Assistant Graduate Certificate

### Ontario College Graduate Certificate

Program is comprised of independent study part time on line, a full time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

### Application/Questions?

905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

### Admission Requirements

Student Application Form and interview with the Program Manager

### For program details visit

[ce.mohawkcollege.ca/rnfa](http://ce.mohawkcollege.ca/rnfa)

## RNFA Independent Internship CLIN10046

Course involves 50 hours of clinical time in areas of clinics, pathology, radiology, infection control, and patient hospital and office visits.

35059 FW Sep12 332.01

## RNFA Surgeon Mentored Internship CLIN10042

Course involves 175 surgical assisting hours with a surgeon mentored practice for perioperative nurses in the first assistant role. Students will be required to keep a log of surgeries that they have assisted with and clinical opportunities they have experienced. Progress will be monitored.

35060 FW Sep13 554.91

### Peer Tutoring Available

905-575-1212 ext 3279

[peer.tutor@mohawkcollege.ca](mailto:peer.tutor@mohawkcollege.ca)

## RPN - Operating Room Certificate

### Ontario College Graduate Certificate

Develop the specialized perioperative nursing skills you need to function effectively in the operating room suite in accordance with Standards of PeriOperative Room Nursing Association of Canada.

Offered in new blended format combining in classroom and Distance Education formats.

### Application/Questions?

905-540-4247 ext. 26258 / cehealth@mohawkcollege.ca

# Health Sciences

## Admission Requirements

Current Registration as a RPN with the College of Nurses of Ontario and medical clearance. You must apply and be accepted into the RN/ RPN OR Program.

For program details visit

[ce.mohawkcollege.ca/rpn-operatingroom](http://ce.mohawkcollege.ca/rpn-operatingroom)

For course offerings see RN Operating Room Certificate

## Medical Device Reprocessing (MDR) Certificate

### Mohawk College Certificate

Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department/Central Supply & Sterilization Department

### Application/Questions?

905-540-4247 ext. 26258 /

[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

### Admission Requirements

You must apply and be accepted into the MDR program.

For program details visit

[ce.mohawkcollege.ca/mdr](http://ce.mohawkcollege.ca/mdr)

## Introduction to (MDR) Medical Device Reprocessing HSC10121

Students are introduced to the roles and environment of sterile processing.

35061 IH WE Sep14 6:00-10:00 7 202.36

## MDR Laboratory Experience HSC10122

Offered over 6 Saturdays involves 36 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical.

35062 OR SA Oct15 8:00-2:00 6 242.83

## MDR Principles and Practices 1 HSC10123

Provides knowledge and technique necessary to assume responsibilities for decontamination and disinfection. Microbiology and Infection Control is the basis for this course. Involves 24 hours of in class theory.

35063 IH WE Nov2 6:00-10:00 7 202.36

## Medical Device Reprocessing Clinical CLIN10047

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

35156 FW Sep6 557.67

Employment  
Advisement for  
CE students

Scan code for  
more  
information



## RN/RPN - Pediatric Nursing

### Prior Learning Assessment Recognition

Exemption from NRS10057 - Pediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of pediatric clients.

## Paediatric Assessment: Infant to Young Adult NRS10057

Explore normal paediatric growth and development. Using case studies, simulations, and skills labs, complete head-to-toe assessments and examine atypical symptoms of prevalent illnesses. Community clinical setting. Open to RNs and RPNs. NOTE: Course runs on alternate Saturdays. Dates: Sept 17, Oct 1, 15, 29, Nov 12, 26. You are required to log on to eLearn one week prior to first class. Course manual is available online on specific course page in eLearn.

35049 IH SA Sep17 9:00-4:00 6 242.83

### NEW!

## Nursing Care of Children with Cardio/Respiratory Disorders NRS10066

Focus on pediatric cardio respiratory disorders in a community context with emphasis on pathology, medical management, ongoing assessment, medication administration, and other factors influencing patient wellbeing. Prerequisite NRS10057

35073 IH TU Sep20 6:30-9:30 12 242.83

## RN - Perinatal Nursing Certificate High Risk Obstetrics or Neonatal

### Ontario College Graduate Certificate

Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks post partum for mother, fetus/newborn and family. There will be a strong emphasis on physiology, evidence-based practice and nursing management. The Perinatal High Risk Obstetrical Certificate program prepares RNs for the Canadian Nurses Association Perinatal Certification exam.

Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption.

All clinicals will take place Spring/Summer term. Some course manuals are on line and others available for purchase at Titles, McMaster Medical Centre Bookstore. Please bring to first class.

### Questions?

905-540-4247 ext. 26709 /

[donna.dunlop@mohawkcollege.ca](mailto:donna.dunlop@mohawkcollege.ca)

905-540-4247 ext. 26736 /

[sharon.hamilton1@mohawkcollege.ca](mailto:sharon.hamilton1@mohawkcollege.ca)

### Admission Requirements

Current registration with the College of Nurses of Ontario as a Registered Nurse.

For program details visit

[ce.mohawkcollege.ca/perinatalnursing](http://ce.mohawkcollege.ca/perinatalnursing)

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

#### NRS10055 - Intro to Perinatal Nursing 1 NRS10056 - Intro to Perinatal Nursing 2

Challenge exams are available for introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Call 905-540-4247 ext. 26736 for registration information package for the 3 hour exam and call the program manager at 905-540-4247 ext 26709 for prerequisite assessment.

## Introduction to Perinatal Nursing Part 1 NRS10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis. Dates: Sept 16, 23, Oct 7, 14, 21. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual is on line on specific course page in eLearn.

35047 IH FR Sep16 9:00-4:00 5 378.56

## Introduction to Perinatal Nursing Part 2 NRS10056

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRS10055. Dates: Nov 4, 11, 18, Dec 2, 9. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual is online on specific course page in eLearn.

35048 IH FR Nov4 9:00-4:00 5 378.56

### NEW!

## Neonatal Resuscitation Recertification NRS10056

UPDATE your Neonatal Resuscitation Certification. This 7 hr. workshop involves 3 hrs. of self study and a 4 hr. class. PRIOR to class, you must review all chapters of a current NRP course manual based on guidelines of American Heart Association/American Academy of Paediatrics. Class will consist of content review, test and a mock code. NOTE: You MUST bring proof to class of NRC completed WITHIN PAST 2 YRS.

35057 IH SA Oct15 9:00-1:00 1 66.56

35058 IH SA Oct15 9:00-1:00 1 66.56

## Neonatal Resuscitation-Initial Provider Certification HSC10056

Become a provider (initial) for Neonatal Resuscitation in this 15 hr course (7.5 self study & 7.5 lab) based on the American Heart Assoc./ American Academy of Paediatrics guidelines. You MUST purchase text and complete chapters 1-9 PRIOR to attending class. Text is available in the McMaster Hospital bookstore - Titles. Consists of written tests, demonstrations and return demonstrations.

35037 IH MO Oct24 9:00-5:00 1 101.18

35038 IH SA Nov26 9:00-5:00 1 101.18

35039 IH SA Nov26 9:00-5:00 1 101.18

## Obstetrical Nursing 1 (Advanced) NRS10049

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring abnormal labour, and perinatal bereavement. Class dates are Sept 30, Oct 28 and Nov 25. You are required to logon to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. There will also be 18 hours independent learning. Prerequisites: NRS10055 & 10056.

35070 IH FR Sep30 9:00-3:00 3 428.74

### Looking for a course?

Search the index at the back of this catalogue.

58	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Certificates/Diplomas - Other than Nursing

To obtain a certificate, you must fill out a "Request for Certificate" form.

### Disability Management Certificate (Return to Work Coordinator)

#### Ontario College Certificate

Develop your practical skills in disability management for the Canadian workplace, with this Certificate program developed in 1995 by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.

PRIOR LEARNING ASSESSMENT/ EXEMPTIONS

You may be eligible for credit for skills and knowledge you have acquired in your work experiences or exemption for course taken at another educational organization. For further information including NIDMAR guidelines contact Patti Boucher.

#### Questions?

905-540-4247 ext 26736 /  
sharon.hamilton1@mohawkcollege.ca  
pboucher@pshsa.ca

#### Admission Requirements

Contact Patti Boucher, Program Manager, before registering for the first module.  
. Computer skills to prepare a basic WORD document, use email and the Internet.  
. All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.

For program details visit  
[ce.mohawkcollege.ca/disabilitymgt](http://ce.mohawkcollege.ca/disabilitymgt)

NOTE: HRESRTC01 Module A and CREDRTC02 Module B are prerequisites for all the other courses unless you have permission from the Program Manager.

A Certificate will be awarded upon successful completion of the entire program.

NOTE: No refunds or course transfers two days prior to the scheduled course date.

### Effective Disability Management Programs

Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within a organization, and setting up a new program or evaluating an existing one.

35075 IH SA Sep17 8:30-6:00 1 309.12

### Introduction to Return-to-Work

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

35074 IH FR Sep16 12:00-6:30 1 242.53

#### Sign up now!

Registration opens at 8:30 am on  
Tuesday, August 9

### Physical Impairments, Rehabilitation Services and Return-To-Work

#### HRESRTC03

Develop a basic understanding of the body systems (respiratory, pulmonary, etc.); treatment providers and the type of information that they are likely to provide; and the impact of physical impairments on individuals and their work.

35081 IH FR Nov18 12:00-6:30 1 242.53

### Mental Health Issues, Rehabilitation Services & Return-To-Work

Consider symptoms, treatments and disability aspects of stress and depression and strategies for assisting individuals with stress and depression related illnesses to return to work.

35083 IH SA Dec17 8:30-6:00 1 309.12

### Job Analysis

Develop an understanding of different approaches to job analysis, especially from the perspective of disability management.

35082 IH FR Dec16 12:00-6:30 1 242.53

### Injury Prevention And Health Promotion

Benefit from an overview of safety programs, approaches to ergonomics, the implementation of wellness programs, and their interaction with disability management programs (Not a substitute for a safety course.)

35076 IH FR Sep23 12:00-6:30 1 242.53

### Marketing and Education in Disability Management and Return-to-Work

Consider the planning and development of internal communications programs for creating support within the organization for disability management and external communication targeted to medical and other service providers.

35079 IH SA Oct22 8:30-3:30 1 242.53

### Information Management

Explore collection of program and client information, the applicability of Human Resource Information Systems (HRIS), and the role of the Return to Work Coordinator in information management.

35078 IH FR Oct21 12:00-6:30 1 242.53

### Professional Conduct

Analyze ethical issues in disability management and the development and application of codes of ethics.

35077 IH SA Sep24 8:30-3:30 1 242.53

### Managing The Return-To-Work Process

Examine the case management process. Focus on assessment, return-to-work planning, implementation, monitoring and adaptation, and evaluation. Prerequisite: RTC01, RTC02, RTC05, RTC06, RTC07, RTC08)

35080 IH SA Nov19 8:30-6:00 1 309.12

### Food Services Certificate

#### Ontario College Certificate

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Questions/Application?  
905-540-4247 ext. 26258 /  
[cehealth@mohawkcollege.ca](mailto:cehealth@mohawkcollege.ca)

You must apply and be accepted into the Food Services program.

**CULIHCF10 - Introduction to Institutional Food Services is a prerequisite to all other courses in the program.**

#### Admission Requirements

Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority. \*Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.

For program details visit  
[ce.mohawkcollege.ca/foodservices](http://ce.mohawkcollege.ca/foodservices)

**All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.**

### Introduction To Institutional Food

#### Service CULIHCF10

Study the role of the food service employee in a Health Care institution and techniques and quality assurance strategies for institutional food service. Parking included at Brantford Campus course.

35055 IH TU Sep13 6:30-9:30 10 202.36

35100 BF TU Sep13 6:30-9:30 10 223.06

35056 IH TH Sep15 6:30-9:30 10 202.36

### Sanitation And Safety

#### SAFEHCF30

Focus on legislation applicable to Health Care institutions, with emphasis on dealing with emergencies, identifying and correcting safety hazards, reducing injury, etc. Parking included at Brantford Campus course.

35101 IH TU Sep13 6:30-9:30 10 214.36

35102 IH TH Sep15 6:30-9:30 10 214.36

35103 BF TH Sep15 6:30-9:30 10 235.06

### Food Services Fieldwork Requirement

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

35153 FW Sep6 388.96

### Palliative Care Certificate

#### Ontario College Certificate

Palliative care aims to relieve the suffering and improve the quality of living and dying for those with terminal illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for health care professionals, the curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

#### Questions?

905-540-4247 ext. 26258

#### Admission Requirements

You must be a regulated health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician.)

NOTE: Individual courses may be taken by persons interested in working in palliative care; however a Certificate will only be granted to regulated health professionals upon completion of all course work.

For program details visit  
[ce.mohawkcollege.ca/palliativecare](http://ce.mohawkcollege.ca/palliativecare). To register for the field placement, you require

# Health Sciences

Enhanced Skills for the PSW HSC110056  
39029 IH MO Sep19 6:30-9:30 10 212.36

permission from the Program Manager, medical clearance, and between October and April, a mandatory flu shot.

**NOTE: Fundamentals of Hospice Palliative Care course from Hospice Palliative Care Network is equivalent to HSC1HZA69-Introduction to Palliative Care. Students must apply for an exemption for course HSC1HZA69 providing proof of course completion of Fundamentals course.**

## Symptom Management HSC110083

Learn to assess and manage symptoms experienced by the palliative patient. Benefit from discussion of communication, education and collaborative practice. Students are required to log on to eLearn at least one week prior to first class. Course Manual is available online on specific course page in eLearn.  
35050 IH TU Sep27 6:30-9:30 10 202.36

## Personal Support Worker Certificate

Develop critical knowledge and skills to provide personal care and support to people living at home and in long-term care facilities. This program, approved by the Ministry of Health and the Ministry of Training, Colleges and Universities, consolidates and replaces the Health Care Aide and Home Support programs.

**Questions?**  
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

### Admission Requirements

Ontario Secondary School Diploma (GED, College and Career Preparation) including:  
 . Grade 12 English general, advanced C or U.  
 . Grade 10 Mathematics, general or advanced, applied or academic.  
 Mature applicants (over 19 and not meeting the admission requirements) will be required to do the mature applicant testing.  
 You must submit a current immunization record before beginning the clinical placement. Successful completion of CPR Basic Rescuer C, Standard First Aid training and Mask Fitting is required prior to clinical placements. Police Clearance may also be required by some clinical sites.

For program details visit [ce.mohawkcollege.ca/psw](http://ce.mohawkcollege.ca/psw)

The September intake for the part time Personal Support Worker Program has been TEMPORARILY SUSPENDED. The program, when next available, will be announced in the catalogue and on the Mohawk website.

**SPECIAL INTEREST COURSES FOR POST GRADUATE PSWs, PLEASE CHECK WEBSITE FOR FALL COURSES.**

## PSW Bridging to PN Program

Your skills as a Personal Support Worker are acknowledged in this part time program. Building on this knowledge, an individualized program of study prepares you for entry into semester 2 of the Practical Nursing program at Mohawk College.

**Questions?**  
905-540-4247 ext. 26736  
sharon.hamilton1@mohawkcollege.ca

For program details visit [ce.mohawkcollege.ca/psw2pn](http://ce.mohawkcollege.ca/psw2pn)

NOTE: CPR "C"/AED, current immunization record and a police check are required prior to admission to the Practical Nursing Program.

Role of the PSW Workshop HSC110134  
39017 IH TU Sep27 6:30-9:30 3 154.41

Care of the Client with Neurological Conditions HSC110097  
39018 IH TU Oct18 6:30-9:30 8 171.88

PSW - Care of the Client with Diabetes HSC110084  
39016 IH MO Sep26 6:00-9:00 7 141.65

The application process for this program is closed until September 2011.

## Bridged Anatomy and Physiology HSC110143

Further enhance your understanding of human anatomy and physiology, with particular attention to cell/tissue organization and the various body systems. Intended for the Community College PSW graduate. 45 hrs.  
35107 IH WE Sep7 6:30-9:30 15 313.53

## Transitional Concepts for Personal Support Worker Bridging HSC110142

Prepare to enter semester 2 of the Practical Nursing program by integrating your PSW theory and skills with nursing concepts. Topics include information technology; nursing process; role, scope of practice and governance, and quality assurance. 45 hrs. Required: Download from College of Nurses Website the Compendium for Nurses. 2 classes to be on eLearn & dates announced by instructor.  
35108 IH MO Sep12 6:30-9:30 15 313.53

**Looking for a course?**  
Search the index at the back of this catalogue.

## Palliative Care for Personal Support Workers Certificate

**Ontario College Certificate**  
Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

**Questions?**  
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

### Admission Requirements

Personal Support Worker Certificate. Proof of certification must be faxed to Program Manager at 905-528-7706.

