

Fall 2012

C A T A L O G U E



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 **MOHAWK**  
COLLEGE

**We're #1\***

in 16 out of 19 categories in teaching and learning!

\*CE Provincial Survey Results by CCI Research Inc.

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> <a href="http://OntarioLearn.com">OntarioLearn.com</a> No scheduled classes - offered online
<b>BL</b> Mohawk Laurier 50 Market Street Brantford ON N3T 2Z5	<b>HD</b> Solidarity Place Worker Education Centre 1130 Barton Street East Hamilton ON L8H 7P9 905-547-2944 ext.22	<b>OR</b> Other see course description for details
<b>DE</b> Distance Education No scheduled classes - offered via distance education format	<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*

## Focus on Business..

The Hamilton Economic Summit held this past May put together business people, educators, government officials and economic experts to brainstorm about the future of our city. This conference examined Hamilton's changing role in the economy of the Golden Horseshoe, a region of 4.5 million people. Experts agreed we need to collectively address business culture, workforce training and infrastructure.

At Mohawk, this means providing our students with business training that focuses on real world experience. Check out our Business section beginning on page 3. From Accounting to Financial Planning, from Computer Applications to Webmaster, from Industrial Relations to Business Administration, from Marketing to Leadership Development, from Office Administration to Human Resources, we're sure to offer something that helps you meet your goals for the future.

**What will you do to join in the revitalization of Hamilton's business community? What will you become?**

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

**NEW!****NEW!****NEW!****NEW!****NEW!**

Access - Expert..... 30	Decor ..... 14	Occupational health & Safety- Manufacturing & Fabricating Hazards ..... 6
Advanced Breastfeeding Practice..... 35	Hairstyling for the Makeup Artist..... 11	Online Searching ..... 46
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**Interested in attending class during the day?  
Check out our offerings at St. Mary's School!**

**209 MacNab Street North, Hamilton, ON L8R 2M7**

**Cake Decorating 1 CULIGI737**  
32347 WE Sep12-Oct10 1:30-4:30p \$109.25

**Sewing Introduction TEXTHC027**  
32466 TU/WE Sep18-Sep19 9:30a-2:30p \$70.50

**Tools and How to Use Them BLDG10075**  
32317 TU Sep18-Oct9 1:30-4:30p \$94.60

**Painting 1 ARTPD211**  
32098 MO Sep24-Dec3 1:00-4:00p \$211.50

**Quilting - Basic IntroductionTEXTHC319**  
32503 TU Sep25 9:00a-4:00p \$65.47

**New to Canada? Use Your Money Wisely FINC10024**  
32372 WE Sep26 9:00a-5:00p \$80.00

**Sewing Window Treatments - Part 1CREA10103**  
32480 TU Oct2-Oct23 9:30a-12:30p \$84.60

**Dressmaking 1 - Level 1 FASHDM110**  
32375 WE Oct3-Nov14 9:30a-3:00p \$211.50

**Basic Maintenance BLDG10073**  
32366 TU Oct16-Nov6 1:30-4:30p \$94.60

**Kitchens BLDG10074**  
32368 TU Nov13-Dec4 1:30-4:30p \$94.60



## Accounting and Financial

### Applied Accounting Bookkeeping

#### Acknowledgement of Completion

#### Graduation Requirement: 3 courses

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?

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

905-575-2192 (press 2) /

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

#### Program of Studies

#### For program details visit

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

#### Mandatory Courses:

#### Hours

Course	Applied Accounting Bookkeeping 1	Applied Accounting Bookkeeping 2	Applied Accounting Bookkeeping 3
ACCTBZ018	36		
ACCTBZ019		36	
ACCTBZ020			36

These courses are also offered in a DISTANCE EDUCATION format.

These courses can be used towards the Integrated Accounting Certificate.

### Applied Accounting-Bookkeeping 1

#### ACCTBZ018

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

31859 FF TU Sep11 6:30-9:30 12 \$278.64

31864 FF WE Sep12 6:30-9:30 12 \$278.64

### 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.

31862 FF TU Sep11 6:30-9:30 12 \$278.64

31865 FF WE Sep12 6:30-9:30 12 \$278.64

### Applied Accounting-Bookkeeping 3

#### ACCTBZ020

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

31863 FF TU Sep11 6:30-9:30 12 \$278.64

31866 FF WE Sep12 6:30-9:30 12 \$278.64

## Business - Accounting Diploma (316)

#### Ontario College Diploma

#### Graduation Requirement: 25 courses

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.

#### Questions?

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

For program details and graduation requirements visit

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

### 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.

### Check the Leadership and Management section for additional course offerings.

#### Accounting 1

#### ACCTCB101

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

31939 FF TU Sep11 6:00-9:30 12 \$325.08

#### 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.

31940 FF MO Sep10 6:30-10:30 14 \$420.79

#### 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.

31942 FF TU Sep11 6:30-10:00 12 \$325.08

#### 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.

31943 FF TH Sep13 6:00-9:30 12 \$325.08

#### Accounting 4 - Contemporary

#### Accounting Issues

#### ACCT10010

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

31944 FF WE Sep12 6:00-9:30 12 \$325.08

#### 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.

31945 FF MO Sep10 6:30-10:00 12 \$325.08

**Need Grade 12 equivalency?**

905-575-2029

### Applied Accounting Systems

#### ACCTAC410

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

31946 FF TU Sep11 6:00-9:30 12 \$325.08

### Business Finance

#### ACCTCB340

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

31947 FF WE Sep12 6:30-10:00 12 \$325.08

### Business Finance 2

#### BUSNBA440

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

31948 FF MO Sep10 6:30-10:00 12 \$325.08

### Business Writing and Reporting

#### COMM10065

Use advanced techniques in Microsoft Word and PowerPoint to produce convincing business documents and create effective visual communications and presentations. Develop a clear, persuasive writing style.

32536 FF WE Sep12 6:00-9:30 8 \$216.72

### 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.

31954 FF MO Sep10 6:30-10:00 12 \$325.08

### Cost & Managerial Accounting 2

#### ACCTAC436

Prerequisite: ACCTAC336. Create operational plan, analyze variances from plans and develop information to support management decision making.

31957 FF WE Sep12 6:00-9:30 12 \$325.08

### 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.

31941 FF TU Sep11 6:00-9:30 12 \$325.08

### 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.

31964 FF TU Sep11 6:30-10:30 14 \$420.79

### Financial Planning Certificate

Refer to the Distance Education section for course offerings.

For program details and graduation requirements visit

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

# Business

## Integrated Accounting Certificate (099)

Mohawk College Certificate

**Graduation Requirement: 8 courses**

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

**Questions?**

905-575-2358 / [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.

**Program of Studies**

For program details and graduation requirements visit

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

**Mandatory Courses:**

		Hours
ACCTBZ018	Apl Acct-Bookkeeping 1	36
ACCTBZ019	Apl Acct-Bookkeeping 2	36
ACCTBZ020	Apl Acct-Bookkeeping 3	36
INFO10087	Simply Accounting	36
INFOBW190	AccPac - General Ledger	18
INFOBW390	AccPac - Accounts Payable	18

**Options - Choose 2:**

INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFOBW290	AccPac - Accounts Receivable	18
INFOBW490	AccPac - Order Entry - Level 1	18
INFOBW492	AccPac - Order Entry - Level 2	18
INFOBW590	AccPac - Payroll	18

**Software Versions:**

AccPac 5.6  
QuickBooks Premier 2012  
Simply Accounting 2012 Pro

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

### AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing. Prerequisite: INFOBW190.  
31822 FF TU Oct30 6:30-9:30 6 \$139.32

### 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.  
31821 FF TU Sep11 6:30-9:30 6 \$139.32

### 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.  
31820 FF WE Sep12 6:30-9:30 12 \$278.64

### Simply Accounting INFO10087

Examine the setup of the GL,AR,AP,Payroll, Inventory, and Services. Software included with the text.