For program details visit [ce.mohawkcollege.ca/palliativecarepsw](http://ce.mohawkcollege.ca/palliativecarepsw)

## Clinical Field Placement CLIN10041

Integrate knowledge and skills acquired from the theoretical components of the program in a practical application under the guidance of experienced and knowledgeable personnel. Dates, times and clinical sites must be arranged with the Program Manager.  
35154 FW Sep19 202.36

## Overview of Palliative Care for Personal Support Workers HSC110095

The student will understand the role that Palliative Care plays in promoting health - physical, psychological, social and spiritual well-being of individuals affected with illness and bereavement.  
35155 IH WE Sep21 7:30-10:30 10 212.36

**Need Help?**  
AskMohawk at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

## Pharmacy Technician Bridging

Pharmacy Technicians who are currently in the profession (either graduates of programs prior to or without CCAPP accreditation or who have "learned on the job") who wish to pursue OCP registration must complete the 4 approved Pharmacy Technician Bridging courses. These courses will prepare the Pharmacy Technician to meet the education requirements for registration with OCP.

The Bridging courses may be taken in any order, as offered. You may use the PLAR process to challenge any of the courses except for the Professional Practice course which is mandatory. The Structured Practical Training component managed by OCP follows the completion of the bridging courses.

**Questions?**  
905-540-4247 ext. 26708 / amy.boyer@mohawkcollege.ca

### Admission Requirements

OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

## Pharmacology - Pharmacy Technician Bridging HSC110137

This course provides a practical, applied approach to pharmacology. Through a variety of learning tools such as assignments, quizzes, case studies and group work, the student will enhance his/her ability to practice competently and contribute to a safe patient care setting. Participants will gain basic knowledge related to the pharmacological uses of drugs within a variety of commonly encountered medical conditions. No classes for 2 wks. Dates TBA first class; final class Dec 7/11.  
35105 IH WE Sep14 6:30-9:30 11 237.59

## Product Preparation Pharmacy Technician Bridging HSC110139

Learn theoretical knowledge and practical skills for safe and accurate preparation of sterile and non sterile pharmaceutical products. Examples of non-sterile product preparation include compounding practices and dosage forms and examples of sterile product preparation include infection control and aseptic technique. Best practices for the preparation of TPN and antineoplastics will be examined.  
35106 IH TU Sep20 6:30-9:30 11 287.59

## Psychosocial Rehabilitation Certificate

See Distance Education for course offerings.

**Sign up now!**  
Registration opens at 8:30 am on Tuesday, August 9

**Register by Web, Mail, Fax or In person**  
Debit, credit (VISA and MasterCard), cash and certified cheque accepted.

Location	Day(s)	Start	Times	#Sessions	Fee
FF	WE	Sep12	6:30-9:30	6	104.20

# Health Sciences / Hospitality & Travel

## Gerontology Programs

To obtain a certificate, you must fill out a "Request for Certificate" form.

### Working with Dementia Clients - Multidiscipline Certificate

Ontario College Certificate

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?

905-540-4247 ext. 26708 /

[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

Admission Requirements

Completion of an approved certificate program in health or human services or approval from Program Manager. Proof of certification must be faxed to Program Manager: 905-528-7706.

For program details visit

[ce.mohawkcollege.ca/dementiastudies](http://ce.mohawkcollege.ca/dementiastudies)

See box at beginning of Health Sciences section regarding Medical Clearance.

Contact the Program Manager for Clinical information.

### Overview Of Dementia Care HSCIDEM01

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

35093 IH WE Sep21 6:30-9:30 8 171.88

### Caregiving Skills HMNSDEM03

Provides theories which enhance the care given to clients with dementia by assessing the needs of each client and developing a plan of care. Topics included are: involving clients in meaningful activities, ADL, dealing with the stress of the care-giver and also embedded in the course is "The A.R.T. of Towel Bathing".

35091 IH WE Nov16 6:30-9:30 8 171.88

### Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

35092 FW Sep12 388.96

### Dementia Studies - Multidiscipline Certificate

Ontario College Certificate

Admission Requirements

Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager. Proof of credentials to be faxed to 905-528-7706.

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

#### ATTENTION RNs and RPNs

You could be eligible for up to \$1500 tuition reimbursement through the Nursing Education Initiative Fund!

For more information and application forms visit the RNAO / RPNAO websites at [www.rnao.org](http://www.rnao.org) / [www.rpnao.org](http://www.rpnao.org)

Contact the Program Manager for Clinical information.

### Dementia Clinical/Placement CLINDEM08

Gain clinical experience  
35094 FW Sep12 475.00

### Working with the Aged - Multidiscipline Certificate / Gerontology - Multidiscipline Certificate

See Distance Education section for program information and course offerings.

### Gerontology - Other

#### Leading Your Team in Long Term Care MGMT10054

Does your LTC position involve supervision?

Do you make decisions that must be communicated to others? This course will help you develop skills in critical thinking and decision-making in an LTC environment. Learn to manage change and communicate clearly with staff, family and volunteers. Open to LTC managers and aspiring managers in nursing, dietary, recreation, and other areas. Class Location TBA.

35104 OR WE Sep21 6:30-9:30 11 70.00

#### Restorative Care HSCIGER05

Learn to improve the functioning of residents in long-term care facilities, with emphasis on the principles of restorative care, assessment tools, mobility and ambulation dining, normalization activities, and record-keeping and evaluation. Applicants must be graduates of a certificate program in Health Sciences or Human Services..

35095 IH WE Sep21 6:30-9:30 10 212.36

## Hospitality & Travel

### Professional Bartending Certificate

Mohawk College Certificate

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Questions?

905-575-2025 / 905-575-1212 ext. 3009 /

[crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

Admission Requirements

YOU MUST BE 19 YEARS OF AGE OR OLDER.

For program details visit

[ce.mohawkcollege.ca/bartending](http://ce.mohawkcollege.ca/bartending)

In an effort to assist students who are looking for entry level jobs as servers and bartenders, we have introduced an **ACKNOWLEDGEMENT OF COMPLETION** for successful completion of the following courses:

Mixology 1 - 21 hrs.

Mixology 2 - 21 hrs.

Be a Professional Server - 18 hrs.

Wine Appreciation 1 - 21 hrs.

Smart Serve - 3 hrs.

The Smart Serve Certificate is mandatory to work in an establishment that serves alcohol in Ontario.

### IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers twenty-one years of age and under.

Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

### Be A Professional Server HOSP10010

Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, "Point of Sale" Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

32409 FF TU Sep27 7:00-10:00 6 141.83

### Mixology 1 HOSPFB001

Learn the art and science of mixing cocktails for restaurant and bar facilities in compliance with standards for Hospitality Beverage Operations. Tasting and practice session included. Liquor/product costs \$45.00 included in fee.

32399 FF MO Sep19 6:30-10:00 6 201.14

### Mixology 2 HOSPFB002

Enhance your skills with emphasis on premium liquors, liqueurs, cream drinks, wine cocktails, shooter varieties and domestic and imported beers. Liquor/product costs of \$45.00 included in the course fee. Prerequisite: Mixology 1 - FB001

32400 FF MO Nov7 6:30-10:00 10 201.14

### Smart Serve Certification Course HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Fee includes a manual \$17.30.

32403 FF TU Sep20 6:00-9:00 1 50.00

32404 BF TU Oct4 6:00-9:00 1 50.00

32406 FF SA Oct22 10:00-1:00 1 50.00

32407 FF TU Nov22 6:00-9:00 1 50.00

### Wine Appreciation 1 HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Included in fee is \$50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

32401 FF WE Sep21 6:30-10:00 6 206.14

### Wine Appreciation 2 HOSPFB005

Explore the major wine regions of the OLD WORLD, including France, Italy, Spain, Portugal, Germany, Austria, Hungary and Greece. Focus is given to France and Italy since they share the largest part of the wine market today. Also study non-appellation wines such as "Super" Tuscans and Vin de Pays wines.

32402 FF WE Nov2 6:30-10:00 6 206.14

# Hospitality & Travel

## Job-related Skills for the Hospitality Industry

Cake Decorating  
Upon successful completion of Cake Decorating - Levels 1, 2, and 3, you will receive an Acknowledgement of Completion.

**Cake Decorating 1** CULIG1737  
Learn the basics of cake decorating; piping, icing, modeling and decorating skills. Create beautiful cakes that everyone will admire. Supply costs (approx. \$40) are the responsibility of the participant.  
32410 FF TH Sep29 6:30-9:30 5 114.88

**Cake Decorating 2** CULIG1738  
Learn icing flowers, flood work, rolled fondant, brush embroidery and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: Level 1  
32411 FF TH Nov3 6:30-9:30 5 114.88

**Cake Decorating 3** CULIG1739  
Learn gum paste roses, lily nail flowers, string work, embroidery and more. Design and produce 3-tier wedding cake. Supply costs (approx. \$50) are the responsibility of the participant. Prerequisite: Level 2.  
32412 FF SA Nov19 9:00-2:00 3 114.88

## Food...Food...Food

You may register in food courses anytime up to 3 days before the start date. Phone the Program Manager at 905-575-1212 ext. 3009/ 519-759-7200 ext. 3009 for permission after this time period. You may apply for a refund or transfer up to three days prior to start date. Food costs are not included in the course fee for courses with several sessions. Food costs must be paid to the instructor on the first night of class.

### IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers twenty-one years of age and under. Students registered in cooking courses and workshops that include alcohol as part of the menu who hold a novice license or are 21 years or under, must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

**\*\*Please bring a sharp knife, hand towel and an apron to all FOOD courses\*\***

**Cooking - Basic** CULIG1138  
Join Chef Michael Carruth of Greensville Gourmet and amaze your family and friends with your new culinary talents. Bring a sharp knife, tongs, apron and towel. Food costs of \$35.00 to be paid to instructor at the first class.  
32427 FF MO Sep19 7:00-10:00 4 138.00

**Cooking - Beyond Basic** CULIG1472  
A continuation of Cooking - Basic, join Chef Michael Carruth and learn classic and modern methods of food preparation. Food costs of \$50 to be paid to the instructor on the first class.  
32428 FF MO Oct24 7:00-10:00 6 180.00

**Gourmet Dining** CULI10002  
With 20 years in the hospitality industry, join Chef Peter Janacek for a culinary adventure. Prepare six signature menus with international influences. Food costs of \$50 to be paid to the instructor at the first class.  
32430 FF WE Sep21 7:00-10:00 6 188.00

**Soup's On!** CULIG1526  
Explore the limitless possibilities of soup with Chef Gord Phillips. Beginning with fresh stock, you will then create cream soups, purees, and unusual recipes from around the world. Food cost of \$25 to be paid to the instructor on the first night. Bring containers.  
32431 FF TU Sep27 7:00-10:00 3 88.00

**Baking The Perfect Pie** CULIG1522  
Join Pastry Chef Lisa Zwahlen and discover the simple art of baking the perfect pie! Please bring a sharp knife, a rolling pin, and containers to bring your creations home. Food costs of \$18 are included in the fee.  
32584 FF SA Dec10 10:00-4:00 1 77.00

**Christmas Cookies** CULI10029  
Join Pastry Chef Lisa Zwahlen. Create traditional and modern Christmas cookies. Learn how to master recipes and techniques while examining your knowledge of baking. Bring containers. \$18 food costs included in the fee.  
32583 FF SA Nov12 10:00-4:00 1 77.00

**Holiday Hors D'oeuvres** CULI10034  
Entertaining this Christmas season? Join Chef Ken Lefebour of Chef and Wife and learn how to make exceptional hors d'oeuvres, perfect for that holiday party. Food costs of \$20 to be paid to the instructor at the class.  
32435 FF SU Nov20 10:00-4:00 1 72.00

## Vinegar Fermentation Process

CULI10057  
With 13 international awards to his credit "Hamilton's Own" Mr. Vinegar teaches the technology behind artisan vinegar fermentation using the "static" process with fruits, wines, malt, and more. Material fee of \$20 included in course fee. Calculator required.  
32363 FF SA Nov5 9:00-1:00 1 67.00

## Travel Education

Jacques Pauwels, PhD, historian, author, lecturer. Born and raised in Belgium, Jack began conducting tours of Europe at a very young age. While still in his 20's Jack moved to Canada and enrolled at York University where he completed his PhD in history and also completed his second doctorate in political science at the U of T. Today, Dr. Pauwels lives in Brantford and is busy organizing educational tours around the world. In most cases, Jack has designed your Ship's School Tour and is often your Tour Leader. Please let SHIP'S SCHOOL know that you saw your tour in our Mohawk College Continuing Education Catalogue.

**Questions?**  
[susan.bowinkelmann@mohawkcollege.ca](mailto:susan.bowinkelmann@mohawkcollege.ca)  
[ce.mohawkcollege.ca/traveleducation](http://ce.mohawkcollege.ca/traveleducation)

### FALL 2011

**The "Stan Lands"**  
Sept 7-25; \$4,895. Discover Samarkand, Bokhara, and other fabulous sights along the ancient Silk Road in Central Asia's trends "Stans", Uzbekistan, Turkmenistan & Kazakhstan. With Jacques Pauwels.

**The German of Bach & Luther**  
September 7-20; \$5,295. A tour of Leipzig, Dresden, Berlin, Weimar, Eisenach, et al., focusing on the life, work and times of two of the truly dominant figures in an emergent modern age. Classical music, beautiful scenery, exciting cities, superb architecture and renowned art, all entwined in a history from the Middle Ages to the German reunification.

**A Music Lovers Tour to London & Paris**  
Sept 17-28; \$4,595. Lovers of classical music won't want to miss this leisurely tour of London and Paris. A combination of sightseeing and free time will fill your days and evenings with concerts and other cultural activities.

**Poland**  
Sept 23-Oct 7; \$3,550. A leisurely tour of Poland and Gdansk to Masuria, Warsaw, Czestochowa, and Krakow including all the highlights of this fascinating jewel of Eastern Europe, featuring all the country's highlights and excellent hotels.

**Corsica and Sardinia**  
Oct 13-28; \$3,875. Two fascinating Mediterranean islands - one French with a lot of Italian flavour, the other Italian, but with plenty of Spanish influence! Magnificent coastal as well as mountain scenery and historical sites associated with Phoenicians, Greeks, Romans, Carthaginians, Saracens, and of course Napoleon, a native Corsican.

**The Grand Tour of Portugal**  
Oct 29-Nov 12; \$3,195. This tour covers all the major sights including great cities such as the capital, Lisbon, the wine city of Porto, and the old university town of Coimbra and superb coastal and mountain scenery in the Alentejo and Algarve regions.

**Maple Leaf Route**  
Nov 5-16; \$2,895. Experience Remembrance Day in Flanders' Fields on our annual comprehensive tour of the Canadian battlefields of WWI and II in Normandy, Northern France, Belgium and the Netherlands. With Jacques Pauwels and Michael Quinn.

**Indochina: Vietnam, Cambodia and Laos**  
Nov 12-30; \$4,995. A first class tour of Saigon and the Mekong Delta in southern Vietnam, Phnom Penh and Angkor Wat in Cambodia, Luang Prabang and Vientiane in Laos, and Halong Bay and Hanoi in northern Vietnam.

**Senegal & Gambia**  
Nov 17-Dec 1; \$3,695. An exploration of two tropical West African countries, featuring the two capitals, Dakar and Banjul, Lake Retba, The French colonial town of St. Louise, Djoudj National park, the sacred city of Touba, the ancestral village of Alex Haley, author of the bestseller Roots, and the island of Goree, the infamous centre of the slave trade until the abolition of slavery in 1848. With Jacques Pauwels.

## WINTER 2012

**Peru & Bolivia**  
Late January/early February; tour cost TBA. Macchu Picchu, Cuzco, the Nazca Lines, Lake Titicaca - "the works!" With Jacques Pauwels

62	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Hospitality & Travel / Human Services

## Florence in Depth

Feb 15-24; \$2,450. Leisurely walking tours plus visits to the Uffizi, Accademia, Medici Chappel, Santa Croce, Ponte Vecchio, the Duomo, etc. Also side trips to Siena, San Gimignano, Fiesole and Pisa.

## Canary Islands

February 16-27; tour cost TBA. Our tour of the balmy, subtropical "Fortunate Isles" will include all the attractions of Tenerife plus sidetrips to Lanzarote and Gran Canaria. With Jacques Pauwels.

## Paris in Depth

Feb 24-Mar 4; \$2,550. A unique opportunity to get to thoroughly know and enjoy the history, architecture, art and food of the French capital. Our low price also includes a subway pass, a museum pass, four dinners in typical restaurants, a Seine cruise, and even a classical music concert!

## Valencia & Surroundings

Mar 16-25; \$2,395. Valencia, one of Spain's truly great cities, plus the attractions of the Costa Blanca. The Mediterranean resort of Benifarm, the amazing oasis of Eiche with 100,000 palm trees, and the seaport of Alicante.