Prerequisite: knowledge of basic accounting and Windows.

31823 FF TU Sep11 6:30-9:30 12 \$278.64

**Sign up now!**

Check the inside of the back cover to find out how.

## 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 you 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 Creative Suite 6.0 (Dreamweaver, Fireworks, Flash, Photoshop)  
Adobe Photoshop Elements 9  
Windows 7

## Business Computer Applications Certificate (915)

Mohawk College Certificate

**Graduation Requirement: 6 courses**

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?**

905-575-2358 / [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).

**Program of Studies**

For program details and graduation requirements visit

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

**Mandatory Courses:**

		Hours
INFO10077	Word Core	36
INFO10078	Excel Core	36
INFO10156	Computer Basics Windows 7	36

**Options - Choose 6:**

Visit the website above for complete list of options

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

### Workshop For Windows INFOBW001

Explore the Windows environment. Learn basic skills including: managing the desktop, files and folders, Internet Explorer and more. Textbook required. Non-credit for the novice computer user.

31810 FF WE Sep12 6:30-9:30 6 \$139.32

### 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.

31814 FF TU Sep11 6:30-9:30 12 \$278.64

31829 FF TH Sep20 6:30-9:30 12 \$278.64

### 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.

31813 FF TU Sep11 6:00-9:00 12 \$278.64

### Excel Core INFO10078

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

31815 FF WE Sep12 6:30-9:30 12 \$278.64

31828 FF SA Sep15 9:00-12:30 10 \$278.64

### Excel Expert INFO10079

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

31812 FF TU Sep11 6:30-9:30 12 \$278.64

### 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.

31818 FF MO Sep10 7:00-10:00 12 \$278.64

### 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.

31819 FF WE Sep12 7:00-10:00 12 \$278.64

### 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.

31816 FF TU Sep11 6:00-9:00 12 \$278.64

4 How to read course details:

CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

**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.  
31817 FF TH Sep13 6:00-9:00 12 \$278.64

**Integrated Accounting Certificate (099)**  
Refer to the Accounting and Financial section for program and course details.

**Webmaster Certificate (137)**  
Mohawk College Certificate

**Graduation Requirement: 9 courses**  
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?**  
905-575-2358 / [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.

**Program of Studies**  
For program details and graduation requirements visit [ce.mohawkcollege.ca/webmaster](http://ce.mohawkcollege.ca/webmaster)

Mandatory Courses:	Hours
INFO10110 Web Page Design	36
<b>Option Group 1 - Choose 1:</b>	
INFO10069 Adobe Photoshop Elements	36
INFO10149 Photoshop (Adobe)	36
INFO10152 Fireworks (Adobe)	36

**Option Group 2 - Choose 7:**  
Visit the website above for a complete list of options

**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.  
32350 FF TU Sep11 6:30-9:30 12 \$278.64  
32361 FF SA Sep15 9:00-12:30 10 \$278.64

**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.  
32357 FF TH Sep13 7:00-10:00 12 \$278.64

**Dreamweaver** INFO10111  
Explore the functions of Dreamweaver software to create and maintain web pages and web sites. Prerequisite: INFO10110.  
32358 FF TU Sep11 6:30-9:30 12 \$278.64

**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.  
32349 FF WE Sep12 6:30-9:30 12 \$278.64

**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.  
32510 FF WE Sep12 6:30-9:30 12 \$278.64

**NEW**  
**Flash Games** INFO10171  
Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Complete two major assignments for inclusion in your portfolio.  
32509 FF MO Sep10 6:30-9:30 12 \$278.64

**Web Scripting with PHP** INFO10112  
Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110.  
32360 FF TH Sep13 6:30-9:30 12 \$278.64

**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.  
32351 FF TU Sep11 6:30-9:30 12 \$278.64

## Business Studies

**Business - Accounting Diploma**  
Refer to the Accounting and Financial section for program and course details.

**Business Administration Diploma**  
Refer to the Leadership and Management section for program and course details.

**Business - General Diploma (320)**  
Ontario College Diploma

**Graduation Requirement: 27 courses**  
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.

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

For program details and graduation requirements visit [www.mohawkcollege.ca/calendar/busGeneral](http://www.mohawkcollege.ca/calendar/busGeneral) or [ce.mohawkcollege.ca/busgeneral](http://ce.mohawkcollege.ca/busgeneral)

Refer to the Leadership and Management section for course offerings.

## Business - Marketing Diploma (319)

Ontario College Diploma

**Graduation Requirement: 26 courses**  
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.

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

For program details and graduation requirements 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 Leadership and Management section for course offerings.

## Business Mathematics

Refer to the Math/Statistics section for course offerings.

## Industrial Relations Certificate (824)

Mohawk College Certificate

**Graduation Requirement: 6 courses**  
Develop a solid foundation in Canadian industrial relations theory and practice.

**Questions?**  
905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) / [cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

**Program of Studies**  
For program details and graduation requirements visit [ce.mohawkcollege.ca/industrialrelations](http://ce.mohawkcollege.ca/industrialrelations)

Mandatory Courses:	Hours
LABRPIR08 Introduction to Industrial Relations	39
BUSNPIR13 Grievances, Arbitration & Contract Administration	39
BUSNPIR19 Employment Law	39
LABRPIR14 Collective Bargaining	39

Options - Choose 2:	Hours
ECONEB122 Microeconomics	42
BUSNPIR22 Organizational Behaviour and Administration	42
HRESPIR11 Compensation and Benefits	39
SAFEPIR21 Occupational Health and Safety	39

**Some course offerings are listed under the Human Resources Certificate.**

**Some courses are offered via Distance Education.**

**Collective Bargaining** LABRPIR14  
Develop in-depth understanding of the structure and process of collective bargaining in Canada. Prerequisite: LABRPIR08.  
31832 FF WE Sep12 6:30-9:30 13 \$301.86

**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.  
31830 FF TU Sep11 6:30-9:30 13 \$301.86  
31831 BF WE Sep12 6:30-9:30 13 \$301.86

# Business

## WSIB Workplace Safety & Insurance Board Adjudication

### Acknowledgement of Completion

#### Graduation Requirement: 2 courses

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?

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

32544 FF SU Sep16 8:00-3:00 5 \$270.90

## 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.

32545 FF SU Oct28 8:00-3:00 5 \$270.90

## Labour Studies

### Labour Studies Certificate (139)

#### Ontario College Certificate

#### Graduation Requirement: 9 courses

Offered in partnership with the Solidarity Place Worker Education Centre.

#### Questions?

905-547-2944 ext. 22 /

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

#### Program of Studies

The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
LABR10089 Stewards Training 1	15
LABR10090 Stewards Training 2	15
LABR10091 Collective Bargaining 1	15
LABR10092 Collective Bargaining 2	15
LABR10093 Social Media & Comm for Workers	15
LABR10094 Labour History & Lobbying for Change	15
LABR10095 Human Rights, Diversity & Equity	45
LABR10096 Workers & Community: Making the Connection	45
WORKUN199 Labour Studies Field Placement	60

Unless otherwise specified a manual is required at an extra cost. Solidarity Place 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.

### NEW!

## Social Media and Communications for Workers LABR10093

Learn to use the media to communicate to workers, members and the public. Discuss how news is framed and explore media alternatives. Develop news releases, advisories and press conferences materials.

32325 HD SA/SU Sep15 9:00-5:00 2 \$105.75

32326 HD MO Nov12 6:00-10:00 4 \$105.75

### NEW!

## Labour History and Lobbying for Change LABR10094

Explore the battles fought and won by Canadian workers for improved working and living conditions. Learn to be effective in lobbying government and other important organizations for change.