## Madrid & Barcelona

Mar 18-29; \$3,495. A leisurely immersion into the art and architecture of Spain and with visits to all the great museums and buildings of Madrid and Barcelona, featuring the best works of El Greco, Velasquez, Goya, Picasso, Miro, Dali, Chillida and many others. The tour host is Alan Toff, lecturer in the history of art at U of T's School of Continuing Studies.

## Vienna in Depth

Mar 24-Apr 2; tour cost TBA. Enjoy the music, history, architecture and fine food of Austria's wonderful metropolis. With Jacques Pauwels.

## Planned for SPRING 2012

Normandy & Brittany  
Berlin in Depth  
Primavera 2012 - Switzerland  
Prague and Vienna  
Aspler Wine Tour  
North to Alaska

## Planned for SUMMER & FALL 2012

Balkan Heartlands: Macedonia, Bulgaria, and Northern Greece  
Brazil & Argentina  
The Wonders of Southern India  
Munich in Depth  
Sicily & Malta  
Maple Leaf Tour  
Hawaii

### On Campus after dark?

Volunteers are here to assist



## Human Services

### Diploma Programs

#### Child & Youth Worker Diploma

##### Ontario College Advanced Diploma

Learn your role as part of the treatment team facilitating change in children and youth who are experiencing a range of social, emotional, family, or behavioural challenges in their lives. Develop therapeutic relationships with children and youth in a variety of diverse settings that include, residential and day treatment centres, mental health clinics, community settings, child protection, custody, schools, group homes, and more.

##### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
905-575-1212 ext. 3590 / [marco.felvus@mohawkcollege.ca](mailto:marco.felvus@mohawkcollege.ca)

##### Admission Requirements

Courses are restricted to those who have applied and been accepted. Please visit our website, or contact us, to obtain an application form.

You require Grade 12 (or equivalent) including English, or mature student status with admission tests.

##### For program details visit

[www.mohawkcollege.ca/calendar/childyouthworker](http://www.mohawkcollege.ca/calendar/childyouthworker) or [ce.mohawkcollege.ca/cyw](http://ce.mohawkcollege.ca/cyw)

#### Introduction To Child And Youth Care Practice HMNSCC142

Year 1 & 2. Construct a global perspective on Child and Youth Work by applying terminology used in the profession and by comparing and contrasting the development of the profession as related to current trends.

32275 FF TH Sep15 6:30-9:30 14 312.28

#### Therapeutic Programming & Life Skills HMNSCC162

Year 1 & 2. Focus on the therapeutic use of programming in the care and treatment of children and adolescents. Demonstrate the ability to plan, implement and evaluate activities to meet the developmental needs and treatment goals of the individual and client group. Learn to teach instrumental life skills and social skills to children and adolescents. For the Fall Semester the course will use a blended delivery using e-learn.

32277 FF MO Sep12 6:30-9:30 14 312.28

#### Family Work HMNSCC532

Year 3 and 4. Examines the concept of family, its stages of development and associated tasks. Understand a variety of theories that will be useful in understanding and working with families. Prerequisites: HMNSCC457, HMNSCC458, WORKCC455

32273 FF TU Sep13 6:30-9:30 14 312.28

#### Human Sexuality For Child & Youth Worker HMNSCC558

Year 3 & 4. Focus on the techniques and formulation skills required to employ effective intervention strategies which meet the needs and goals of youth in treatment, and in the community.

32274 FF WE Sep14 6:30-9:30 14 312.28

#### Field Work Practicum 1 WORKCC255

Contingent on completion of required course work.  
32573 FW 610.12

#### Field Work Practicum 2 WORKCC455

Contingent on completion of required course work.  
32574 FW 685.74

#### Field Work Practicum 3 WORKCC655

Contingent on completion of required course work.  
32575 FW 740.35

### Early Childhood Education Diploma

#### Ontario College Diploma

Prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

##### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
905-575-2709 / [jacqueline-p.adams@mohawkcollege.ca](mailto:jacqueline-p.adams@mohawkcollege.ca)

##### Admission Requirements

Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. You require Grade 12 (or equivalent) including English, or mature student status with admission tests. You must complete a program questionnaire and participate in a visit to a preschool setting.

##### For program details visit

[www.mohawkcollege.ca/calendar/ece](http://www.mohawkcollege.ca/calendar/ece) or [ce.mohawkcollege.ca/ece](http://ce.mohawkcollege.ca/ece)

#### Communications (COMMLL041), Ethics and Active Citizenship (COMM10034), or an elective, may be taken at any time. See the index for course offerings.

Communicable Disease Screening may be required before you begin your placement. Contact the Program Manager for details.

#### Learning Environment 1 EDUCEC115

Introduces the practical aspects of planning, organizing, implementing and evaluating program ideas and activities. With the importance of play as a means for learning in mind, gain skills in, and develop a repertoire of resources by setting up an engaging and stimulating learning environment, while learning how to present activities to young children.

32446 FF WE Sep14 7:00-10:00 14 312.28

#### Family Dynamics EDUCEC129

Explore the relationship between the individual and the family and the meaning of family within a socially diverse context. Examine the dynamics, changes and challenges within families, and enhance self-awareness regarding personal experiences, beliefs and values.

32445 FF TU Sep13 7:00-10:00 14 312.28

#### ECE Curriculum 1 EDUCEC323

Prepares students to co-plan curriculum to support the interests and intelligences of children, based on documentation, in a respectful environment. The impact of philosophy on curriculum design will be explored, as will the impact of reflection on practice.

32444 FF TH Sep15 7:00-10:00 14 312.28

Field Placement 3 & Seminar  
39106 FW Sep12

WORKEC398  
504.38

Register online at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) (\*)

# Human Services

## Educational Assistant Diploma

### Ontario College Diploma

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

#### General Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

#### Academic Coordinator

[linda.jones@mohawkcollege.ca](mailto:linda.jones@mohawkcollege.ca)

#### Field Placement Coordinator

[kim.laush@mohawkcollege.ca](mailto:kim.laush@mohawkcollege.ca)

#### Admission Requirements

Courses are restricted to those who have applied and been accepted. Visit the website for information on how to apply.

Potential students may complete:

Communications, Introductory Psychology, Mathematics, Active Citizenship, Developmental Psychology and 2 general electives prior to being accepted.

#### For program details visit

[www.mohawkcollege.ca/calendar/Educational\\_Assistant](http://www.mohawkcollege.ca/calendar/Educational_Assistant) or

[ce.mohawkcollege.ca/ea](http://ce.mohawkcollege.ca/ea)

#### Courses are offered online through

OntarioLearn and under other Certificates.

Refer to index.

### Sign up now!

Registration opens on Tuesday, August 9

## Social Service Worker Diploma

### Ontario College Diploma

Learn all the skills necessary to practice social service work in the province of Ontario. Study interviewing skills, documentation, case management, individual assessment, and experience 600 hours of supervised field placement.

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

905-575-1212 ext. 3668 /

[janice.duda-kosar@mohawkcollege.ca](mailto:janice.duda-kosar@mohawkcollege.ca)

#### Admission Requirements

Courses are restricted to those who have applied and been accepted. First time applicants apply in the Spring of each year with an application deadline in June. The program begins in the Fall for successful applicants. Application forms can be downloaded from our website.

You require Grade 12 (or equivalent) including 70% in English, or mature student status with admission tests. You must complete a program questionnaire. Related volunteer experience is strongly recommended.

#### For program details visit

[www.mohawkcollege.ca/calendar/socialServWorker.html](http://www.mohawkcollege.ca/calendar/socialServWorker.html) or

[ce.mohawkcollege.ca/socialserviceworker](http://ce.mohawkcollege.ca/socialserviceworker)

## Social Work Documentation

### COMMSO233

Year 1 and 2. Learn the principles and technical writing in the field of social work including the required documentation and the legal implications surrounding the maintenance of the consumer case record.

32413 FF TH Sep15 6:30-9:30 10 208.19

## Crisis Intervention

### HMSSO231

Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations.

32405 FF TU Sep13 6:30-9:30 10 208.19

## Techniques Of Family Intervention II

### HMSSO432

Year 3 & 4. Investigate concepts of family functioning & develop a framework for understanding the challenges to family interaction at various stages of the family life cycle. Devise approaches & strategies to assist family members to deal with problems in family relationships & stressors from the family environment.

32415 FF MO Sep12 6:30-9:30 13 312.28

## Social Services In Ontario

### SSCISO122

Year 1 & 2. Examine various delivery systems, structures & community resources available to assist residents of Ontario. Resource information is presented within the context of the decline of Canada's welfare state & highlights contemporary challenges to social service provision.

32408 FF WE Sep14 6:30-9:30 14 312.28

## Human Services - Other

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

## Nonviolent Crisis Intervention

### CONFMHN08

Full Crisis Prevention Institute NVCI certification valid for 2 calendar years upon successful completion. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). Physical exertion is required in this workshop. The workbook must be purchased from the Campus Store PRIOR to the class. Registrations will only be accepted from current Mohawk College Human Services Diploma or Certificate students.

32145 FF SA/SU Sep24 9:00-4:00 2 89.22

32196 FF SA/SU Nov12 9:00-4:00 2 89.22

## ASIST: Applied Suicide Intervention

### Skills Training

### HMNS10038

Caregivers will learn to recognize risk, and discover how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Lunch and training materials are included in the course fee. Contact marco.felvus@mohawkcollege.ca for additional details.

32545 FF SA/SU Oct22 9:00-5:00 2 262.99

### Watch for our Winter 2012 catalogue

Available in print on Tuesday, November 22

## Human Services Certificate Programs

### Addictions/Concurrent Disorders

#### Acknowledgement of Completion

Completion of all three courses in this post-diploma series will earn you an Addictions/Concurrent Disorders Acknowledgement.

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

905-575-1212 ext. 3668 /

[janice.duda-kosar@mohawkcollege.ca](mailto:janice.duda-kosar@mohawkcollege.ca)

#### Admission Requirements

Completion of a Human Services Diploma.

#### For program details visit

[ce.mohawkcollege.ca/acd](http://ce.mohawkcollege.ca/acd)

## Introduction to Mental Health

### HMNS10037

Learn about mental health disorders including prevalence, assessment and treatment options. Explore recent trends in mental health service delivery.

32590 FF WE Sep14 6:30-9:30 9 200.75

## Bereavement Counselling Certificate

### Ontario College Graduate Certificate

Develop skills in bereavement assessment, theoretical models of grief and specific intervention and therapeutic techniques when traditional support models are insufficient. You will also receive additional training specific to children, families, disenfranchised grief, and crisis management.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3345 /

[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/bereavementcounselling](http://ce.mohawkcollege.ca/bereavementcounselling)

Contact the Program Manager regarding future offerings.

## Career Consultant Certificate

### Ontario College Graduate Certificate

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3576 /

[lidia.siino@mohawkcollege.ca](mailto:lidia.siino@mohawkcollege.ca)

#### Admission Requirements

A degree or diploma in a related area. Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.

You must be accepted into the program before taking any courses. Contact the Program Manager as above for more information. You

64	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

will be required to submit an updated resume. You must apply at least one week prior to start-up.

For program details visit  
[ce.mohawkcollege.ca/careerconsultant](http://ce.mohawkcollege.ca/careerconsultant)

## Work Search: Tools & Techniques CREDCAR03

Enhance basic job search strategies with new approaches for locating and securing employment in the new economy. Develop expertise in using skill-based resumes, behaviour description interviewing techniques and portfolio development to assist your clients to reach their job search goals.

32365 FF TH Sep15 6:00-9:00 13 289.97

## Individual Helping Relationships

### CREDCAR04

One-to-one helping relationships with clients demand expertise in skills such as: active listening, establishing rapport, attending to non-verbal cues, open and closed questioning and goal setting. Examine the practitioner's experience during the helping relationship, ethical issues, standards of practice and making appropriate referrals.

32364 FF MO Sep12 6:00-9:00 13 289.97

## Concepts in Bereavement Support Certificate

### Ontario College Certificate

Individual bereavement needs can vary significantly. Learn to assess the bereavement needs of an individual, organization, agency, or community, and implement bereavement support programs such as peer support groups, formal seminars/workshops and community activities.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/bereavementsupport](http://ce.mohawkcollege.ca/bereavementsupport)

Contact the Program Manager regarding future offerings.

### Give the Gift of Education!

Gift Certificates available  
 905-385-4295

## Counselling Techniques Certificate

### Mohawk College Certificate

Develop counselling skills. Most program participants are employed in agencies or offices where skills in interviewing or information giving are required.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/counsellingtechniques](http://ce.mohawkcollege.ca/counsellingtechniques)

## Interaction And Communications

### COMMTC101

Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.

32491 FF TH Sep15 6:30-9:30 14 312.28

## Interviewing Skills In Counselling

### COUNTC103

Examine basic interviewing methods, procedures and behaviours, and their application in the counselling work situation.

32493 FF WE Sep14 6:30-9:30 14 312.28

## Early Childhood Education - Leadership and Administration Certificate

### Mohawk College Certificate

Participate in courses designed through a collaborative effort between Early Childhood Educators from community centres and staff from Affiliated Services for Children and Youth. Benefit from the guidance of these community leaders and their extensive professional experience in Early Learning and Care by gaining training and skills needed when working within Early Childhood Education communities. Competencies from the Occupational Standards for Child Care Administrators will be incorporated.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### Admission Requirements

An ECE Diploma or equivalent.

#### For program details visit

[ce.mohawkcollege.ca/eceleadershipadmin](http://ce.mohawkcollege.ca/eceleadershipadmin)

## Communications and Relationships in Early Learning and Care COMM10174

Gain essential written and verbal communication skills. Explore conflict resolution, decision making, group strategies, team work, time management and more.

32366 FF TH Sep29 6:30-9:30 10 223.06

## ECE - Leadership Development

### EDUC10053

Current, and aspiring, ECE supervisors will explore self-reflection styles of leadership. Learn to apply strategies to become an effective leader and improve performance of a team.

32367 FF TU Sep27 6:30-9:30 10 223.06

## Human Resources in Early Learning and Care HRES10018

Explore recruitment, interviewing, orientation, retention, supervision, motivating staff, and record keeping. Discuss employment standards, working conditions, conducting meetings and professional development.

32368 FF MO Sep26 6:30-9:30 10 223.06

## Early Childhood Education Resource Teacher Certificate

### Ontario College Graduate Certificate

A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-2256 (press 1) /  
[karen.pavao@mohawkcollege.ca](mailto:karen.pavao@mohawkcollege.ca)

## Admission Requirements

An Early Childhood Education Diploma. Applications accepted every other year. You must apply in the Spring of that year. Next admission - Fall 2012.

#### For program details visit

[ce.mohawkcollege.ca/eceresourceteacher](http://ce.mohawkcollege.ca/eceresourceteacher)

## Working With Families HMNSRT031

Focus on working with preschool children and their families. Learn different methods of providing support to families in an effort to meet their diverse needs, gain skills to assist parents in setting goals and priorities, and become advocates for their children. Prerequisite: HMNSRT011.

32272 FF MO Sep12 6:30-9:30 12 267.67

## Field Practicum 1 WORKRT021

Combine theory and practice through work in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT031.

32571 FW 397.45

## Field Practicum 2 WORKRT051

Work with young children and their families, staff and other professionals to prepare and implement long-term individual developmental plans. Help their families meet their special needs and demonstrate through home visits and professional consultations the ability to integrate individual developmental plans. 105 hours and a minimum of 12 weeks. Prerequisites: HMNSRT061 and WORKRT021.

32572 FW 397.45

## Therapeutic Recreation Certificate

### Mohawk College Certificate

Designed for practitioners currently working in the field of Recreation. Participants will be provided with updated knowledge and skills in the Therapeutic Recreation field.

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-2158 / [sue.vattay@mohawkcollege.ca](mailto:sue.vattay@mohawkcollege.ca)

#### Admission Requirements

You must be a Recreation Therapist with 5 - 7 years work experience OR have a degree/diploma in Recreation and Leisure Services.

#### For program details and application form visit

[ce.mohawkcollege.ca/therapeuticrec](http://ce.mohawkcollege.ca/therapeuticrec)

## Therapeutic Recreation - Foundations RECL10011

Gain an understanding of the philosophical and theoretical foundations of therapeutic recreation, including concepts and models of service delivery. Explore definitions and goals of TR service, client groups served and the process of service delivery. Developed in consideration of external standards of practice in Ontario. Not equivalent to the current offerings in the Recreation & Leisure Services Diploma.

32136 FF TH Sep15 6:00-9:00 14 312.28

### Free Academic Upgrading

905-575-2029

# Human Services / Languages & Communications

## Community Leadership Studies

### Event Planning Techniques Certificate

#### Ontario College Graduate Certificate

A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing festivals and events in the private and public sectors. Courses taught by experienced, professional event organizers.

#### Questions?

905-575-2226 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
905-575-2158 / [sue.vattay@mohawkcollege.ca](mailto:sue.vattay@mohawkcollege.ca)

#### Admission Requirements

Graduate of Recreation and Leisure Services, Business, Marketing, Hospitality or Tourism programs or other college or university program OR event organizer with event planning experience.

#### For program details visit

[ce.mohawkcollege.ca/eventplanning](http://ce.mohawkcollege.ca/eventplanning)

Some courses are offered under other certificates. Refer to index.

### Introduction To Special Events

#### HSCIRLA09

Explore industry issues, careers, tourism impact and professional bodies and certification. Open to all students. Students may concurrently take RECLRLA01, RECLRLA02, MGMT10006, HMNSSSNPN, HMNSSSRF1, or TRVLTL415. Class dates: Sept 10, 15, 22.

32566 FF SA Sep10 9:00-3:00 3 89.22  
TH 6:00-9:00

#### Logistics

#### RECLRLA01

Focus on logistical details and governmental guidelines concerning site preparation, food services, security, licensing, accessibility, traffic, and communication. Prerequisite: HSCIRLA09.

32568 FF MO Sep19 6:00-9:00 12 267.67

#### Event Administration

#### RECLRLA04

Acquire practical skills in budget development, human resource management, legal issues and business administration skills. Prerequisite: RECLRLA01 or RECLRLA02.

32447 FF TU Sep20 6:00-9:00 12 267.67

### Fundraising/Development Associate Certificate

#### Mohawk College Certificate

Prepare for the multifaceted, professional position of Fundraising/Development Associate. Focus on fundraising, marketing, public relations, working with volunteers, organizational image and profile building, special event planning and interpersonal skills.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-575-1212 ext. 3345 /

[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/fundraising](http://ce.mohawkcollege.ca/fundraising)

#### Volunteer Management 1 (MGMTSSP24)

is being offered under the Volunteer Management Certificate.

### Not-for-Profit Leadership Development Certificate

#### Mohawk College Certificate

Intended for managers or supervisors in social service agencies, community service, charitable or not for profit organizations. Benefit from the guidance of community leaders with extensive professional experience.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3345 /

[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/notforprofit](http://ce.mohawkcollege.ca/notforprofit)

### Strategic And Long-Range Planning

#### MGMTSSNP3

Explore various models of strategic planning. Based on outcome, evaluation and accountability, learn to select the appropriate organizational model. Learn to conduct an environmental analysis in order to strategically plan and manage an organization.

32370 FF MO Sep26 6:00-9:00 10 223.06

### Operational Planning For Not For Profit

#### PLANSSNPK

Learn to implement and manage an annual operating plan for not-for-profit organizations with emphasis on setting priorities, action planning, assigning responsibilities, setting out costs and generated funds.

32369 FF TU Sep27 6:30-9:30 10 223.06

### Volunteer Management Certificate

#### Mohawk College Certificate

Gain the knowledge and skills needed for effective management of volunteer programs.

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-1212 ext. 3345 /

[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### For program details visit

[ce.mohawkcollege.ca/volunteermgt](http://ce.mohawkcollege.ca/volunteermgt)

### Volunteer Management 1 MGMTSSP24

Examine the fundamentals of volunteer management, including philosophy, recruitment, orientation, training & recognition. Dates for 3 Saturday classes will be determined at the first class.

32421 FF WE Sep14 6:30-9:30 17 430.36  
SA 9:00-4:00

### Private Security / Investigators

#### Questions?

519-759-7200 / 905-575-1212 ext. 7210 /

[cheryl.burns1@mohawkcollege.ca](mailto:cheryl.burns1@mohawkcollege.ca)

Note: Ministry fees re: private security or investigators test/licence are outlined at [www.mcscs.jus.gov.on.ca](http://www.mcscs.jus.gov.on.ca)

### Private Security - Licensing

#### Requirements

#### LAWS10087

Complete the training and study the curriculum for the security guard's test as mandated by the Ministry of Community Safety and Correctional Services. Training manual/supplies are required and may be purchased from the instructor (approx. \$45.00).

32120 FF SA/SU Sep10 8:00-6:00 4 297.41

32121 FF SA/SU Oct15 8:00-6:00 4 297.41

32122 FF SA/SU Nov12 8:00-6:00 4 297.41

#### Security License Requirements

#### LAWS10085

39119 FF WE/TH Oct26 9:00-4:00 2 104.09

#### Rec & Leisure

#### Recreation Practicum 2

#### WORKRL242

39104 FW Sep12

468.75

#### Recreation Practicum 3

#### WORKRL342

39105 FW Sep12

468.75

### Private Investigator-Licensing

#### Requirements

#### LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services.

32119 FF SA/SU Oct15 8:00-6:00 5 366.51

### Crime & Society

#### SSCI10020 (E)

Explore the political, legal, social and cultural dimensions of criminal acts, including organized crime, acts of violence and white-collar crime. Examine the Young Offenders Act, the insanity defense, extradition and minimum sentencing, and consider how class, race, ethnicity, gender and age shape perceptions, behaviour and policy. 45 hours

32104 BF WE Sep14 6:00-9:00 14 312.28

### Impact of Terrorism

#### LAWS10062

Examine how human rights are weighed against the security and protection of the general public, worldwide, in the aftermath of 911.

32110 BF TH Sep15 6:00-8:00 14 208.19

### Nutrition

#### HLTH10086

The media gives a lot of attention to nutrition, with stories about the latest diets, the benefits of eating certain goods or the risk of eating others. In this course students will look at nutrients and their functional benefit. Nutrition will be linked to health and body weight.

32380 BF TU Sep13 6:00-9:00 14 312.28

## Languages & Communications

For Academic Upgrading information refer to College and Career Preparation in the Community Training section of this catalogue.

### Languages - English

#### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

In more than 30 Mohawk College programs, COMM10092: College Communications is now a prerequisite for COMMLL041: Communications. All students enrolled in a full-time program, including those taking COMMLL041 through Continuing Education, are required to have their skills assessed to ensure they are placed in the appropriate communications course. You are strongly encouraged to complete the assessment before the first night of class. If you are unable to complete the assessment before classes begin, you will be offered an assessment during your first scheduled class.

To book your Assessments for Success appointment, call or visit us during business hours at 905-575-2042, Room A122 at the Fennell Campus.

ESL (English as a Second Language) students have the option of completing a language-based assessment. Please call 905-575-1212 ext. 3569 to arrange an ESL Language Assessment.

#### Questions?

[assessment@mohawkcollege.ca](mailto:assessment@mohawkcollege.ca)

For sample questions and more information visit [www.mohawkcollege.ca](http://www.mohawkcollege.ca) and click on "Student Services", then "Assessments for Success", then "Resources".

66 How to read course details:

CRN\*  
31256

#S #Sessions Fee  
:30 6 104.20

# Languages & Communications

**Students taking Communications (Langs) COMMLL041 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMLL043 OR COMMLL044) would be more suitable. Students wishing to register for COMMLL044 beginning Tuesday September 20, 2011 must have one of the following prerequisites: COMM10092, COMMLL043, or Canadian Language Benchmark Level 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course contact Caroline Neufeld, Program Manager, at [caroline.neufeld@mohawkcollege.ca](mailto:caroline.neufeld@mohawkcollege.ca) / 905 575-1212 ext. 3284 or 3800**

## AC - Communications, Part B COMMLL044

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

32371 FF TU/TH Sep20 6:30-8:30 28 379.28

## Active Citizenship COMM10034

Explore roles and responsibilities as interconnected members of your communities in local, national or global contexts. Examine the ethical component of relationships and develop interpersonal skills essential to employment success. Prerequisite: LL041 or LL044.

32374 FF SA Sep10 10:00-12:00 14 208.19  
32372 FF MO Sep12 7:00-9:00 14 208.19  
32373 FF TH Sep15 7:00-9:00 14 208.19

## College Communication COMM10092

Develop the skills in reading and writing necessary to success in college. The teaching and assessment of reading skills and of writing skills will be balanced, accounting for approximately 50% each of the overall course and course grade. Vocabulary development will be applied in both reading and writing contexts. No single assignment or test will be worth more than 15% of the final grade.

32375 FF WE Sep14 6:30-9:30 14 312.28

## Communications (Langs) COMMLL041

Develop thinking, writing, reading, speaking and listening with emphasis on effective communication.

32376 FF MO Sep12 6:30-9:30 14 312.28  
32377 FF TU Sep13 6:30-9:30 14 312.28  
32378 FF WE Sep14 6:30-9:30 14 312.28  
32540 FF TH Sep15 6:30-9:30 14 312.28

## English as a Second Language

### Language Instruction for Newcomers to Canada (LINC)

LINC classes are offered during the day from 9:00 a.m. to 3:00 p.m. Monday to Friday. Mohawk College offers LINC (Language Instruction for Newcomers to Canada) free of charge to eligible individuals.

New students are accepted on a continuous intake basis in most LINC classes. For students at LINC 6 level, there is a 15-week course, the equivalent to GAS-ACP 400.

LINC YOUTH (for students 18 to 25) two project-based classes: Videography and Photography.

LINC 7 offers advanced English including TOEFL preparation.

### Part-time LINC Classes

LINC Writing (CLB 5)  
Tuesday & Thursday - 3 p.m. to 5:30 p.m.

Start Date: Sept. 6, 2011

LINC Listening (CLB 5)  
Monday & Wednesday - 3 p.m. to 5:30 p.m.

Start Date: Sept. 7, 2011

### Enhanced Language Training (ELT)

Mohawk College offers ELT (Enhanced Language Training) for internationally educated professionals. Workplace mentorships are a component of ELT. Start Date: Sept. 6, 2011  
ELT 10-week Part-time Classes for individuals who need to upgrade their communication skills for the workplace.  
Start: Sept. 28, 2011.

ELT is funded by Citizenship and Immigration Canada. All dates are subject to change.

### Questions?

905-575-2421 / [mary.franco@mohawkcollege.ca](mailto:mary.franco@mohawkcollege.ca)

## ESL for International Visa Students

### ESL Essentials

Prerequisite: Language assessment. You are expected to purchase class texts. 25-hour daytime program comprises of 4 courses: Listening, Speaking, Reading, Writing. Success in all 4 courses leads to promotion to the GAS-English for Academic Purposes program.

### Questions?

905-575-2421 / [mary.franco@mohawkcollege.ca](mailto:mary.franco@mohawkcollege.ca)

### ESL Essentials - Listening COMM10150

Practice listening for specific sounds and key words and mastering larger messages in brief everyday and academic conversations. Develop listening comprehension skills at the Canadian Language Benchmark 4 level.

32465 FF WE Sep7 1145.00

### ESL Essentials - Reading COMM10152

Build skill in understanding factual information, finding the main idea and reading for specific information in various short texts. Develop vocabulary and reading fluency at the Canadian Language Benchmark 4 level.

32467 FF WE Sep7 1145.00

### ESL Essentials - Speaking COMM10151

Enhance your ability to carry on conversation and improve your pronunciation skills in everyday social settings. You will also learn to make a brief presentation. Develop speaking skills at the Canadian Language Benchmark 4 level.

32466 FF WE Sep7 1145.00

### ESL Essentials - Writing COMM10153

Learn to produce accurate simple and compound sentences, with a focus on basic grammar, sentence structure and sentence patterns, punctuation and spelling rules, paragraphing, text organization and coherence. Canadian Language Benchmark 4 skill development.

32468 FF WE Sep7 1145.00

## GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP & ACP COURSES: Language assessment. You are expected to purchase class texts. An Ontario Special Bursary is available for citizens and residents who qualify.

### Questions?

905-575-2421 / [mary.franco@mohawkcollege.ca](mailto:mary.franco@mohawkcollege.ca)

## Basic Academic Listening Practices COMM10204

Practice listening for key information in conversations and short lectures delivered at a normal rate of speech as well as longer texts. Recording information accurately is also covered. Skills development at Canadian Language Benchmark 5.

32101 FF WE Sep7 219.00

## Basic Academic Reading Practices COMM10202

Increase reading speed and comprehension, using vocabulary building strategies and fluency skills at Canadian Language Benchmark 5. Learn summary skills and expand extensive reading abilities with the use of resource materials including unilingual dictionaries.

32102 FF WE Sep7 219.00

## Basic Academic Speaking Practices COMM10203

Further enhance pronunciation and conversational skills for social and academic settings, with attention to English sounds, stress and intonation. Build skill in organizing and delivering information clearly and concisely. Skills development at Canadian Language Benchmark 5.

32106 FF WE Sep7 219.00

## Basic Academic Writing Practices COMM10201

Focus on sentence structure and grammar to produce simple, compound and complex sentences. Learn to use conjunctions and transitional devices correctly, practice paragraph development strategies and apply editing techniques. Skills development at Canadian Language Benchmark 5.

32108 FF WE Sep7 219.00

32109 FF WE Sep7 219.00

## GAS-Applied Communications Program

### Listening 300 LANG10025

Practice identifying the main idea, key details and organizational patterns by listening to conversations, interviews, and lectures. Develop skill in pre-listening strategies, outlining, notetaking, and abbreviating information. Skill development at Canadian Language Benchmark 6.

32054 FF WE Sep7 219.00

32055 FF WE Sep7 219.00

### Reading 300 LANG10027

Build vocabulary and comprehension through practice with adapted and authentic texts. Enhance knowledge of context clues, inference and affixation, summary skills and approaches for documenting academic sources. Skill development at the Canadian Language Benchmark 6.

32056 FF WE Sep7 219.00

32057 FF WE Sep7 219.00

# Languages & Communications

## Speaking 300

LANG10026

Enhance fluency in academic and social discussions with practice of English sounds, rhythm, intonation and pitch changes essential for clear speech. Effective presentation skills are also covered. Skill development at the Canadian Language Benchmark 6.

32058 FF WE Sep7 219.00  
32059 FF WE Sep7 219.00

## Writing 300

LANG10024

Enhance writing skills with emphasis on complex sentences signaling various rhetorical relationships, strategies for producing clear and organized paragraphs in different contexts and proofreading and editing. Skill development at the Canadian Language Benchmark 6.

32060 FF WE Sep7 219.00  
32061 FF WE Sep7 219.00

## Listening 400

LANG10029

Build listening comprehension skills at Canadian Language Benchmark 7 with emphasis on conversations, interviews and lectures. Develop pre-listening and note-taking strategies necessary for academic success.

32062 FF WE Sep7 219.00  
32063 FF WE Sep7 219.00

## Reading 400

LANG10030

Improve academic reading fluency at Canadian Language Benchmark 7 with emphasis on vocabulary development including collocation and idioms and comprehension of graphs and diagrams. Paraphrasing, summarizing and research and citations also receive emphasis.

32064 FF WE Sep7 219.00  
32065 FF WE Sep7 219.00

## Speaking 400

COMM10136

Develop pronunciation and speaking skills at Canadian Language Benchmark 7. Improve rhythm, pitch and intonation. Learn to deliver researched academic presentations and respond appropriately to questions and comments.

32071 FF WE Sep7 219.00  
32072 FF WE Sep7 219.00

## Writing 400

COMM10137

Develop writing skills at Canadian Language Benchmark 7 with emphasis on pre-writing, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.

32076 FF WE Sep7 219.00  
32077 FF WE Sep7 219.00  
32078 FF WE Sep7 219.00

AskMohawk at [ce.mohawkcollege.ca](mailto:ce.mohawkcollege.ca)

## Languages - Other

(CREDIT COURSES)

### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

### American Sign Language I LANGLL120

Learn the basics of the communication system used by most deaf people.

32045 FF TU Sep13 7:00-10:00 13 289.97

### American Sign Language II LANGLL220

Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive a Certificate of Completion upon successful completion of levels 1 and 2.

32046 FF TH Sep15 7:00-10:00 13 289.97

## Conversational Mandarin Chinese

LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.

32047 FF TU Sep13 7:00-10:00 13 289.97

## German-Conversational 1 LANGLLA11

Develop basic language for travel and everyday communication, with emphasis on pronunciation.

32048 FF MO Sep12 7:00-10:00 13 289.97

## Italian 1

LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.

32049 FF MO Sep12 7:00-10:00 13 289.97  
32052 FF WE Sep14 7:00-10:00 13 289.97

## Italian 2

LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.

32050 FF TU Sep13 7:00-10:00 13 289.97

## Italian 3

LANGLLC03

Perfect your abilities with the Italian language. Prerequisite: Italian Conversational 2 or equivalent.

32051 FF TH Sep15 7:00-10:00 13 289.97

## Japanese-Conversational 1 LANGLLA17

Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.

32053 FF MO Sep12 6:30-9:30 13 289.97

## Polish for Beginners

LANG10003

Begin to communicate with Polish speakers. Learn simple language for everyday conversation.