32324 HD MO Oct15 6:00-10:00 4 \$105.75

### NEW!

## Workers and Community: Making the Connection LABR10096

A labour movement coordinates its efforts to strengthen the community and promotes worker involvement in the process. Learn to help workers organize around and participate in social justice issues and develop new activists.

32327 HD FR Nov16 6:00-10:00 8 \$317.25  
SA 9:00-5:00

## Labour Studies Field Placement WORKUN199

Apply the skills and knowledge learned in the Labour Studies Program. Gain credit for approved projects and roles in the labour movement, community organizations and various environmental projects. Manual not required. You must contact

[labourstudies@mohawkcollege.ca](mailto:labourstudies@mohawkcollege.ca) or 905-527-2944 x22 BEFORE registering.

32323 FW \$172.35

## Labour Studies in Occupational Health and Safety Certificate (140)

#### Mohawk College Certificate

#### Graduation Requirement: 6 courses

Offered in partnership with the Solidarity Place Worker Education Center.

#### Questions?

905-547-2944 ext. 22 /

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

#### Program of Studies

The Program of Study has changed effective Fall 2012. Students who began their studies prior to Fall 2012 should contact Solidarity Place regarding a strategy for completion.

For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
SAFE10080 OH&S - Level 3 - Common Workplace Issues	30
WORK10101 Labour Issues - Research & Documentation in Health & Safety	55

### Option Group 1 - Choose 1:

LABREWS01 OH&S - Level 1	30
SAFE10025 OH&S - Level 1 - Federal	30

### Option Group 2 - Choose 1:

LABREWS02 OH&S - Level 2 - Provincial Law	30
SAFE10027 OH&S - Level 2 - Federal Law	30

### Option Group 3 - Choose 1:

LABREWS07 OH&S - Level 2 - Provincial Committees	30
SAFE10026 OH&S - Level 2 - Federal Committees	30

### Option Group 4 - Choose 1:

SAFE10081 OH&S - Industrial	30
SAFE10082 OH&S - Health Care/Community Worker	30
SAFE10086 OH&S - Manufacturing & Fabricating Hazards	45

Unless otherwise specified a manual is required at an extra cost. Solidarity Place 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 LABREWS01

Essential training for workers who want to understand and exercise their legal rights and responsibilities. Covers health and safety legislation for every jurisdiction in Canada. Expand your skills in negotiating workplace improvements.

32329 HD FR Sep21 6:00-9:00 6 \$211.50  
SA 9:00-4:00

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

Discover changes to the OH&S Act, issues of dangerous circumstances and gains in testing & inspections. Learn responsibilities of Joint committees through discussion, skill development and use of practical tools. Prerequisite: LABREWS01 or SAFE10025.

32330 HD SA/SU Oct20 9:00-5:00 4 \$211.50  
32331 HD FR Oct26 6:00-9:00 6 \$211.50  
SA 9:00-4:00

### NEW!

## Occupational Health & Safety - Manufacturing & Fabricating Hazards SAFE10086

Covers: electrical hazards, hand tool risks, compressed gas, welding hazards, indoor air quality, conveyor systems, operational principles of forklifts, machine guarding, noise levels, hearing loss and more. Prerequisite: LABREWS01 or SAFE10025.

32332 HD TU/WE Oct30 6:00-10:00 12 \$317.25

### NEW!

## Labour Issues - Research & Documentation in Health & Safety WORK10101

Identify current issues, potential long term risks, and benefits related to the health & safety knowledge you have gained in this program through independent study and research. Topics will be relevant to your daily life, work, volunteerism, etc.

32328 FW \$162.30

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

6	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Workplace Insurance and Disability Prevention Leadership Certificate (942)

Mohawk College Certificate

**Graduation Requirement: 11 courses**

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?**

905-746-6164 / [nclark@odrt.ca](mailto:nclark@odrt.ca)  
[labourstudies@mohawkcollege.ca](mailto:labourstudies@mohawkcollege.ca)

**Program of Studies**

**For program details and graduation requirements visit**

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

**Mandatory Courses:**

		Hours
LABRUN026	Rights & Obligations - Level 1	12
LABRUN027	Benefits & Services - Level 2	12
LABRUN022	Appeals & Dispute Resolution - Level 3	44
LABRUN023	Return to Work - Level 4	36
LABRUN024	Medical Orientation - Level 5	30
LABREWS01	OH&S - Level 1	30
LABR10085	Basic Strategies	18
WORK10075	Field Placement: Advocacy	40
WORK10076	Field Placement: Disability Prevention	40

**Option Group 1 - Choose 2:**

LABR10025	Occupational Disease - Level 6	36
LABR10086	Advanced Strategies 1	12
LABR10087	Advanced Strategies 2 - Part 1	20
LABR10088	Advanced Strategies 2 - Part 2	20

**Unless otherwise specified a manual is required at an extra cost. The SPWEC 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.

**Rights and Obligations-Level 1**

**LABRUN026**

Apply knowledge of all statutory obligations in facilitating workplace insurance reporting and adjudicative procedures.

32337	HD	SA/SU	Oct13	9:00-4:00	2	\$84.60
32339	HD	TU	Sep11	6:00-10:00	3	\$84.60

**Benefits and Services-Level 2**

**LABRUN027**

Apply knowledge of worker benefits and services established through current and historical legislation, regulations, and policies. Prerequisite: LABRUN026.

32342	HD	SA/SU	Oct20	9:00-4:00	2	\$84.60
32343	HD	TU	Oct2	6:00-10:00	3	\$84.60

**NEW!**

**Basic Strategies**

**LABR10085**

Gain skills in writing cogent and persuasive submissions. Discuss representation in the compensation system and the professional responsibilities of the representative.

32344	HD	SA/SU	Nov3	9:00-4:00	3	\$126.90
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## Joint Certificate in Labour Studies (McMaster University, Mohawk College, Worker Education Centre)

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

**Questions?**

Solidarity Place 905-547-2944 ext. 22 / [labourstudies@mohawkcollege.ca](mailto:labourstudies@mohawkcollege.ca)  
McMaster University (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 \$125 with fees payable to McMaster University at the first class (cash or cheque only).

All classes take place at McMaster University.

**History of Canadian Labour Movement - Part 1 (64-831)**

Explores the origins and rich history of the Canadian labour movement. What was it like working in Canada before unions? How did unions get recognized? What role has race, gender and ethnicity played in shaping unions? How have unions changed over time? What does the future hold for Canadian unions? September 29 & 30 ~ 9:30-3:30

**Conscious Communication: Building Solidarity Skills for Union Activists (64-822A)**

An innovative tools course, created by D'Arcy Martin, intended to enhance communication and solidarity building skills for union activists. Objectives include developing skills and strategies to de-escalate conflict and enhance internal union communication and conflict resolution.

October 27 & November 10 ~ 9:30-3:30

**The Nature of Work: Past, Present and Future (64-898A)**

Explores how workplace organization and technology shapes our experiences at work. Examines the evolution of work in various workplace contexts including, manufacturing, caring professions, social services, retail, and impact of work on well being and work-family balance.

November 14, 21, 28, December 5 ~ 6:30-9:30

## Leadership and Management

### Business Administration Diploma (632)

Ontario College Advanced Diploma

**Graduation Requirement: 37 courses**

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.

**Questions?**

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

**For program details and graduation requirements visit**

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

## Business Diploma Course Offerings

Post-secondary students taking courses at night and Continuing Education students are regulated by post-secondary policies. Please contact the post-secondary department (as above) with questions pertaining to prerequisites, entry to class, graduation requirements, etc.