32066 FF TU Sep13 7:00-10:00 13 289.97

## Sign Language I - Part A LANGLL359

Designed to provide you with knowledge of the ear, various levels of hearing loss and practical use of Sign Language. Emphasis is placed on American Sign Language as a component of Total Communication. Practice receptive and expressive skills, body language, facial expression and classifiers. Basic issues are covered such as deaf and hard of hearing populations and cochlear implants. CRN 32462 - Sept 10, 11, 24, 25 and Oct 1. CRN 32464 - Nov 12, 13, 26, 27 and Dec 3.

32462 FF SA/SU Sep10 9:00-5:00 5 289.97  
32464 FF SA/SU Nov12 9:00-5:00 13 289.97

## Sign Language I - Part B LANGLL459

A continuation of LL359. New vocabulary is introduced. Emphasis is placed on increasing Sign Language fluency in both the receptive and expressive modes of communication. Course dates: Oct 15, 16, 29, 30 and Nov 5.

32463 FF SA/SU Oct15 9:00-5:00 13 289.97

## Spanish For Beginners

LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.

32067 FF MO Sep12 7:00-10:00 13 289.97  
32068 FF TU Sep13 7:00-10:00 13 289.97  
32069 FF WE Sep14 7:00-10:00 13 289.97

## Spanish-Conversational 1 LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included. Prerequisite: Spanish for Beginners or equivalent.

32073 FF MO Sep12 7:00-10:00 13 289.97  
32441 FF SA Sep17 9:30-12:30 13 289.97

## Spanish-Conversational 2 LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

32075 FF WE Sep14 7:00-10:00 13 289.97

## Spanish-Conversational 3 LANGLLC04

Continue the study of Spanish at the advanced level. Prerequisite: Spanish Conversation II or equivalent level of skill.

32074 FF TH Sep15 7:00-10:00 13 289.97

## Certificate of Competence in the French Language

### Mohawk College Certificate

(CREDIT COURSES)

Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

Val LeBlanc 905-561-6093

For program details visit

[ce.mohawkcollege.ca/french](http://ce.mohawkcollege.ca/french)

Prerequisites must be met.

## CHALLENGE EXAMS

If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam. You may challenge up to 75% of the required credits.

For beginners, no placement test is required; register directly in La Pratique 1.

Written test (FR003, FR004, FR005, FR006) You may obtain up to 4 credits with these tests which measure competence in grammar.

Oral test (FS032, FS033) You may obtain up to 2 credits with these tests which measure conversational competence.

A Non-Refundable fee will be charged.

Exam Date: Wednesday, Sept 7, 2011 from 6:00 p.m. to 9:00 p.m. in Room J237 Fennell Campus

Contact Prior Learning Assessment & Recognition (PLAR) at [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca)

For placement in the appropriate French course, please contact Val LeBlanc at 905-561-6093.

## La Pratique du Francais 1 LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications. REQUIRED TEXT: "En bons termes" by Prentice Hall.

32081 FF MO Sep12 6:30-9:30 13 289.97  
32083 FF TU Sep13 6:30-9:30 13 289.97  
32084 FF WE Sep14 6:30-9:30 13 289.97  
32085 FF SA Sep17 9:00-12:00 13 289.97

## La Pratique du Francais 2 LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

32087 FF MO Sep12 6:30-9:30 13 289.97  
32088 FF TH Sep15 6:30-9:30 13 289.97  
32089 FF SA Sep17 9:00-12:00 13 289.97

68	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# Languages & Communications

## La Pratique du Francais 3 LANGFR005

Exprimez-vous sans probleme dans une discussion se rapportant a une situation quotidienne. Le passe compose est un des points grammaticaux les plus importants enseignes dans ce niveau.

32090 FF WE Sep14 6:30-9:30 13 289.97  
32091 FF SA Sep17 9:00-12:00 13 289.97

## La Pratique du Francais 4 LANGFR006

Etudiez les elements grammaticaux dans un contexte a la fois personnel et culturel: conditionnel present, revision des temps etudies dans les niveaux precedents.

32092 FF TH Sep15 6:30-9:30 13 289.97

## La Pratique du Francais 5 LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

32093 FF MO Sep12 6:30-9:30 13 289.97

## Parlons Avancee 4 LANGFS080

A continuation of Parlons Avancee 3

32094 FF TU Sep13 6:30-9:00 12 223.06  
32095 FF FR Sep23 9:30-12:00 12 223.06

## Parlons Francais 1 LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequis: FR005 La pratique du francais 3.

32096 FF WE Sep14 6:30-9:30 13 289.97

## Parlons Francais 2 LANGFS033

Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants: "Preparons un voyage!", "Passons la douane!", "Arrivee a l'hotel", "Sejour a l'hotel", "Depart de l'hotel". Prerequisite: Parlons Francais 1 FS032, La Pratique du Francais 3 FR005.

32097 FF TU Sep13 6:30-9:30 13 289.97

## Parlons Francais 3 LANGFS071

Developpez votre vocabulaire en etudiant les themes suivants: "Visitons la ville.", "Habillons-nous!", "Allons a la banque!", "Allons au restaurant!", "Allons magasiner!". Relaxed atmosphere. Conversation, situations from everyday life. Prerequisite: FS033 Parlons francais 2, FR007 La Pratique du Francais 5.

32098 FF TH Sep15 6:30-9:30 13 289.97

## Advanced French

Broaden your knowledge in the areas of grammar and conversation. A selection of 30 hour courses has been developed to intensify your grammatical knowledge previously learned through a series of exercises, compositions, office practices and more. Other courses will expand your oral knowledge by doing listening and reading exercises. Further enhanced by spontaneous dialogue through presentations and debates dealing with past and current events.

Val LeBlanc 905-561-6093

### Admission Requirements

Prerequisite: Certificate of Competence in the French Language.

## La Grammaire Avancee 1 LANG10046

La maitrise des regles grammaticales et la formation des temps des verbes 'reguliers et irreguliers' et leurs emplois dans des exercices ecrits et oraux. Ainsi que l'emploi et le placement des pronouns.

32100 FF WE Sep14 6:30-9:30 10 223.06

## La Grammaire Avancee 2 LANG10052

A continuation of La Grammaire Avancee 1.

32099 FF TH Sep15 6:30-9:30 10 223.06

**Need Grade 12 equivalency?**  
905-575-2029

## Language Interpreter Training Program

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. The program will benefit individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

### Questions?

905-575-2307 /  
[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

### Admission Requirements

1. Minimum Ontario Secondary School Diploma or equivalent
  2. Fluency (reading, writing, speaking) in English as well as a second language.
- Note: Intended for individuals with excellent proficiency in English and a second language.

### For program details visit

[ce.mohawkcollege.ca/languageinterpreter](http://ce.mohawkcollege.ca/languageinterpreter)

You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency. This mandatory testing is recommended to be taken after the Fourth Course LANG10034 and must be completed prior to the registration of the Sixth Course LANG 10036. Any associated expenses are your responsibility. Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

### ORIENTATION SESSION

Thursday, September 8th  
6:30 p.m. - 8:00 p.m.

FENNELL CAMPUS - J-WING - ROOM J119

Park in Lot P8

Contact 905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca) to  
reserve a spot

### INTENSIVE LANGUAGE INTERPRETER TRAINING PROGRAM BECOME A QUALIFIED INTERPRETER IN 3 MONTHS

Classes will be held on  
Mondays/Wednesdays/Fridays

Time: 9:30 a.m. - 4:00 p.m.

Dates: September 19 to December 9

Tuition Cost: \$1338.36 for 6 courses  
(does not include competency testing cost)

Attend the orientation session or contact  
Bonnie Pataran

Prior to registering for the Capstone Course, you must provide proof of successful completion of the CILISAT or ILSAT test.

## Introduction to Spoken Language

### Interpreting LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting. Saturday course runs Sept. 17, 24, Oct. 1, 15, 22. Revision of dates if necessary.

32513 FF SA Sep17 9:00-3:30 5 223.06

32512 FF TU/TH Sep20 6:30-9:30 10 223.06

### Consecutive Interpreting LANG10032

Benefit from a skilful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031. Saturday course runs Nov. 5, 12, 19, 26, Dec. 3. Revision of dates if necessary.

32536 FF TU/TH Nov1 6:30-9:30 10 223.06

32515 FF SA Nov5 9:00-3:30 5 223.06

### Setting Specific Interpreting LANG10035

Examine protocols, procedures and techniques for interpreting in various settings. These include the courts and legal settings involving child victims/witnesses, health care setting and the domestic violence sector. Prerequisite: LANG10031, LANG10032, LANG10033, LANG10034

32516 FF MO/WE Sep19 6:30-9:30 11 245.36

### Capstone Course, Skills Integration

#### LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting developed in previous courses. Topics also include professional comportment and financial management skills require for work as an independent contractor. Prerequisites: First 5 courses. Revision of dates if necessary.

32525 FF MO/WE Nov7 6:30-9:30 10 223.06

## Writing for Publication Certificate

### Mohawk College Certificate

With a new focus and new courses, this certificate program is ideal for beginner and established writers alike who are interested in creating or enhancing their portfolio of written work. Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and most importantly, get you writing.

### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

905-575-2307 /

[bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

### Admission Requirements

Successful completion of senior secondary school English or equivalent.

### For program details visit

[ce.mohawkcollege.ca/writingpublication](http://ce.mohawkcollege.ca/writingpublication)

### The Dynamics of Prose COMM10119

Great writing hinges on establishing a unique voice and writing style. Learn how to create or refresh yours with this intensive survey and workshoping of the techniques necessary for memorable prose. Study the masters of distinctive prose and workshop your own experiments with writing styles in search of your authentic writing voice. Develop editing strategies for avoiding clunky or purple prose.

32518 FF WE Sep14 7:00-10:00 13 289.97

Register online at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) (\*CRN required)

# Languages & Communications / Leisure Education

**The Dynamics of Plot** COMM10120  
Focuses on the unsung hero of great storytelling: plot. Study and use various plot mechanics and devices through in-class workshop. Learn how to refresh classic storytelling arcs and incorporate backstory and thematic content. Avoid plot clichés. Study great plots from the movies, short stories and novels.  
32520 FF TU Sep13 7:00-10:00 13 289.97

**Grammar For Writers** COMMLLP01  
Learn to recognize and correct errors in punctuation, word choice, structure, and tone, and write and edit with confidence. Suitable for the beginning writer who wants to be grounded in the basics or established writers who would like to hone their skills.  
32523 FF TU Sep13 7:00-10:00 13 289.97

**Creative Writing II: Short Fiction** COMMLL945  
Continue to hone your fiction writing skills. Create vibrant characters, settings and dialogue, then weave them together into cohesive short stories. Workshops and revisions follow your work from first to final draft.  
32517 FF MO Sep12 7:00-10:00 13 289.97

**Writing the Novel 1** LANGLL936  
Master the essentials of the novel form - plot, structure and character arc. Discipline your prose and process as you tackle the first or next draft. Get feedback on your work-in-progress.  
32521 FF WE Sep14 7:00-10:00 13 289.97

**Writing Workshop 1** COMM10215  
This interactive class lets you develop and polish your creative skills in an active workshop environment. Many of the popular writing styles will be covered - poetry, short fiction, script, non-fiction etc. Choose any of the styles to concentrate on with ongoing feedback and support.  
32522 FF MO Sep12 7:00-10:00 13 289.97

**Writing Family History and Memoirs** COMM10111  
Do you have a family story worth telling? Draw on your own experiences or family background to create memorable and compelling non-fiction. Learn creative non-fiction technique and receive helpful feedback.  
32519 FF TH Sep15 7:00-10:00 13 289.97

## Leisure Education

**LEISURE EDUCATION...SOMETHING FOR EVERYONE**  
Why not add something new to your life? Consider various leisure opportunities. Look for Pilates, Fencing, Coaching, Wilderness and Fitness leadership courses.

**Questions?**  
905-575-2298 / [katya.garon@mohawkcollege.ca](mailto:katya.garon@mohawkcollege.ca)

**Leisure Coaching**  
Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

**Coaching: Introduction to Competition - Part A** SPRT10000  
Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.  
32474 FF FR Sep23 6:30-10:00 2 130.00  
SA 9:00-5:00  
32476 FF FR NovFI 6:30-10:00 2 130.00  
SA 9:00-5:00

**Coaching: Introduction to Competition - Part B** SPRT10001  
Continue your study with attention to a basic sport program, teaching and learning and mental preparation. Participants must be 16 years of age. Manual included in course fee.  
32477 FF FR Oct21 6:30-10:00 2 130.00  
SA 9:00-5:00

**Conflict Management** SPRT10013  
Coaches learn how to identify where conflict is likely to occur and how to manage the situation. Coaches learn five approaches to managing conflict and when it is appropriate to use each of them.  
32481 FF FR Dec9 6:00-10:30 1 70.00

**Coaching and Leading Effectively** SPRT10014  
Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters.  
32478 FF FR Dec16 6:30-10:00 2 115.00  
SA 9:00-3:00

**Psychology of Performance** SPRT10015  
Guide athletes in the development of psychological skills they need to maximize their performance. Coaches develop individualized competition focus plans for their athletes or teams and the ability to critically reflect on psychological skills to decide which are most relevant for their athletes and teams.  
32483 FF SA Dec10 9:00-5:00 1 90.00

**Leisure - Wilderness**  
**Identifying Edible and Medicinal Plants & Trees** HORT10001  
Identify 50 edible and medicinal wild plants and trees during this day of hiking and foraging. Course manual available in class for \$10.00. Come dressed and prepared for hiking.  
32310 FF SA Oct1 10:00-4:00 1 85.00

**Wilderness Survival Skills** RECL10001  
Explore essential survival skills including prevention and avoidance skills, emergency trip planning, clothing and footwear selection, basic map and compass skills, and more. Course manual available in class for \$25.00.  
32317 FF SA Nov5 9:00-5:00 1 130.00

**Adventure**  
**Rock Climbing Introductory Session** RECLLE039  
Discover the sport of rock climbing. All ropes & equipment supplied. Wear running shoes. LOCATION: Rattlesnake Point Conservation Area-North end of Appleby Line. For information call Equinox at 1-800-785-8855.  
32578 OR SA Sep17 8:30-12:00 1 40.00  
32579 OR SA Oct1 8:30-12:00 1 40.00

**Rock Climbing Level I** RECLLE139  
Benefit from additional practice and instruction. Prerequisite: ROCK CLIMBING-INTRODUCTORY-LE039. LOCATION: Rattlesnake Point, north end of Appleby Line. For information call Equinox at 1-800-785-8855.  
32580 OR SA/SU Sep24 8:00-6:00 2 160.00  
32581 OR SA/SU Oct8 8:00-6:00 2 160.00

**Exercise & Sports Courses**  
**Fencing Introductory** RECLLE013  
Develop the basic defensive and offensive skills of this challenging form of exercise. Foils, masks, and protective jackets supplied. Location: Hillfield Strathallan school  
32417 OR WE Sep14 7:30-9:30 1 28.00

**Fencing Level 1** SPRTLE213  
Continue to develop your fencing skills. Prerequisite: Fencing Introductory-RECLLE013. Location:Hillfield Strathallan School  
32418 OR WE Sep21 7:30-8:00 8 79.84

**Pilates Mat Work-Beginner/Intermediate** HLTHLE215  
Enhance your Pilates skills, with increased duration and a broader repertoire of exercises. Bring your own mat, and be able to get up and down to the floor unassisted. Dress comfortably. CLASSES TAKE PLACE AT THE STUDENT RESIDENCE.  
32419 FF WE Sep14 7:00-8:00 8 105.36

**Fitness Leadership Certification Program**  
**Questions?**  
905-575-2298 / [katya.garon@mohawkcollege.ca](mailto:katya.garon@mohawkcollege.ca)  
Emilie Cote 905-522-9922 ext. 138

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE - \$56.50 each payable by CHEQUE on first night of course

**Fitness Theory** HLTHFI001  
Study basic anatomy, movement mechanics, physiology of exercise, principles of training, basic nutrition, weight management, and gender issues. A PREREQUISITE FOR ALL SPECIALTY MODULES. Final written exam.  
32290 FF WE Sep7 7:00-10:00 13 402.89

**Group Fitness Leader Module** HLTHFI003  
Apply fitness theory in the development of a safe, effective, fitness class, with emphasis on music and phrasing, class design, cueing, program planning, and teaching/leading. Location: YWCA 75 MacNab St. S. Prerequisite: Fitness Theory NOTE: No class on Thanksgiving Sunday.  
32300 OR SU Oct2 12:00-4:30 6 232.86

**Personal Trainer Module** HLTHFI004  
Prepare for a Certified Professional Trainer Network designation. Study advanced anatomy, exercise physiology, and biomechanics in program design, as well as consulting skills and the business aspects of personal training. CPTN Prerequisite: Fitness Theory FI001.  
32294 FF MO Sep12 7:00-10:30 13 457.29

**Looking for a course?**  
Search the index at the back of this catalogue.

70	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

## Math/Statistics

[ce.mohawkcollege.ca/mathematics-statistics](http://ce.mohawkcollege.ca/mathematics-statistics)

### Business Diploma Math Courses

Questions?

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

905-575-1212 ext. 3333 /

[mike.bozzo@mohawkcollege.ca](mailto:mike.bozzo@mohawkcollege.ca)

### Business Mathematics Of Finance MATH10037

Understand simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101.

31931 FF TU Sep13 6:00-9:30 12 312.28

### Business Statistics MATHMA305

Covers: Organization of Data, Measures of Location, Variation, Probability & Sampling Distributions, Confidence Intervals, Hypothesis Testing, Regression & Correlation. MINITAB software will be used. Thursday classes are every other week beginning Sept 15. Prerequisite: MATHMA101.

31946 FF TU/TH Sep13 6:00-9:00 19 404.82

### Business Statistics 2 MATHMA411

Covers Estimating Population Parameters, Hypothesis Testing, Statistical Inferences from two samples, Chi-square Analysis, Linear Regression and Multiple Regression Analysis. Thursday classes are every other week beginning Sept 22. Prerequisite: MATHMA311 or MATHMA305.

31947 FF MO/TH Sep12 7:00-10:00 19 404.82

### Mathematics - Lecture Courses

Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-1212 ext. 3481 /

[frosina.stojanovska-pocuca@mohawkcollege.ca](mailto:frosina.stojanovska-pocuca@mohawkcollege.ca)

### Statistics MATHMA482

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariate data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. Monday class is every second Monday.

31917 FF MO/WE Sep14 6:00-9:00 19 404.82

### Math Learning Centre Courses

Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

905-575-2155 / [glenda.davis@mohawkcollege.ca](mailto:glenda.davis@mohawkcollege.ca)

To start any of the individualized courses, register in the course and you must attend the one hour mandatory introductory session in the Math Learning Centre, starting at 6:00 pm on the date indicated by the CRN in which you registered.

The Math Learning Centre is located in the Learning Support Centre Room C122 at the Fennell Campus.

### Mathematics 1

Focus on Equations, Right Triangle Trigonometry, Quadratics and Complex Numbers. 4 month (28 hour). Prerequisite: Grade 12 (C or U), or MATHMA002, or equivalent.

FF	6:00	208.19
31602 - Sep8	31603 - Sep12	31604 - Sep21
31605 - Oct4	31606 - Oct20	31607 - Nov2
31608 - Nov15	31609 - Dec5	

### MATH10011

### Mathematics 1

Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00	312.28
31808 - Sep8	31834 - Sep12	31643 - Sep21
31670 - Oct4	31697 - Oct20	31725 - Nov2
31755 - Nov15	31782 - Dec5	

### MATH10012

### Mathematics

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.

FF	6:00	312.28
31809 - Sep8	31835 - Sep12	31644 - Sep21
31671 - Oct4	31698 - Oct20	31726 - Nov2
31756 - Nov15	31783 - Dec5	

### MATH10020

### Mathematics

Focus on Graphing and Systems of Equations, Sine Wave Analysis, and Logarithms. 4 month (28 hour). Prerequisite: MATH10011 or equivalent.

FF	6:00	208.19
31810 - Sep8	31836 - Sep12	31645 - Sep21
31672 - Oct4	31699 - Oct20	31727 - Nov2
31757 - Nov15	31784 - Dec5	

### MATH10022

### Mathematics

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations and Differential Calculus. 4 month (42 hour). Prerequisite: MATHMS173.

FF	6:00	312.28
31811 - Sep8	31837 - Sep12	31646 - Sep21
31673 - Oct4	31700 - Oct20	31729 - Nov2
31758 - Nov15	31785 - Dec5	

### MATH10024

### Mechanical Intermediate Algebra

Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

FF	6:00	312.28
31812 - Sep8	31838 - Sep12	31647 - Sep21
31674 - Oct4	31701 - Oct20	31730 - Nov2
31759 - Nov15	31786 - Dec5	

### Mathematics for Computer Studies

Cover Algebra, Equations, Graphing and Systems of Equations, Boolean Algebra, Number Systems and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00	404.82
31813 - Sep8	31839 - Sep12	31648 - Sep21
31675 - Oct4	31702 - Oct20	31731 - Nov2
31760 - Nov15	31787 - Dec5	

### Preparatory Apprenticeship - Math MATHMA001

Develop skills with Fractions, Decimals, Percents, Unit Conversions and Mensuration. 4 month (48 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00	353.74
31814 - Sep8	31840 - Sep12	31649 - Sep21
31676 - Oct4	31703 - Oct20	31732 - Nov2
31761 - Nov15	31788 - Dec5	

### Preparatory Mathematics(Technology) MATHMA002

Prepare for College Technical mathematics with attention to Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations, Graphing and Systems of Equations, Unit Conversions, Mensuration and Trigonometry. 6 month (72 hour). Prerequisite: Grade 11 Math (U or C).

FF	6:00	500.30
31815 - Sep8	31841 - Sep12	31650 - Sep21
31677 - Oct4	31704 - Oct20	31734 - Nov2
31762 - Nov15	31789 - Dec5	

### Preparatory Mathematics(Business) MATHMA003

Cover Operations with Numbers, Basic and Intermediate Algebra, Percents, Equations and Graphing and Systems of Equations. 4 month (48 hour). Prerequisite: Grade 11 Math (U or C).

FF	6:00	353.74
31816 - Sep8	31842 - Sep12	31651 - Sep21
31678 - Oct4	31705 - Oct20	31735 - Nov2
31763 - Nov15	31790 - Dec5	

### Mathematics 1 - General Arts And Science MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. 4 month (42 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00	312.28
31817 - Sep8	31843 - Sep12	31652 - Sep21
31679 - Oct4	31706 - Oct20	31736 - Nov2
31764 - Nov15	31791 - Dec5	

### Mathematics 1 (Motive Power Technqs) MATHMA008

Focus on Operations with Numbers, Unit Conversions, Basic and Intermediate Algebra and Geometry and Mensuration. 4 month (42 hour). Prerequisite: Grade 10 Math applied or academic.

FF	6:00	312.28
31818 - Sep8	31844 - Sep12	31654 - Sep21
31681 - Oct4	31707 - Oct20	31737 - Nov2
31766 - Nov15	31792 - Dec5	

### Mathematics 2 (Motive Power Technqs) MATHMA009

Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

FF	6:00	312.28
31819 - Sep8	31845 - Sep12	31655 - Sep21
31682 - Oct4	31708 - Oct20	31738 - Nov2
31767 - Nov15	31793 - Dec5	

**Free Academic Upgrading**  
905-575-2029

# Math/Statistics / Social Sciences

## Math MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMA006.

FF	6:00-9:00	312.28
31820 - Sep8	31846 - Sep12	31656 - Sep21
31683 - Oct4	31709 - Oct20	31739 - Nov2
31768 - Nov15	31794 - Dec5	

## Mathematics MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 month (42 hour). Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C ).

FF	6:00-9:00	312.28
31821 - Sep8	31847 - Sep12	31657 - Sep21
31684 - Oct4	31710 - Oct20	31740 - Nov2
31769 - Nov15	31795 - Dec5	

## Engineering Mathematics 1 MATHMA179

Concentrate on Algebra, Right and Oblique Triangle Trigonometry, Complex Numbers, Sine Wave Analysis, Systems of Equations and Logarithms. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	404.82
31822 - Sep8	31848 - Sep12	31658 - Sep21
31685 - Oct4	31711 - Oct20	31741 - Nov2
31770 - Nov15	31796 - Dec5	

## Differential Calculus MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

FF	6:00-9:00	312.28
31824 - Sep8	31849 - Sep12	31660 - Sep21
31687 - Oct4	31713 - Oct20	31744 - Nov2
31772 - Nov15	31798 - Dec5	

## Mathematics MATHMS122

Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 month (56 hour). Prerequisite: Grade 10 Math (applied or academic).

FF	6:00-9:00	404.82
31825 - Sep8	31850 - Sep12	31661 - Sep21
31688 - Oct4	31714 - Oct20	31745 - Nov2
31773 - Nov15	31799 - Dec5	

## Mathematics For Construction Technician MATHMS144

Study Algebra, Unit Conversions, Geometry & Mensuration and Right Triangle Trigonometry. 4 months (42 hour) Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	312.28
31826 - Sep8	31851 - Sep12	31662 - Sep21
31689 - Oct4	31715 - Oct20	31746 - Nov2
31774 - Nov15	31800 - Dec5	

## Mathematics MATHMS150

Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	312.28
31827 - Sep8	31852 - Sep12	31663 - Sep21
31690 - Oct4	31716 - Oct20	31748 - Nov2
31775 - Nov15	31801 - Dec5	

## Mechanical Basic Algebra MATHMS165

Learn about, Algebra, Right Triangle Trigonometry, Graphing and Systems of Equations and Quadratics. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	404.82
31828 - Sep8	31853 - Sep12	31664 - Sep21
31691 - Oct4	31717 - Oct20	31749 - Nov2
31776 - Nov15	31802 - Dec5	

## Mathematics MATHMS173

Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

FF	6:00-9:00	404.82
31829 - Sep8	31854 - Sep12	31665 - Sep21
31692 - Oct4	31718 - Oct20	31750 - Nov2
31777 - Nov15	31803 - Dec5	

## Mathematics 2 For Construction Technician MATHMS244

Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics, Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

FF	6:00-9:00	312.28
31830 - Sep8	31855 - Sep12	31666 - Sep21
31693 - Oct4	31719 - Oct20	31751 - Nov2
31778 - Nov15	31804 - Dec5	

## Mathematics MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.

FF	6:00-9:00	404.82
31831 - Sep8	31856 - Sep12	31667 - Sep21
31694 - Oct4	31720 - Oct20	31752 - Nov2
31779 - Nov15	31805 - Dec5	

## Mathematics MATHMS377

Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

FF	6:00-9:00	312.28
31832 - Sep8	31857 - Sep12	31668 - Sep21
31695 - Oct4	31721 - Oct20	31753 - Nov2
31780 - Nov15	31806 - Dec5	

## Applied Packaging Design PCKG1002

Develop the understanding of Equations, Percents, Geometry, Mensuration, Unit Conversions and Trigonometry. 4 month (56 hour).

FF	6:00-9:00	404.82
31833 - Sep8	31858 - Sep12	31669 - Sep21
31696 - Oct4	31722 - Oct20	31754 - Nov2
31781 - Nov15	31807 - Dec5	

## Social Sciences

### General Education Band Selection Courses

In some Continuing Education certificate/ diploma programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements.

### The following restrictions apply:

The course chosen must NOT be related to (or included in) your program of studies. For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc. You are advised to seek approval for the course you are considering, before registering. When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

### Questions?

905-575-2025 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)  
905-575-1212 ext. 3085 /  
[ann.bennett@mohawkcollege.ca](mailto:ann.bennett@mohawkcollege.ca)

### World of Abnormal Psychology

refer to Distance Education section

### Developmental Psychology

#### PSYC271 (E)

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality. Tu class ends at 9:15 pm.

32105 FF TU Sep13 6:00-9:30 13 312.28

32111 FF WE Sep14 6:00-9:00 14 312.28

### Environmental Sustainability

#### SSCI10037 (E)

What is environmental sustainability? How do you impact the future of human life on earth? Within this course these questions will be tackled through discussion and interactive lecture. Topics such as water, food and energy production, housing, population and climate change will be just some of the issues that will be researched and discussed in this class. Class ends at 9:15.

32420 FF MO Sep12 6:00-9:30 13 312.28

### Human Relations SSCISS170 (E)

Develop your self-awareness and self-confidence in personal and professional human relations, with emphasis on motivation; conformity, persuasion; supervision and employee relations and personality formation. Class begins 6:15pm end 9:15 pm.

32112 FF WE Sep14 6:00-9:30 14 312.28

### Introductory Psychology PSYC2156 (E)

Benefit from in-depth study of learning, motivation, perception and the dynamics of personality. TU class ends at 9:15 p.m.

32114 FF MO Sep12 6:00-9:30 13 312.28

32113 FF TU Sep13 6:00-9:00 14 312.28

### Popular Culture SSCIAS106 (E)

An in-depth look at popular culture (TV, ad, music, clothing, etc.) and its impact on society. We begin with a critical analysis of the media and ask who controls it, the consumers, the producers or both? We look at theorists who have examined the power structure of society such as: Adorno, Fiske, Marx and Gramsci.

32103 FF WE Sep14 6:00-9:15 13 312.28

### Sociology 1 SSCISS108 (E)

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings. MO and Wed classes end at 9:15.

32115 FF MO Sep12 6:00-9:30 13 312.28

32116 FF TU Sep13 6:30-9:30 14 312.28

32117 BF WE Sep14 6:00-9:30 13 312.28

**Give the Gift of Education!**  
Gift Certificates available - 905-385-4295

72	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# General Interest / Bridging Programs / Community Training Solutions

## Sociology 2

SSCISS109 (E)

Further develop your understanding of the interrelationship between the individual and society, and between different social groups.  
32118 FF WE Sep14 6:30-9:30 14 312.28

## General Interest

### ZOOMERS & BOOMERS

The following courses and workshops may be of interest to you:

- OutSmart Your SmartPhone
- Computers DeMystified
- Travel Education
- Acting for Beginners
- Home Reno for Women
- Home Staging
- Food, Food, Food
- Sewing - Introduction
- Easy Flower Arranging
- Perennial Gardening
- Digital Photography
- Selected Themes, Art History & Appreciation
- Pottery 1
- Jewellery - Construction

Refer to index for page numbers

### Questions?

905-575-1212 ext. 3009 /  
crearts@mohawkcollege.ca  
ce.mohawkcollege.ca/generalinterest

## Dancing

### Ballroom Dancing-Beginners

#### DANCGI901

Learn the basics of Foxtrot, Swing, Waltz, Cha Cha, Tango and Rumba. Singles welcome!  
LOCATION: Germania Banquet Centre of Hamilton, 863 King St., E.  
32576 OR TH Sep15 7:00-8:30 8 138.00

### Ballroom Dancing-Intermediate

#### DANCGI902

Enhance your skills with the six dances covered in the basic course, plus Merengue, Samba and Salsa. Singles welcome! LOCATION: Germania Banquet Centre of Hamilton, 863 King St., East  
32577 OR TH Sep15 8:30-10:00 8 138.00

## Home

### Home Reno for Women - Basic

#### Plumbing

GINT10037

Learn the basics of plumbing from CHCH-TV reno expert Pamela Stiles as she demonstrates the ins and outs of home improvement for women. From toilets to taps to pipe...Pam will show you step-by-step how to get the job done!  
32501 FF SA Sep24 9:00-5:00 1 70.40

### Home Reno for Women

GINT10042

Learn how professionals paint from CHCH-TV reno expert Pamela Stiles as she demonstrates the ins and outs of home improvement for women. Including Faux finishing, Venetian Plaster and painting kitchen cabinets. Pam will show you step-by-step how to get the job done.  
32500 FF SA Oct1 9:00-5:00 1 82.08

### Need Help?

AskMohawk at ce.mohawkcollege.ca

### NEW!

### Home Reno for Women - Tools & How to Use Them

GINT10041

Learn the basics of Power Tools from CHCH-TV Reno Expert Pamela Stiles as she demonstrates tools every woman should know how to use. From tape measure to a jigsaw. Pam will show you step-by-step how to get the job done. Material fee of \$8 included in course fee.

32434 FF SA Oct22 10:00-1:00 1 50.97

### NEW!

### Home Reno for Women - Build a Bookshelf

GINT10045

Learn the basics of building a bookshelf from CHCH-TV Reno Expert Pamela Stiles as she shows you how to calculate measurements, choose materials and complete the project. Material fee of \$10 included in the fee.

32436 FF SA Oct29 9:00-5:00 1 80.29

### Sign up now!

Registration opens at 8:30 am  
on Tuesday, August 9

## Life and Career Skills

Upon successful completion of Assertiveness Training for Professionals 1, 2, and 3, you will receive an Acknowledgement of Completion.

### Assertiveness For Professionals

#### PERSGI050

Develop enhanced personal management skills for career productivity. Focus on stress and anger management, dealing with difficult people, and peer relations. Students can receive an Acknowledgment of Completion.

32456 FF WE Sep21 6:30-9:30 4 89.22

### Assertiveness for Professionals 2

#### PERS10008

A review of skills taught in Level 1 and an introduction to and practice of problem solving skills and dealing with difficult people in work situations. How to deal with assertiveness in group situations, be an effective group leader and team member.

32458 FF WE Oct19 6:30-9:30 4 89.22

### Assertiveness for Professionals 3

#### PERS10011

Building on the skills developed in Level 1 & 2, participants will receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.