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

Please note: Business Career Strategies (CRED10018) is not available through Continuing Education but can be obtained through the PLAR process. Visit [www.mohawkcollege.ca/plar](http://www.mohawkcollege.ca/plar) for details on this process.

**Check the Accounting and Financial section for additional course offerings applicable to the Business - Accounting Diploma.**

**Business Law**

**BUSNCB436**

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

31950 FF WE Sep12 6:00-9:30 12 \$325.08

**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.

31952 FF TH Sep13 6:00-9:30 8 \$216.72

**Information Systems Management INFOBA635**

Concentrate on the basics of computer based information systems.

31949 FF TU Sep11 6:00-9:30 12 \$325.08

**Macroeconomics**

**ECONEB222**

Analyze the impact of aggregate supply and demand on the determination of employment, prices, and national income. Prerequisite: ECONEB122.

31959 FF TH Sep13 6:00-9:30 12 \$325.08

**Marketing 1**

**MRKTCB158**

Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix.

31960 FF MO Sep10 6:00-9:30 12 \$325.08

**Marketing 2**

**MRKTMK351**

Learn about the marketing mix with particular emphasis on the Place, Promotion, and Pricing elements. Prerequisite: MRKTCB158.

31961 FF TH Sep13 6:00-9:30 12 \$325.08

**Peer Tutoring Available**

905-575-1212 ext 3279

[peer.tutor@mohawkcollege.ca](mailto:peer.tutor@mohawkcollege.ca)

# Business

## Microeconomics

**ECONEB122**

Explore the laws of supply and demand, the costs of production and profit determination in various market conditions.

31962 FF TU Sep11 6:00-9:30 12 \$325.08

## Disability Management Certificate

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

## Human Resources Certificate (825)

Mohawk College Certificate

**Graduation Requirement: 9 courses**

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)

**Program of Studies**

**For program details and graduation requirements visit**

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

**Mandatory Courses:**

	Hours
ACCTPIR23 Finance and Accounting	45
BUSNPIR16 Staff Training and Development	39
BUSNPIR22 Organizational Behaviour and Admin	42
HRESPIR11 Compensation and Benefits	42
HRESPIR17 Human Resources Planning & Staffing	42
HRESPIR20 Recruitment and Selection	39
LABRPIR08 Introduction to Industrial Relations	39
MGMTBPC01 Human Resources Management Studies	39
SAFEPIR21 Occupational Health and Safety	39

## 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 HRPA 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.

**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.

31883 FF TH Sep6 6:30-9:30 15 \$348.30

## 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.

31884 FF TU Sep11 6:30-9:30 13 \$301.86

## 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.

31885 FF TH Sep13 6:30-9:30 14 \$325.08

## Occupational Health & Safety SAFEPIR21

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

31886 FF WE Sep12 6:30-9:30 13 \$301.86

## 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.

31887 FF TH Sep13 6:30-9:30 14 \$325.08

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

## 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?**

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

**Program of Studies**

**For program details visit**

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

**Mandatory Courses:**

	Hours
COMM10216 Creative and Critical Thinking (LDS)	30
COMM10217 Communications (LDS)	30
FINC10023 Finance (LDS)	30
HRES10019 Human Relations (LDS)	30
LAWS10090 Employment Law (LDS)	30
MGMT10098 Leading Responsibly (LDS)	30
MGMT10099 Project Management (LDS)	30
MGMT10100 Performance Management (LDS)	30
MGMT10101 Leading Teams (LDS)	30
MGMT10102 Managing Change (LDS)	30

## 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.

31854 FF MO Sep10 6:30-9:30 10 \$232.20

## Employment Law (LDS) LAWS10090

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

31853 BF TH Sep13 6:30-9:30 10 \$232.20  
31852 FF TU Sep18 6:30-9:30 10 \$232.20

## Human Relations (LDS) HRES10019

Learn to effectively recruit, train and manage personnel for enhanced performance. Develop professional strategies and skills in interviewing, managing performance, conducting needs assessments and planning and delivering training.

31857 FF WE Sep12 6:30-9:30 10 \$232.20

## 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.

31858 BF TU Sep11 6:30-9:30 10 \$232.20

## Project Management (LDS) MGMT10099

Master the science and art of managing projects. Learn practical skills for effectively managing projects and teams throughout a project's life cycle. Appreciate the implications of project management on leadership within an organization.

31856 FF TU Sep11 6:30-9:30 10 \$232.20

## Management Studies Certificate (827)

Mohawk College Certificate

**Graduation Requirement: 9 courses**

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?**

905-575-2358 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)  
905-575-2192 (press 2) /  
[cathie.duncan@mohawkcollege.ca](mailto:cathie.duncan@mohawkcollege.ca)

**Program of Studies**

**For program details and graduation requirements visit**

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

**Mandatory Courses:**

	Hours
MGMTBPC01 Human Resource Man Studies	39
MGMTBPC02 Managerial Communications	39
MGMTBPC03 Understanding Mngrl Skills	39
MGMTBPC04 Prob Solv-Decision Making	39
MGMTBPC05 Managerial Analysis	39
MGMTBPC06 Financial Interpretation & Analysis	39

**Options - Choose 3:**

BUSNBU158 WSIB Eligibility Adjudication	35
BUSNBU159 WSIB Case Management Skills	35
BUSNBU491 Managing Workplace Law	30
BUSNCB436 Business Law	39
BUSNPIR19 Employment Law	39
COMP0810 Information System 1	56
ECONEB122 Microeconomics	42
ECONEB222 Macroeconomics	42
HRESPIR20 Recruitment & Selection	39
LABRPIR08 Introduction to Industrial Relations	39

8

How to read course details:

**CRN\***  
31810

**Location** FF  
**Day(s)** WE

**Start** Sep12

**Times** 6:30-9:30

**#Sessions** 6

**Fee** \$139.32

MGMT10016	The Legalities of Hiring & Firing	30
MGMTBU471	Managing by Due Diligence	30
MGMTBU497	Employment Stds & Human Rights Law	30
MRKTGB158	Marketing 1	42
SAFEP121	Occupational Health & Safety	39

**One of the following may be used in place of ONE of the above options:**

INFO10077	Word Core	36
INFO10078	Excel Core	36
INFO10081	Access Core	36
INFO10082	Powerpoint	36

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

### 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.

31843	FF	WE	Sep19	6:30-9:30	10	\$232.20
31845	FF	SA	Nov10	10:00-5:30	4	\$232.20

### Financial Interpretation and Analysis **MGMTBPC06**

Develop expertise in verifying accuracy and effectiveness through audits, using ratios to observe relative changes in the organization's performance, and analyzing revenue-cost relationships.

31835	FF	TH	Sep13	7:00-10:00	13	\$301.86
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### 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.

31838	FF	TU	Sep11	7:00-10:00	13	\$301.86
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### Managerial Communications **MGMTBPC02**

Further refine your written and oral presentation skills to enhance your credibility as manager.

31834	FF	TH	Sep13	7:00-10:00	13	\$301.86
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### Managing by Due Diligence **MGMTBU471**

Examine "Due Diligence" as the legal standard for successfully managing hiring, health & safety, workplace rights, training, discipline, independent contractors, presenteeism, terminations and documentation.

31850	FF	SA	Sep8	10:00-5:30	4	\$232.20
31849	FF	TH	Sep20	6:30-9:30	10	\$232.20

### Problem Solving - Decision Making **MGMTBPC04**

Perfect your own problem solving skills, and discover methods of encouraging better thinking skills in others.