32457 FF WE Nov16 6:30-9:30 4 89.22

### NEW!

### Computers DeMystified

COMP10130

Demystify the terms and acronyms used to describe the components and features of today's computers. Learn what to look for and what each component means and does for you as a consumer. Topics include: RAM, HDD, SSD, Motherboard, CPU, Video Cards (vga/dvi/hdmi)

32592 FF SA Oct1 9:00-11:30 1 27.09

32593 FF SA Nov5 9:00-11:30 1 27.09

### Outsmart your Smartphone

GINT10044

Your SmartPhone can do much more than place calls and text! Discover the different carrier & hardware options, a software overview of the 3 major SmartPhone platforms: Android, iPhone (iOS) and Blackberry OS. Topics: email, backup & syncing, IM, SMS, widgets, app stores, media and voice commands.

32442 FF SA Oct15 9:00-11:30 1 27.09

32443 FF SA Nov19 9:00-11:30 1 27.09

## Bridging Programs for Immigrants

### Occupation-Specific Language Training for Human Services

#### Program Manager

905 575-1212 ext 3805 /  
patrice.palmer@mohawkcollege.ca

Next course offering - Spring 2012

There are no fees for these courses.

### Occupation-Specific Language Training for Health Sciences

Next course offering - Spring 2012

### Occupation-Specific Language Training for Business

This 180 hour course is occupation-specific language training that teaches participants how to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Business Field. Open only to Permanent Residents and Protected Persons. CLB assessment required prior to registration.

Course will be offered in the Fall of 2011, please contact the Program Manager for details.

There are no fees for these courses.

### Need upgrading in Math or English?

905-575-2029

## Community Training Solutions

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

### Questions?

905-575-2024 / toll free 1-866-891-2011 /  
muzeria.nuredini@mohawkcollege.ca

www.mohawkcollege.ca/communitytraining

Visit our NEW Community Welcome Centre, Room J137, Fennell Campus, for the following services:

# Community Training Solutions / MCE Corporate Training & Partnerships

## College & Career Preparation

[www.mohawkcollege.ca/c&c](http://www.mohawkcollege.ca/c&c)

### Academic Preparation Programs

Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening. The academic upgrading streams offer adult learners:

- A personal academic assessment
- An individualized "Learning Plan"
- Self-paced and goal-oriented learning
- A learner-centered teaching approach
- Flexible hours and continuous intake
- Free GED Preparation

### Academic Upgrading

Achieve Grade 12 equivalency in Math, English, Physics and Chemistry. Skilled trades - Benefit from targeted academic preparation for apprenticeship training.

This program stream includes basic computer and technology skills and employability skills.

### Literacy & Basic Skills for the Workplace

Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

### Deaf Empowerment Program

Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. You may attend the full-time day program, Monday to Friday, at the Fennell Campus or night school classes at the Brantford campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend these programs at no cost, day or evening.

### Questions?

Voice: 905-575-2029 / toll free 1-866-891-2011  
TTY: 905-575-2436 / [dep@mohawkcollege.ca](mailto:dep@mohawkcollege.ca)

These Employment Ontario programs are funded by the Ontario Government.

### TOWES - Testing of Workplace Essential Skills Assessment

TOWES is designed to meet the needs of business and industry and the community. TOWES tests evaluate an employee's or potential employee's skills against specific occupational profiles, providing workplace-based criteria to assess academic and other skills in relation to the individual's job and career path requirements.

### Preparation

Benefit from an academic preparation program to enhance your essential skills, increase your TOWES score and improve your employment opportunities.

### Questions?

905-575-2308 / toll free 1-866-891-2011.

### Looking for a course?

Search the index at the back of this catalogue.

## Community Employment Services

Visit the NEW Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

### Services provided:

- Individual job search assistance
- Creating an effective resume
- Improving interview techniques
- Upgrading and training opportunities

### Two Locations:

- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

### Questions?

[jobs@mohawkcollege.ca](mailto:jobs@mohawkcollege.ca)

This Employment Ontario program is funded by the Ontario Government.

## Second Career

Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

### Two Locations:

- Hamilton Mountain at Fennell campus
- East Hamilton/Stoney Creek at STARRT Institute

### Questions?

905-575-2177 / toll free 1-866-891-2011 / [secondcareer@mohawkcollege.ca](mailto:secondcareer@mohawkcollege.ca)  
[jobs@mohawkcollege.ca](mailto:jobs@mohawkcollege.ca)

## Summer Jobs Service (SJS)

SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledge and skills to find jobs. Participating employers receive a wage subsidy and access to students who are ready and willing to work in the summer.

### Questions?

905-575-2368 / toll free 1-866-891-2011 / [sjs@mohawkcollege.ca](mailto:sjs@mohawkcollege.ca)

Fennell Campus and STARRT Campus

This Employment Ontario program is funded by the Ontario Government.

## Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Can't find an employer sponsor on your own? Check out Mohawk College's Pre-Apprenticeship training programs. Trade areas change from year to year based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time programs include: academic upgrading, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

### Questions?

905-575-2717 / toll free 1-866-891-2011 / [preapp@mohawkcollege.ca](mailto:preapp@mohawkcollege.ca)

[www.mohawkcollege.ca/preapp](http://www.mohawkcollege.ca/preapp)

## Emergency Services Communications (911 Operator)

Prepare for work as an Emergency Services Communicator in this 16 week full-time program designed by emergency service professionals. Learn the preliminary skills to work in police, fire, medical (EMS) or other emergency services, taught by communicators employed in the field.

As a Communicator you could PROVIDE THE LIFELINE between the public and the responders who render police, fire, medical and other emergency service assistance.

Find out if you have what it takes to become a 911 emergency service dispatcher. Call now to book your FREE pre-assessment session. Next Intake: February 2012

### Questions?

905-575-2717 / toll free 1-866-891-2011 / [esc@mohawkcollege.ca](mailto:esc@mohawkcollege.ca)

### Admission Requirements

Acceptance into the program requires that participants attain a minimum standard of a timed multi-tasking assessment and the ability to demonstrate a minimum of 30 net wpm typing with 90% speed accuracy.

## MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is committed to providing people with the necessary skills and expertise required for future business success. Scheduled and customized training solutions are available to meet your needs.

For more information visit [www.mcecor.com](http://www.mcecor.com)

**NEW! ONLINE COMPUTER COURSES NOW AVAILABLE.**

Visit [www.mcecor.com](http://www.mcecor.com) or call 905-667-6230 to register today.

## Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters. Browse Distance Education/Online Learning section of this catalogue for online offerings.

For on-site, customized course delivery or information on program completion contact

905-667-6230 / 1-877-670-6230 / [www.manufacturingleadership.com](http://www.manufacturingleadership.com)

NOTE: To receive the 20% CME member discount, please call before registering.

## Supervisory Skills For Business And Industry MGMTCMA02

Supervisors will develop specialized skills such as time management, effective communication, customer relations, an understanding of complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. Manual included. 30 hours

31978 FF WE Sep7 6:30-9:30 10 502.80

74	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31256	FF	WE	Sep12	6:30-9:30	6	104.20

# MCE / Associated Professional Programs

## Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?  
905-667-6236 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

## Accounting And Finance ACCTMMP04

ACCTMMP04 Accounting and Finance  
Examine basic accounting and finance for the maintenance professional. Focus on accounting principles, cost accounting, budgeting, inventory management, forecasting, ROI, and cost benefit analysis. Fee includes text and materials.

31926 FF SA Sep10 9:00-5:00 4 679.25

## Management Skills & Techniques MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and course materials.

31925 FF SA/SU Oct22 9:00-5:00 2 332.30

## Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. For program details/registration visit [www.mcecor.com](http://www.mcecor.com)

Questions?  
905-667-6236 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

## Cross Connection Control Tester's Recertification HRAP10060

Recertify as a backflow tester. Effective January 1, 2012 recertification every 5 years is required by the Ontario Water Works Association. Individuals certified before Jan. 1, 2007 must attend a 16-hour seminar and pass an examination to retain certification.

31991	SC	TH/FR	Sep8	8:00-4:30	2
31992	SC	MO/TU	Sep19	8:00-4:30	2
31994	SC	MO/TU	Oct3	8:00-4:30	2
31993	SC	TH/FR	Oct13	8:00-4:30	2
31995	SC	TH/FR	Nov3	8:00-4:30	2
31998	SC	MO/TU	Dec12	8:00-4:30	2

## Cross Connector Ctrl Tester HRAPEW268

Prepare for the Ontario Water Works Association "Cross Connection Control Specialist" certification exam. Examine backflow, hazards, maintenance and testing. Open to licensed plumbers, steam fitters or engineers or water distribution employees.

31728	SC	MO-FR	Sep26	8:00-4:30	5
31733	SC	MO-FR	Oct24	8:00-4:30	5
31743	SC	MO-FR	Nov14	8:00-4:30	5
31747	SC	MO-FR	Dec5	8:00-4:30	5

**Need upgrading in Math or English?**  
905-575-2029

## Gas Technician III & II Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?  
905-667-6236 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

## Welding Training Program

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required. Monday to Friday - 6 hours per day - continuous intake.

Weekly Start Dates. Tuition: \$110.00 per day

Questions?  
905-667-6236 / [tdifrancesco@mcecor.com](mailto:tdifrancesco@mcecor.com)

## Associated Professional Programs

### APICS - The Association for Operations Management

APICS is an organization of professionals with a network of chapters dedicated to Advancing Productivity, Innovation and Competitive Success. APICS is a leader in delivering superior training and education in operations management including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers programs and workshops suited to different levels of professional development.

Questions?  
APICS Hamilton Chapter  
905-689-9117 / [info@apics-hamilton.org](mailto:info@apics-hamilton.org)

For program details visit  
[ce.mohawkcollege.ca/apics](http://ce.mohawkcollege.ca/apics)

### TWO PROGRAMS ARE AVAILABLE:

#### Fundamentals of Materials and Operations Management (FMOM)

Benefit from entry level study in materials and operations management or in areas that interface with it. Participants who successfully complete all five courses earn an APICS Certificate.

#### Certified in Production and Inventory Management (CPIM)

Intended for professionals working in production and inventory management, this program develops in-depth technical skills and prepares you for the CPIM Certification examinations. To qualify for the CPIM designation, you must pass examinations in all five program courses.

## Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore materials management fundamentals including manufacturing systems, forecasting, master planning, MRP, capacity management, PAC, purchasing, inventory management, physical distribution, TQM and JIT manufacturing.

32042 FF TU Sep27 7:00-10:00 10 599.00

## Principles of Inventory Control BUSNSPGVC

FMOM Course. Should be taken first. Master the essentials of Inventory Management with emphasis on methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments and current and evolving technologies.

32043 FF TU Sep13 7:00-10:00 12 688.73

## Principles of Planning BUSNSPC10

FMOM Course. Examine the principles of demand management and forecasting as an input to the planning process, including long range strategic planning, shorter-term production plans, and master production schedules.

32044 FF WE Sep14 7:00-10:00 12 688.73

## Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

More Information?  
Canadian Institute of Bookkeeping  
[www.cibcb.com](http://www.cibcb.com) / 416-925-9420 / [info@cibcb.com](mailto:info@cibcb.com) / [ce.mohawkcollege.ca/CIB](http://ce.mohawkcollege.ca/CIB)

## Canadian Institute of Management

CIM, a federally and provincially chartered association, is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations.

Fees include: CIM membership, dinner meetings, networking and a subscription to the Canadian Manager Magazine. Applications and fees are collected by CIM. Visit [www.cim-hamilton.com](http://www.cim-hamilton.com) for details.

Questions?  
Canadian Institute of Management, Hamilton Branch

Tel: 905-561-9889 / [www.cim-hamilton.com](http://www.cim-hamilton.com) / [admin@cim-hamilton.com](mailto:admin@cim-hamilton.com)

For program details, admission requirements and equivalencies visit  
[ce.mohawkcollege.ca/CIM](http://ce.mohawkcollege.ca/CIM) or [www.cim-hamilton.com](http://www.cim-hamilton.com)

### TWO CERTIFICATES ARE AVAILABLE:

#### Certificate in Supervisory Management (CSM)

CSM offers four areas of study for individuals beginning their careers, or those who wish to qualify for their first supervisory role. Courses can be used as credit in the eight subject certificate study program leading to the professional designation (C.I.M.) Certified in Management.

#### Certificate and Designation in Management and Administration (C.I.M.)

Exposes you to the major areas of managerial responsibility and enhances management skills. Candidates require two years of management/administration experience prior to applying for the C.I.M. designation. Candidates must apply within six years of completing the prescribed studies.

# Associated Professional Programs / Important Information

## CIM Information Night

Find out more about the CIM and our programs by attending our Information Night! This will be held Wednesday, August 24, 2011 from 6:30 to 8:30 p.m. at Mohawk College Fennell Campus (room i109).

## Introduction to Management MGMT10019

Explore the roles and functions of managers in the Canadian business environment, with emphasis on planning, leadership, decision-making, communication and organizational behaviour.

32183 FF MO Sep19 6:30-9:45 14

## Managerial Accounting ACCTCIM03

Examine the basics of financial accounting appropriate for product costing & decision making, & the planning & control aspect of the managerial process.

32184 FF TU Sep13 6:30-9:30 14

## Project Management Fundamentals MGMTCIM11

Explore project management essentials and examine critical people skills needed to lead and implement projects. Open to CIM & non-CIM members.

32186 FF TU Sep13 6:30-9:30 14

## Institute of Law Clerks of Ontario

See Distance Education section for course offerings.

### More Information?

[www.ilco.on.ca](http://www.ilco.on.ca) / 416-214-6252 / [ce.mohawkcollege.ca/lawclerk](http://ce.mohawkcollege.ca/lawclerk)

## Qualified Administrative Assistant

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualifications for administrative assistants and senior office personnel; reaches this standard by providing advanced education; and makes management aware of the fully qualified administrative assistants' value. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

### Questions?

905-575-1212 ext. 3905 / [business.web@mohawkcollege.ca](mailto:business.web@mohawkcollege.ca)

For program details visit [ce.mohawkcollege.ca/adminassistant](http://ce.mohawkcollege.ca/adminassistant) or [www.aaa.ca](http://www.aaa.ca)

Course offerings are listed under a variety of Diplomas and Certificates. Refer to index.

## Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in cooperation with its Ontario Chapter. Course fee does include course manual and CINDE membership.

For program details visit [ce.mohawkcollege.ca/nde](http://ce.mohawkcollege.ca/nde)

## Courses Offered:

Liquid Penetrant, Magnetic Particle/ Eddy Current/ Ultrasonics/ Radiography/ Film Interpretation/ Radiation Safety/ PdM Techniques/ Weld Inspection & Quality Control/ Principles & Applications of NDT/ Engineering, Materials and Components (EMC), Level 3 Preparatory Courses, Phased Array-Basic

## EVENING PROGRAMS IN NDT

**Certification Courses run 14 weeks  
Cost \$770.00 each**

### Liquid Penetrant Levels 1 & 2

Thursdays, starting September 15, 2011

### Magnetic Particle Levels 1 & 2

Tuesdays, starting September 13, 2011

### Ultrasonics Level 1 (runs 5 weeks)

Saturdays, starting September 17, 2011

## PROFESSIONAL DEVELOPMENT

Runs 14 weeks Cost: \$770.00

### Engineering, Materials and Components.

Mondays, September 12, 2011

Class Hours: 7:00 - 10:00 p.m.

Location: Fennell Campus, Room E027

Note: Safety shoes are mandatory for all laboratory work.

Register online at: [www.cinde.ca / registrations@cinde.ca](http://www.cinde.ca/registrations@cinde.ca) / 905-387-1655

## Important Information

## Registration Information

## Acknowledgement Form and Student Card

You will receive an Acknowledgement form and student card immediately when registering in person. Acknowledgements for registrations done online or sent by mail, fax will be mailed out to the student by Canada Post. The acknowledgement form includes your user ID and password for MoCoMotion, the College's information portal. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration. A fee of \$6.00 per term applies for duplicate forms.

**NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.**

## Admission Requirements

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrolment for most general education and non-credit continuing education courses to those 19 years of age and over. International students who are not permanent residents of Canada require permission to register from Citizenship and Immigration Canada. Only under special circumstances can a credit course be audited. The audit application form must be approved by the Associate Dean at the time of registration.

You will not receive a credit for an audited course; an AU designation is used for the transcript. Regular fees apply.

## Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at [www.mohawkcollege.ca/legal.html](http://www.mohawkcollege.ca/legal.html)

## Transferring Courses

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut off date has not passed and space is available in the course into which you are transferring. Fees will be re-assessed accordingly. You may transfer on the web at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca), by fax, or at any designated CE Registration Office.

## Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

## Withdrawals

If you withdraw from a course, you must officially notify the Continuing Education Registration Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

**Informing the instructor only is not sufficient.**

See the Refunds section for details regarding withdrawals.