31833	FF	MO	Sep17	6:30-9:30	13	\$301.86
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### The Legalities of Hiring and Firing **MGMT10016**

Gain legal information about recruitment, applications, resumes, job descriptions, interviews, hiring, human rights, common law, statutory rules, evaluations, discipline, dismissals, notice periods, severance pay, just cause, employment contracts, releases and more.

31848	FF	SA	Oct13	10:00-5:30	4	\$232.20
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## Ontario Management Development Studies

This program has been phased out and replaced by a new program titled 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) Complete courses from the new LDS program and apply them to the OMDP Record of Completion or;
- 2) A limited selection of OMDP courses are being offered under the Management Studies program or via OntarioLearn.

#### Questions?

905-575-2358 / [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 (120)

Ontario College Certificate

#### Graduation Requirement: 15 courses

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?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements 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.**

### 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.

32036	FF	WE	Oct10	6:00-9:00	4	\$92.88
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### Communication Skills 2 **COMMSSC46**

Practice listening, providing feedback, giving and receiving criticism, using body language effectively and resolving conflict. Prerequisite: COMMSSC12.

32043	FF	SA	Nov3	9:00-4:00	2	\$92.88
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### Effective Writing Skills **MGMTSSPC9**

Examine basic principles for use in various written communication, and practice writing using a variety of formats.

32042	FF	SA	Nov24	9:00-4:00	2	\$92.88
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**Watch for our  
Winter 2013 catalogue**  
Available in print on  
Tuesday, November 20

## Interviewing Skills-Workplace Leadership **COMM10022**

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

32037	FF	SA	Sep22	9:00-4:00	2	\$92.88
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## Looking Within **PERS10012**

Focus on identifying individual personality and learning styles, workplace behavioural styles, strengths, skills and experiences.

32041	FF	SA	Oct13	9:00-4:00	2	\$92.88
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## Supervision Skills 1 **MGMTSSPC7**

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

32038	FF	MO	Oct15	6:30-9:30	4	\$92.88
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## Supervision Skills 2 **MGMTSSPD7**

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

32039	FF	MO	Nov12	6:30-9:30	4	\$92.88
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## 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.

32040	FF	WE	Sep12	6:00-9:00	4	\$92.88
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## Office Skills

### Business Computer Applications Certificate (915)

Refer to the Business Computers section for program and course details.

### Dental Office Administration

Acknowledgement of Completion

Graduation Requirement: 6 courses

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.

#### Questions?

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

#### Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
MGMTBU153	Dental Office Receptionist 36
MRKT10029	Marketing & Treatment Coordination 18
INFO10115	AbelDent: Dental Office Computers 30
COMM10149	Communication & Customer Service 18
MGMT10076	Office Management 18
PERS10014	Professional Development 18

### 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.

31799	FF	TU	Sep11	6:30-9:30	14	\$232.20
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# Business / Creative & Visual Arts

## 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.

31803 FF WE Oct24 6:30-9:30 6 \$139.32

## 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.

31800 FF MO Sep10 6:30-9:30 6 \$139.32

## Integrated Accounting Certificate (099)

Refer to the Accounting and Financial section for program and course details.

## Medical Transcription Certificate (172)

Mohawk College Certificate

**Graduation Requirement: 9 courses**

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 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)  
[rebekah.penuta@mohawkcollege.ca](mailto:rebekah.penuta@mohawkcollege.ca)

### Program of Studies

For program details and graduation requirements visit

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

### Mandatory Courses:

KEYB10008	Computer Skills Building
INFO10053	Comp Basics with Windows, Word & Excel
or	
INFO10113	Comp Basics with Wind Vista, Word & Excel
or	
INFO10156	Comp Basics with Windows 7, Word & Excel
OADM0A261	Microtranscription
OADM0A323	Medical Terminology 1
OADM0A324	Medical Terminology 2
OADM0A352	Medical Transcribing 1
OADM0A452	Medical Transcribing 2
OADM0A552	Medical Transcribing 3
OADM0A652	Medical Transcribing 4

## Medical Terminology 1 OADM0A323

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

31890 FF SA Sep8 9:00-12:30 12 \$325.08

31888 FF MO Sep10 6:00-9:30 13 \$325.08

31889 FF TU Sep11 6:00-9:30 13 \$325.08

## Medical Terminology 2 OADM0A324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADM0A323.

31891 FF WE Sep12 6:00-9:30 13 \$325.08

## Medical Transcription 1 OADM0A352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADM0A261. NOTE: You must be enrolled in or have completed OADM0A323 prior to taking this course.

31893 FF MO Sep10 6:00-9:30 13 \$325.08

## Medical Transcribing 3 OADM0A552

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: OADM0A452.

31894 FF MO Sep10 6:00-9:30 13 \$325.08

## Medical Transcribing 4 OADM0A652

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: OADM0A552.

31895 FF MO Sep10 6:00-9:30 13 \$325.08

## Office Administration - General Certificate (380)

Ontario College Certificate

**Graduation Requirement: 12 courses**

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 and graduation requirements visit

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

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

## Basic Word Applications OADM0A116

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

31906 FF SA Sep8 9:00-1:00 14 \$420.79

## Document Processing and Simulations

### OADM0A228

Use MS Word 2010 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite: OADM0A116 and KEYB10008.

31910 FF TH Sep13 6:00-9:30 12 \$325.08

## 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.

31903 FF MO Sep10 6:30-10:00 12 \$325.08

## Keyboarding 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.

31912 FF WE Sep12 6:00-8:30 12 \$216.72

## Keyboarding - Beginners KEYBSEZ30

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

31911 FF WE Sep12 6:00-9:00 12 \$278.64

## Microtranscription OADM0A261

Gain training in the efficient operation of transcribing software and equipment to generate first-time available transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADM0A116 and KEYB 10008.

31909 FF TU Sep11 6:00-10:00 10 \$325.08

# Creative & Visual Arts

## Aesthetics/Cosmetics

### Aesthetics Certificate (026)

Mohawk College Certificate

**Graduation Requirement: 13 courses**

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.

### Program of Studies

For program details and graduation requirements visit

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

### Mandatory Courses:

		Hours
ASTHAES02	Aesthetics: Skin Care I	39
ASTHAES03	Aesthetics: Skin Care II	39
ASTHAES04	Aesthetics: Skin Care III	39
ASTHAES05	Aesthetics: Massage & Treatment	39
ASTHWS144	Makeup Artistry	36
ASTHWS305	Manicure/Pedicure-Care & Techniques	33
ASTHWS306	Waxing	39
BIOLHAZ34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion & Makeup	36
MRKTWS136	Business & Mark for the Cosmetic Industry	33
MRKTWS143	Professional Selling in Cosmetics	33
WORKWS034	Work Experience Option	30

### Options - Choose 1:

ASTH10000	Hot Stone Massage	36
ASTHWS031	Makeup:Paramedical & Camouflage	39
ASTHWS244	Makeup Artistry II	36
ASTHWS405	Spa Manicure/Pedicure Applications	33
ASTHWS905	Gel & Acrygel Applications	39
PERSWS444	Makeup: Bridal, Glamour, Runway	33

10 How to read course details:

CRN\*  
31810

Location Day(s) Start  
FF WE Sep12

Times  
6:30-9:30

#Sessions  
6

Fee  
\$139.32

## 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. EQUIVALENT AESTHWS101

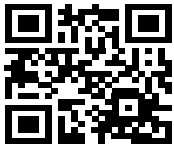
32137 FF MO Sep17 6:30-9:30 13 \$301.86  
 32136 FF WE Sep19 9:30-12:30 13 \$508.86

### Aesthetics: Skin Care III ASTHAES04

Enhance your understanding of salon procedures and equipment, working with live models. You provide models for practical applications. Prerequisite: ASTH AES03 Skin Care II

32138 FF TU Sep18 6:30-9:30 13 \$351.86

Find your room number



### Waxing ASTHWS306

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

32149 FF WE Sep19 1:00-4:00 13 \$471.86  
 32150 FF TH Sep20 6:30-9:30 13 \$471.86

### 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.

32151 OR MO-FR Sep10 9:00-5:00 10 \$211.50

### Nail Technician Certificate (027)

#### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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.

### Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/nailtechnician](http://ce.mohawkcollege.ca/nailtechnician)

#### Mandatory Courses:

		Hours
ASTHWS101	Cosmetology	39
ASTHWS305	Manicure/Pedicure-Care & Techniques	33
ASTHWS405	Spa Manicure/Pedicure Applications	33
ASTHWS905	Gel & Acrygel Applications	39
ASTHWS906	Sculpted Nail Enhancements	33
MRKTWS136	Business & Mark for the Cosmetic Industry	33

### 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.

32309 FF TU Sep18 1:00-4:00 11 \$688.42  
 32311 FF WE Sep19 6:30-9:30 11 \$688.42

### Gel & Acrygel Applications ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You are responsible for providing models for practical sessions. Supplies included. Prerequisite ASTHWS405

32307 FF MO Sep17 6:30-9:30 13 \$581.86

Need upgrading in  
Math or English?  
905-575-2029

### Make-Up Artistry Certificate (056)

#### Mohawk College Certificate

#### Graduation Requirement: 11 courses

Benefit from professional training in make-up artistry and related service areas, including makeup 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.

### Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/makeupartistry](http://ce.mohawkcollege.ca/makeupartistry)

#### Mandatory Courses:

		Hours
ASTHWS029	Makeup:Theatrical & Special Effects	36
ASTHWS031	Makeup: Paramedical & Camouflage	39
ASTHWS101	Cosmetology	39
ASTHWS144	Makeup Artistry	36
ASTHWS244	Makeup Artistry II	36
FASHWS013	Colour Theory for Fashion & Makeup	36
MRKTWS136	Business & Mark for the Cosmetic Industry	33
PERSWS444	Makeup:Bridal, Glamour, Runway	33
HRYS10010	Hairstyling for the Makeup Artist	24

#### Options - Choose 2:

ASTHWS032	Makeup: Theatrical & Special Effects II	33
ASTHWS344	Makeup: Portfolio Development	36
WORKWS034	Work Experience Option	30

NYC Make Up Artist coming to Mohawk College this Fall to give the "inside scoop" on the Industry. Date to be determined. Contact Jakki Polyoka for more information.

### NEW!

### Hairstyling for the Makeup Artist HRSY10010

A beginners approach to Session/Editorial hairstyling, from basic fundamentals such as fashion concepts and blow drying, to the more complex art of extension placement and hair pieces. It is becoming more common that Session artists know the fundamentals of hairstyling as well as makeup application. Having these combined skills will assist the artist to be more marketable based on their versatility. Supplies extra.

32356 FF MO Sep17 6:30-9:30 8 \$185.76

### 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.

32312 FF TU Sep18 6:30-9:30 12 \$353.64

### Make-Up: Bridal, Glamour, Runway PERSWS444

Enhance your knowledge of make-up, colour choices and applications for special occasions. You must supply your own models. Prerequisite: WS244 Make-up Artistry II or equivalent.

32313 FF TH Sep20 6:30-9:30 11 \$237.20

### Makeup:Portfolio Development

#### ASTHWS344

Specialize in applications of makeup for photography. Learn the do's and don'ts of what to include to build your professional portfolio. Colour and black & white photography will be used to achieve those special looks (5 photos included). Students must supply their own models. Material fees included. Prereq: ASTHWS244 Makeup Artistry II.

32314 FF WE Sep19 6:30-9:30 12 \$419.89

### Make-Up Artistry Workshops

#### Air Brush Makeup ASTH10004

Learn how to do the "flawless finish" with the art of Air Brush Makeup. Air brush gun & compressor required OR pre-orders available up to one week prior to course. Cost \$350+HST for basic starter kit. Email  
[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca).

32319 FF SU Oct21 9:30-12:30 1 \$30.00

### Applied Cosmetics Certificate (830)

#### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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 & sales.

Questions?  
 905-575-1212 ext. 3489 /  
[jakki.polyoka@mohawkcollege.ca](mailto:jakki.polyoka@mohawkcollege.ca)

Walk Smart  
 905-575-2263 ~ Room F114  
 Book your walk today!

# Creative & Visual Arts

## Admission Requirements

Successful Completion of Senior Secondary School English or equivalent.

## Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/cosmetics](http://ce.mohawkcollege.ca/cosmetics)

### Mandatory Courses:

	Hours
ASTHWS144 Makeup Artistry	36
ASTHWS244 Makeup Artistry II	36
FASHWS013 Colour Theory for Fashion & Makeup	36
MRKTWS143 Professional Selling in Cosmetics	33

### Option Group 1 - Choose 1:

ASTHWS101 Cosmetology	39
ASTHAES02 Aesthetics Skin Care 1	39

### Option Group 2 - Choose 1:

ASTHWS305 Manicure/Pedicure-Care & Techniques	33
ASTHWS306 Waxing	39
ASTHWS136 Business & Mark for the Cosmetic Industry	33
ASTHWS344 Makeup: Portfolio Development	36
PERSWS444 Makeup: Bridal, Glamour, Runway	33
WORKWS034 Work Experience Option	30

## 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.

32299	FF	MO	Sep17	7:00-10:00	12	\$338.64
32298	FF	TU	Sep18	9:30-12:30	12	\$338.64

## Cosmetology 1 ASTHWS101

Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition. EQUIVALENT: ASTHAES02

32301	FF	TU	Sep18	6:30-9:30	13	\$301.86
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## Make-Up Artistry ASTHWS144

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

32302	FF	MO	Sep17	1:00-4:00	12	\$588.64
32303	FF	TH	Sep20	7:00-10:00	12	\$278.64

## 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.

32304	FF	WE	Sep19	6:30-9:30	12	\$283.64
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## 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".

32306	FF	MO	Sep17	6:30-9:30	11	\$255.42
32305	FF	MO	Sep17	9:30-12:30	11	\$255.42

## Haircare

### Hair Cutting

ASTH10002

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

32316	FF	MO	Sep17	7:00-10:00	7	\$237.54
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### 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

32315	FF	WE	Nov7	7:00-10:00	7	\$162.54
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## Dressmaking/Fashion

### Dressmaking Certificate (819)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

Successful completion of Senior Secondary School English or equivalent.

### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/dressmaking](http://ce.mohawkcollege.ca/dressmaking)

### Mandatory Courses:

	Hours
FASHDM110 Dressmaking 1 Level 1	30
FASHDM115 Dressmaking 1 Level 2	30
FASHDM120 Dressmaking 2 Level 1	30
FASHDM125 Dressmaking 2 Level 2	30
FASHDM130 Dressmaking 3 Level 1	30
FASHDM135 Dressmaking 3 Level 2	30
FASHDM140 Tailoring 1 Level 1	42
FASHDM145 Tailoring 1 Level 2	39

Cost of materials is your responsibility.  
ALL COURSES ARE NOT OFFERED EVERY TERM

### 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 at the first class. Real beginner should consider taking Sewing-Introduction TEXTHC027. Refer to Creative Sewing section. DAYTIME COURSE - St. Mary's School - 209 MacNab St.N. Ham.

32375	FF	TU	Sep25	7:00-10:00	10	\$232.20
32540	OR	WE	Oct3	9:30-3:00	7	\$211.50

### 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.

32378	FF	MO	Sep17	7:00-10:00	10	\$232.20
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### 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.

32379	FF	WE	Sep19	7:00-10:00	10	\$232.20
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### Dressmaking 3-Level 2 FASHDM135

Learn correct layout, construction and pressing pointers for specialty fabrics, with tips on beading, shirring and boning. Complete a special occasion dress/evening outfit.

Prerequisite: First 5 courses or equivalent.

32380	FF	TH	Sep20	7:00-10:00	10	\$232.20
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## Dressmaking - Other

### NEW!

### The Sheath Dress CREA10152

Master the classic sheath, appropriate for any occasion. Learn to properly fit; choose the right neckline, sleeves and dress length by completing a dress for yourself. Patterns suggested. Sewing knowledge required.

32514	FF	TH	Sep20	7:00-10:00	5	\$116.10
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### Jeans For Everyone TEXT10041

Make a great fitting pair of jeans, using a commercial pattern and one of the latest fashion fabrics. Demonstrations and in depth instruction will be given on various design detail for jeans. Patterns suggested. Sewing skills essential.

32455	FF	TH	Nov1	7:00-10:00	4	\$92.88
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### 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 Nov. 2/3.

32454	FF	FR	Nov2	7:00-9:30	2	\$77.40
		SA		9:00-4:30		

## Fashion Design Certificate (804)

Mohawk College Certificate

Graduation Requirement: 8 courses

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

Successful completion of Senior Secondary School English or equivalent.

A sound knowledge of dressmaking skills is a prerequisite for the pattern making courses in this program.

### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/fashiondesign](http://ce.mohawkcollege.ca/fashiondesign)

Mandatory Courses:

	Hours
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### The first 5 courses must be taken in order

FASHFA200	Pattern Design & Drafting - Basic	36
FASHFA210	Pattern Design & Drafting - Intermediate	36
TEXTFA220	Dress Design - Advanced	36
FASHFA230	Fitting Analysis Workshop	36
FASHFA235	Designing Workshop	36

These 2 mandatory courses may be taken any time during the program

FASHFA201	Fashion Drawing	30
FASHFA202	Colour Study For Fashion	30

### Options - Choose 1:

FASHFA240	Costume Influencing	33
TEXTFA910	Fabric Awareness	30
SBMGMD249	How To Start A Small Business	30

12	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

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

Cost of materials is your responsibility  
ALL COURSES ARE NOT OFFERED  
EVERY TERM

## 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.

32381 FF TH Sep20 7:00-10:00 12 \$278.64

## 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.

32382 FF TU Sep18 7:00-10:00 12 \$278.64

## Costume Influencing FASHFA240

Explore the development of costumes from ancient times to the present. Recognize how styles/trends from the past recur and how they have influenced designers in their creation of today's "new" looks.

32383 FF MO Sep17 7:00-10:00 11 \$255.42

## Fabric Awareness TEXTFA910

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

32384 FF WE Sep19 7:00-10:00 10 \$232.20

## Fashion Design - Other

**NEW!**

### Pattern Drafting - Stretch Fabrics FASHFA047

Create garment designs constructed from various types and weights of stretch fabrics. The essential information for understanding the specifics of knit fabrics and the patternmaking process for different garments will be provided. Projects will be included. Previous pattern making and sewing skills are a prerequisite.

32453 FF TU Sep25 7:00-10:00 8 \$185.76

### Personal Block Making FASH10015

Get professional assistance in adjusting your personal blocks for a better fit or draft a new set for yourself or someone else. Make a test muslin to complete a new set of blocks. Work on your own specific area(s) of concern and learn by observing other student's fitting problems. Drafting experience required. Course is Oct. 19/20.

32452 FF FR Oct19 6:30-9:30 2 \$77.40  
SA 9:00-4:30

## Fashion Courses - Other

**NEW!**

### Portfolio Preparation For The Arts CREA10111

Showcase creative accomplishments in Fashion Design, Dressmaking, Photography, Painting or crafts. Learn the essentials of portfolio development as a marketing tool for clients or enhancing educational skills.

32451 FF TH Sep27 7:00-10:00 8 \$185.76

## Fashion - Millinery

### Trendy Headpiece-Fascinator CREA10146

Make an eye-catching topper! Bring your favourite flowers, feathers, and other trims and learn the skills and techniques for producing these elegant and trendy fashion accessories. Kit available with additional supplies needed. Please register at least 2 weeks in advance.

32501 FF SA Sep22 9:00-5:00 1 \$80.34

## Creative Sewing Skills

### Questions?

905-575-2307 /

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

## 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 14/15, Nov 30/Dec 1 and DAYTIME COURSE is Sept 18/19 at St. Mary's School - 209 MacNab St. N. Ham.

32464 FF FR Sep14 7:00-9:30 2 \$77.40

32466 OR TU/WE Sep18 9:30-2:30 2 \$70.50

32465 FF FR Nov30 7:00-9:30 2 \$77.40  
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 Sept.28/29.

32467 FF FR Sep28 7:00-9:30 2 \$77.40  
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 Oct. 19/20.

32468 FF FR Oct19 7:00-9:30 2 \$77.40  
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 Nov. 9/10.

32469 FF FR Nov9 7:00-9:30 2 \$77.40  
SA 9:00-4:30

### Basic Sewing 4 TEXT10023

Make this semi fitted jacket that has simple lines with either a short cut- on sleeve or 3/4 length sleeves which will suit anyone. This project works up quickly and will enhance your skills in measuring, layout, cutting, top stitching and construction. Pattern and fabric suggested. Some sewing experience beneficial. Course is Nov. 23/24.

32470 FF FR Nov23 7:00-9:30 2 \$77.40  
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.

32484 FF SA Sep29 9:00-4:30 1 \$75.32

### Serging - Yoga Pants CREA10113

Four-way stretch fabric makes for ideal exercise wear for your daily workout or for casual wear at home. Learn how to work with stretch correctly and get tips and techniques for serging (cover stitch instruction included) this versatile style of pant. You must supply your own serger.

32485 FF SA Oct27 9:00-4:30 1 \$75.32

**NEW!**

### Serger - Coat/Jacket CREA10157

Create a fashionable, flattering and easy to serge fall/winter coat or jacket with a shawl collar, cuffed sleeves and decorative stitching. You must supply a serger in good working order. Some serger skills needed. Course is Nov. 2/3.

32527 FF FR Nov2 7:00-9:30 2 \$77.40  
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. DAYTIME COURSE is at St. Mary's School - 209 MacNab St. N. - Ham.

32503 OR TU Sep25 9:00-4:00 1 \$65.47  
32502 FF SA Sep29 9:00-4:00 1 \$70.30

### Hand Quilting CREA10143

Learn hand quilting techniques as you make a pillow top. Learn to mark, layer and hand quilt and convert the top into a pillow. Kit available with materials, tools and pattern. Sewing skills required. Course is Mon Oct. 22 & Sat. Nov. 3

32450 FF MO Oct22 6:30-9:30 2 \$77.40  
SA 9:30-4:00

**NEW!**

### Quilting - Four Block CREA10158

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

32524 FF MO Nov5 7:00-10:00 4 \$92.88

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you come on campus**  
Visit ce.mohawkcollege.ca

# Creative & Visual Arts

**NEW!**

**Easy Crazy Patch Quilt** CREA10153  
Make a fast and fabulous quilt with no leftovers! Bring your own 12 fat quarters and complete a lap size quilt top in class! Patterns suggested by instructor. Basic sewing knowledge required. Course is Nov. 23/24.

32525 FF FR Nov23 7:00-9:30 2 \$77.40  
SA 9:00-4:30

## Sewing Courses - Other

**Trendy Headpiece - Fascinator**  
Refer to Fashion - Millinery

**NEW!**

**The Infinity Scarf** CREA10149  
Create this ingenious, easy scarf, inspired by the designer Koos can den Akker. Cut fabrics or remnants into long strips to form a flat rectangle and develop into a spiral tube that twists to create a graceful drape.