## Financial Information

### Fees

**Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and CanCopy Fees:**

Fees are calculated based on the number of hours per course. Tuition-\$5.64, CanCopy-\$0.052. The Academic Service Fee-\$0.55, Student Activity Fee-\$0.43, Student IT Enhancement Fee-\$0.07, Capital Campaign Fee-\$0.05 are calculated per hour to a maximum of 45 hours. Transportation Fee-\$0.69 per hour is charged on courses offered at Fennell (FF), Brantford (BF), and STARRT (SC) locations only, to a maximum of \$43.00.

### FINANCIAL INFORMATION

1. Course fees do not include textbooks, and/or learning materials required by many courses. (Some exceptions may apply.) These are often available in the Campus stores.
2. Payment may be made by Cash, Certified Cheque, Money Order, VISA or MasterCard, or Debit.

### INTERNATIONAL STUDENTS

All international students require approval from International Education, Room J107, at Fennell Campus before registering for continuing education courses. International fees for C.E. courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Visit the staff in Room J107 or call 905-575-2254 for more details.

## REPLACEMENT CERTIFICATE/DIPLOMA FEE

A fee of \$30 applies for replacement of a College certificate or diploma. Visit our Registration Centre room C066 at Fennell Campus to make your request and payment. Hours are Monday-Friday 8:30 am - 4:30 pm.

## Financial Aid

If you are a part-time student or upgrading and are considered low income, you may apply for an Ontario Special Bursary or a Mohawk College Continuing Education Help Fund Bursary to assist with fees and books for financially-approved programs. Application deadlines apply. For more information, call 905-575-2133 or 519-759-7200 ext. 2133, or visit the Dept. of Financial Aid, room C068, Fennell Campus, Monday to Friday, 8:30 a.m. to 4:30 p.m. Applications for financial assistance are also available in Rooms F114 and F124, Fennell Campus and the Front Desks at the Brantford and STARRT Institute Campuses. Completed applications must be returned to room F124 at Fennell or the Front Desk at the Brantford Campus or STARRT Institute.

## Income Tax Receipts

In March 2012, students registered in 2011 will be able to access their T2202A Tuition and Education Amounts Certificate via Self Service in MoCoMotion.

Note: Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to any Student Registration Centre, THE Square Student Services, MCACES office or call 905-385-4295, 1-888-385-4295 or 905-575-2176.

## Refunds

To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Distance Education) you must withdraw within 6 days of the published start date of the course to receive a refund. If you wish to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

## REFUND AMOUNTS

A \$20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

## Note:

1. If you have an outstanding balance with the college all refunds will be applied to that balance.
2. Allow a minimum of 4 weeks processing time for refunds.
3. Refunds are issued by cheque and sent to the registered student. (Exception - tuition paid directly by employer or sponsoring agency to the College).
4. The Standard Refund Policy may not apply to seminars, workshops, Travel Education, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

## Academic Information

### Academic Appeal Form

You may obtain the Student Academic Appeal Form at Fennell Campus, Room C112, or F124, Student Services at the Institute for Applied Health Sciences, STARRT Institute or from your Assoc. Dean's office.

### Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at [www.mohawkcollege.ca/Discover/Help.html](http://www.mohawkcollege.ca/Discover/Help.html).

### Campus Closing (Emergency situations)

Call 905-575-2444 or 519-758-6000 or visit [www.mohawkcollege.ca](http://www.mohawkcollege.ca)

In periods of bad weather or emergency situations, monitor local radio broadcasts (generally after 3:00 p.m.) or visit [www.mohawkcollege.ca](http://www.mohawkcollege.ca) for campus closure announcements. These are the only methods of providing advance notice.

### Classroom Locations

Room numbers for courses at all campuses are available at [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca) after 3:00 pm on the day the course begins. Classroom locations are also posted at the main campus entrances.

### Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note - Classes will be cancelled if they do not meet minimum enrolment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College. Long weekends - classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

### Exemptions

Gain recognition for course work completed at another educational institution that is equivalent to learning required in a specific Mohawk course. Find information on how to apply and get the results of your exemption request on the Student Services tab of [www.mohawkcollege.ca](http://www.mohawkcollege.ca). To apply for an exemption, login to MoCoMotion and select "Self Service" on the Main Menu of the Welcome tab. For assistance, contact the Registration Centre at 905-575-2000 or [ask@mohawkcollege.ca](mailto:ask@mohawkcollege.ca).

### General Education Band Selection Courses

More information about General Education is available in the Social Sciences section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

## Grades

Effective Fall 2009, a minimum passing grade of 50% applies for all graded courses offered at the College. A 60% weighted GPA is required for graduation.

Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at [www.mohawkcollege.ca](http://www.mohawkcollege.ca)-Mohawk Students-Academic Records and Registration-Grading and Evaluation System. To access your grades and review your progress, use MoCoMotion and select "View Grades" on the Main Menu of the Welcome tab.

## Graduation

When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Assoc. Dean in writing. "Request for Certificate" forms for certificate graduates and "Application for Admission to Convocation" (graduation) forms for diploma graduates are available from the Continuing Education Registration Office, the Continuing Education Student Activities (MCACES) Office or at the Information Desk. Carefully indicate the correct spelling of the names to appear on the document. Continuing Education certificates and diplomas are generally presented at the Fall Continuing Education convocation ceremony. The deadline to apply for graduation is August 15.

## Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

## Prior Learning Assessment & Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes, by one of the following methods:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.  
Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

## Questions?

[www.mohawkcollege.ca/PLAR/](http://www.mohawkcollege.ca/PLAR/)  
[PLAR@mohawkcollege.ca](mailto:PLAR@mohawkcollege.ca)

## Exemptions:

Refer to Exemptions

## Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College Regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to disabled registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

# Important Information

## NOTICE OF WAIVER:

Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, program description, option, course, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Courses offered this term are published in this catalogue.

## Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

## Residency & Time Requirements for Certificate and Diploma Programs

To qualify for a Mohawk College certificate or diploma, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. Graduates are expected to demonstrate competencies outlined in the program of studies applicable at the time of graduation. Where study has been interrupted, the College may require a student to repeat a subject area.

## Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Mohawk C.E. funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

## Services for CE Students

### Aboriginal Support Services

For information:  
519-759-7200 ext 3118 / 905-575-1212 ext 3118.  
Aboriginal Student Recruitment Coordinator - Lacey Hill, ext. 3777.  
Aboriginal Student Counsellor - Kim Hill, ext. 7147.  
Aboriginal Friendship Lounges:  
Fennell - Room E104, ext. 3002;  
Brantford - Room A134, ext. 7145  
[native@mohawkcollege.ca](mailto:native@mohawkcollege.ca)

### Accessible Learning Services

Accessible Learning Services are available at all campuses for confirmed applicants and registered students who suspect they have a disability or who have a documented disability such as:

- Physical or mental health condition
- Learning disability
- Deafness, deafened and hard of hearing
- Blindness or partial sight
- Acquired brain injury

#### Contact Information:

**Fennell Campus: Room C102 / 905-575-2211**  
**Brantford Campus: Room A102 / 519-758-6014**  
**Institute for Applied Health Sciences (IAHS):**  
**Room 303 / 905-540-4247 ext. 26751**  
**STARRT: Room A118 / 905-575-1212 ext 5000**  
[accessiblelearningservices@mohawkcollege.ca](mailto:accessiblelearningservices@mohawkcollege.ca)

Early identification is recommended.

Attendance at a Group Information and Registration Session (GI&RS) is required as a first step to access support for individual needs. A comprehensive overview of Accessible Learning Services and Session information/schedule is available at [www.mohawkcollege.ca/StudentServices/AccessibleLearningServices](http://www.mohawkcollege.ca/StudentServices/AccessibleLearningServices).

### Accessible Parking

You must have a Mohawk College parking permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking. Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

### Books, Supplies

Three locations: Fennell Campus (main store) 135 Fennell Ave. W., Hamilton 905-575-2070; Brantford Campus 411 Elgin Street, Brantford 519-758-6026; STARRT Institute, 481 Barton St. E. 905-575-2514.  
Visit [mohawk.bookware3000.ca](http://mohawk.bookware3000.ca) for hours of operation. Check out our **NEW ON-LINE ORDERING** feature - choose to either reserve your order for pick-up at the Bookstore or have your books delivered to your door for a nominal fee.

#### Payment methods -

Cash, MasterCard, VISA and direct payment (debit).

#### Booklists -

Posted in the bookstore just before term start-up.

#### Textbook Returns -

Returned merchandise must be in resalable condition. Do not write in, mark or read your textbook until you are certain about your courses.

#### Refund Policy -

Sales receipts must be provided with all items. Refund Period - two weeks from date of purchase with receipt. NO refunds just prior to, during or just after exam weeks. A restocking charge may apply at the discretion of the bookstore staff. If you are withdrawing from a course after the two week period, you must provide a copy of your withdrawal form.

#### Custom Courseware -

non-returnable.

#### ALL REFUNDS ARE MADE AT THE DISCRETION OF STORE PERSONNEL

Students in Creative Arts and special interest courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies. The bookstores also sell accessories and other merchandise.

### Counselling Services for Continuing Education Students

Registered Continuing Education students and confirmed applicants may access counselling services from 8:30 am to 4:30 pm Mon - Fri at the Fennell Campus, Room C117. Please call 905-575-2211/519-759-7200 ext. 2211 for more information.

Services Available:

- Educational Planning
- Career Counselling
- Academic Problem Solving

In addition, prospective and registered CE students may access counselling services in the MCACES Centre - room F114, Fennell Campus during specified hours. Call 905-575-2176/519-759-7200 ext. 2176 for more information.

### Dispute Resolution Services

You may access the services of a professional mediator on a confidential, voluntary basis, free of charge. Issues may include human rights (discrimination and harassment) complaints and non-human rights issues such as interpersonal conflict/personal harassment. For an appointment, contact the Student Issues Coordinator at 905-575-2318 or from Brantford 519-759-7200 ext. 2318, via email at [diane.harrison@mohawkcollege.ca](mailto:diane.harrison@mohawkcollege.ca) or in person at Fennell A129.

### Our Library

The Library is here to help you! Contact us at any of Mohawk's campuses:

- Brantford (519-758-6019)
- Fennell - 2 locations: The Cummings Library & Collaboratory (905-575-2077) in the Learning Exchange and the eLibrary in iWing (905-575-2244)
- IAHS (905-540-4247 ext. 26835)
- STARRT (905-575-2504)

Can't visit us in person? Access the library website, TheBRAIN at [brain.mohawkcollege.ca](http://brain.mohawkcollege.ca), for a full range of resources - from anywhere at any time!

The library is an integral part of your learning experience and we're committed to helping you succeed!

- Get expert, friendly assistance from professional staff accessible by phone, email ([braintotgo@mohawkcollege.ca](mailto:braintotgo@mohawkcollege.ca)), in person or chat;
- Access resources in a variety of formats - print, audiovisual and online;
- Connect 24x7 to a huge array of online materials (e-books, e-journals, online videos and more) from TheBRAIN
- Collaborate in group spaces that can be booked ahead (at select locations) or study in quiet areas;
- Discover online guides and tutorials to get you started with your research.

We look forward to helping you connect, learn and succeed at Mohawk!

### Parking Information

#### Fennell, Brantford & STARRT

Continuing Education evening and weekend students at Fennell, Brantford and STARRT campuses will automatically receive a parking pass with your Acknowledgement of Registration. A transportation fee of 70 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a course during the day or a course where there are no fees, you will be required to buy a parking pass.

Visit the Parking, CE Registration or Student Services office at your campus for information. If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit [www.mohawkcollege.ca/parking](http://www.mohawkcollege.ca/parking) and complete the CE Transportation Fee Credit Request form.

# Important Information / Index

## IAHS (Institute for Applied Health Sciences)

McMaster University parking guidelines apply. Purchase permits at the E.T. Clarke Centre, Room 102. Student I.D. card required. For further information, call McMaster University at 905-525-9140 ext. 24232.

## Disability Parking

See Accessible Learning Services section for more information.

## Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or [www.city.hamilton.on.ca/hsr](http://www.city.hamilton.on.ca/hsr) for details about routes, schedules, etc.

## Smoke Free Policy

Smoking is not allowed in any Mohawk College facility, and is prohibited at the main entrances of the College and other selected entrances. Non Smoking Areas are clearly identified by signs. Note: Entrances are patrolled and smoking fines will be issued to those who do not comply with this policy.

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# The past meets the present

## Hamilton's favourite morning show hosts have strong ties to Mohawk

Fans of 102.9 K-lite FM's morning show hosts Sunni Genesco and Matt Hayes tune in every weekday morning to listen to the comedic banter that has been the winning formula for the popular morning show for the last 17 years.

What those might not know is that the dynamic duo of radio has strong ties to Mohawk College. Matt, who is also well-known for his daily weather reports on CHCH TV, is a graduate of Mohawk's Broadcasting program and an Alumni of Distinction winner. Sunni, and her husband Bob, are big fans of the College's Continuing Education program.



**Q.** Can you tell us about your connection to Mohawk, and what role the College has played in your life, and the influence it has had on your careers?

**Matt:** "It certainly influenced my career. That's where I got all my training. There's a strong Hamilton connection to Mohawk, a lot of the people that I went to school with I still work with to this day. People either went into local radio like Peter Jaycock (host of Peter Jaycock Show) who I work with at the radio station, or into television. There's a ton of people at CH that went to Mohawk.

"I also had the opportunity to teach there for a few years in the 1980s and have stayed connected by emceeding the annual Alumni of Distinction awards."

**Sunni:** "For me it's been about people. This radio station has given many Mohawk grads jobs in their field, and not just in the broadcasting end of it. There are Mohawk grads in sales and promotions too. They all come to us with a great work ethic and a deep understanding of what their roles are and what the radio broadcasting field is all about.

"I've also taken computer and communication courses at Mohawk. And my husband, Bob, has taken cooking and language courses. It's worked great for me, and Bob loves the courses he's taken and plans to take more. That's the great thing about Mohawk, whether you're taking courses during the day or at night, is that there are courses for everybody. I don't think people realize what a gem we have there"

**Q.** Do you have any memorable moments from Mohawk, or a teacher there that made a difference to you as a student?

**Matt:** "Here's a bit of irony. We did a show called Good Morning Mohawk and I wound up doing the weather long before I ever envisioned doing the weather or being a weather person. It wasn't something I personally dreamed of doing. It was a very loosey-goosey show. They (students) used to throw snowballs at me as I was doing the report. We'd be in the studio to the wee hours of the morning working on it. I think most of the show was broadcast before any students were even up to watch it, but we had a good time, and it really prepared me for what would come.

"There was this teacher, Russell Elman, who was there for a million years. He taught media ethics and he was determined that before you left his course you knew what he wanted you to know.

"When you wrote a test if there was anything you didn't get right he'd call you at home and tell you he was going to call you back in 15 minutes and in that time you had to do the research and figure out the answers. You had to give him the answers over the phone. It

didn't change your grade; he just wanted to make sure you knew the answers to the questions because to him it was important that you knew the right answers. That was the kind of teacher he was."

**Sunni:** "The gal who taught me computers knew I had a specific way of looking at things and she showed me how to adapt. The instructors there are great. It's a great atmosphere. Like so many things in Hamilton, Mohawk is a tool -- in a city that's challenged with unemployment -- that you can use to diversify your resume. And it's never too late to try something new."

**Q.** You're both very active in the community and have seen the impact that various companies and organizations have in this city. In your opinion, what kind of impact has Mohawk had on Hamilton?

**Sunni:** "In most workplaces in the city there are Mohawk grads. The courses that are offered at Mohawk are perfect for this area. You are able to take something and use it to get something in the community. That's the great thing about Mohawk. We have that kind of facility at our fingertips."

**Matt:** "Mohawk over the years has built a really good reputation as an institution that succeeds in preparing people for the working world. That's the best thing that Mohawk does for the community. It's another educational institution that puts Hamilton on the map. It also employs a lot of people. A lot of people that I went to school with are now teachers and I had the opportunity to do teaching there myself."

**Q.** What do you think of the changes that are taking place at Mohawk?

**Sunni:** Phenomenal. The observations I've made based on the students coming out of the college is that now more than ever it's more interactive. It's relevant and current. When you go to Mohawk you're going to come out of there with enough information to get into a line of work at a time when employment is difficult to access."

**Matt:** "It's come a long way since I've been there, but I'll tell you whenever I walk into F Wing there's still a real familiarity to being in the studio and the newsroom. There are aspects that have changed, but physically the studio is still there so when I walk in there I totally go back many years to my days at Mohawk."

It was such a great time. We were all young and all aspiring to get into the business. We used to work on different productions and we'd spend our nights and weekends there concocting all these different crazy shows and assignments. We just had a great time."