32517 FF SA Oct13 9:00-4:30 1 \$75.32

## Zipper Applications The Easy Way

**TEXTHC247**  
Zippers are a big fashion item this season! See how zippers can be decorative (the new exposed one) and functional by extending your options with creative applications. Learn the easy way to control and install all types of zippers. Practice techniques for a professional look. Samples will be made. Basic sewing skills. Kit available.

32498 FF SA Nov10 9:00-4:00 1 \$70.30

## Closures

**TEXT10045**  
Learn professional techniques for inserting zippers and creating perfect buttonholes for any garment. Explore the use of decorative closures by making Chinese balls, frogs and working with fabrics for toggles, ties and loops and unique style bound buttonholes. Sewing skills needed.

32496 FF SA Nov17 9:00-4:30 1 \$75.32

## Sewing Sheer Fabric

**TEXTHC447**  
Sheer fabrics continue to be popular for garments and scarves. Discover professional techniques for handling and sewing silky and sheer fabrics. Complete samples of different types of edges, seams, and how to use sheer pieces as accents to garments. Basic sewing skills essential.

32499 FF SA Nov17 9:00-4:30 1 \$75.32

## Designer Details

**TEXTHC199**  
Perfect zippers, decorated buttonholes, pockets, collars, fine piping, topstitching, loop closures, spaghetti straps etc. don't just happen. they take skill and require methods that put you in control of the fabric and your sewing machine. Try out some techniques to create couture touches. Pre-cut kit to complete samples.

32497 FF SA Oct20 9:00-3:30 1 \$65.28

## Basic Hand Embroidery

**TEXTHC328**  
This handwork technique can add a special touch that "makes" a garment, quilt or highlight a home decor accessory. Learn about threads, needles and fabrics as well as learning beautiful embroidery stitches while making a sampler. Kit available from the instructor.

32500 FF MO Oct29 6:30-9:30 1 \$30.13

## 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.

32456 FF MO Sep17 7:00-10:00 4 \$92.88

## Sewing Rain Gear

**CREA10108**  
Learn to work with waterproof or water-repellent fabric by constructing this sport wind-and-rain suit. Pattern is also suitable for traditional fabric. Sewing proficiency required. Course is Sept. 21/22.

32459 FF FR Sep21 7:00-9:30 2 \$77.40  
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 cowl top, skirt or dress. Some sewing skills needed. Course is Oct. 12/13.

32458 FF FR Oct12 7:00-9:30 2 \$77.40  
SA 9:00-4:30

**NEW!**

## Basics for Swimwear

**CREA10155**  
Create custom swimwear at a fraction of the cost. Learn to alter a commercial pattern for great fit, and tips for stretch factor, seam techniques, elastic application and bra cups and lining. Basic sewing skills needed. Course is Oct. 13/14.

32537 FF SA/SU Oct13 9:00-3:30 2 \$92.88

**NEW!**

## Bias Bound Jacket

**CREA10150**  
Add colour and texture to almost any jacket with quick and easy bias binding. Topics include pattern selection, bind, and metering techniques. Patterns will be suggested for the project. Sewing knowledge required. Course is Nov. 9/10.

32523 FF FR Nov9 7:00-9:30 2 \$77.40  
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. 16/17.

32522 FF FR Nov16 7:00-9:30 2 \$77.40  
SA 9:00-4:30

## 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. 30/Dec1

32457 FF FR Nov30 7:00-9:30 2 \$77.40  
SA 9:00-4:30

## Home Decorating Courses

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

BOW MAKING 101  
Refer to General Interest - Floral  
Home Decor Ideas

## 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. DAYTIME COURSE is at St. Mary's School - 209 MacNab St. N. Ham.

32479 FF TU Sep18 7:00-10:00 4 \$92.88  
32480 OR TU Oct2 9:30-12:30 4 \$84.60

## 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.

32481 FF TU Oct23 7:00-10:00 4 \$92.88

## 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.

32482 FF WE Oct24 7:00-10:00 4 \$92.88

## 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.

32483 FF WE Sep19 7:00-10:00 4 \$92.88

**NEW!**

## Grommet Designs For Home Decor

**CREA10154**  
Learn to make a basic grommet drapery panel and an embellished pillow. Topics include calculating yardage, fullness and placement, types of grommets and insertion tips. Basic sewing knowledge required. Course is Oct. 19/20.

32526 FF FR Oct19 7:00-9:30 2 \$77.40  
SA 9:00-4:30

**NEW!**

## Simple Slipcovering

**CREA10151**  
Learn quick and easy ways to rejuvenate an old ottoman or footstool for an instant room-change. Gain knowledge on choosing fabric, measuring, pattern creation, pleats, ruffles and more! Basic sewing knowledge needed. Course is Nov. 2/3.

32528 FF FR Nov2 7:00-9:30 2 \$77.40  
SA 9:00-4:30

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

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

14	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Upholstery/Interior Decorating

### Upholstery-Furniture Certificate (159)

Mohawk College Certificate

**Graduation Requirement: 7 courses**

Gain practical skills and knowledge for work in the upholstery industry. Employment opportunities may be found with manufacturers, furniture stores, refinishing firms or in your own business. Focus on handling of equipment and safety, fabrics, trims, other materials and hardware. Complete 4 new and 2 re-upholstery projects.

**Questions?**

905-575-2307 /

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

**Admission Requirements**

Successful completion of Senior Secondary School English or equivalent.

**Program of Studies**

**For program details and graduation requirements visit**

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

Mandatory Courses:	Hours
CREAUPH01 Upholstery 1 Level 1	30
CREAUPH02 Upholstery 1 Level 2	30
CREA10013 Upholstery 1 Level 4	30
CREA10020 Upholstery 1 Level 3 - Part 1	36
CREA10021 Upholstery 1 Level 3 - Part 2	36
CREA10014 Upholstery 1 Level 5	30
CREA10015 Upholstery 1 Level 6	30

**The Upholstery Certificate courses and other courses have been relocated to the Brantford Campus.**

**COST OF MATERIALS FOR CLASS PROJECTS IS YOUR RESPONSIBILITY.**

#### Upholstery 1 - Level 1 CREAUPH01

Learn upholstery basics with emphasis on tool safety, using an industrial sewing machine, fabric selection, estimating, layout and cutting, working with padding, various foams and different hardware. Complete a footstool project. Kit available at an additional cost. Tool purchases required.

32444 BF MO Sep17 6:30-9:30 10 \$232.20

32445 BF MO Sep17 9:30-4:00 5 \$232.20

#### Upholstery 1 - Level 2 CREAUPH02

Enhance skills in measuring, layout, estimating, padding, webbing, springs, and more. Upholster a Slipper Chair as a course project. Kit provided at an additional cost. Prerequisite: CREAUPH01.

32446 BF MO Nov5 9:30-4:00 5 \$232.20

#### Upholstery 1 - Level 3 - Part 1 CREA10020

Enhance skills in measuring, layout, sewing, marking and estimating for a Wing Chair project. Focus on installation of no sag springs and padding. Kit provided at additional cost. Prerequisite: First 3 courses.

32448 BF TU Nov6 9:30-4:00 6 \$278.64

#### Upholstery 1 - Level 4 CREA10013

Upholstery skills are further developed. Projects will include a Tub Chair and a semi attached cushioned footstool with consideration of matching to the Wing Chair in the next course. Introduction to basic "tufting" methods will be covered plus other advanced techniques. Kit available at an additional cost. Prerequisites: First 2 courses. The last class will be 1/2 day.

32447 BF TU Sep18 9:30-4:00 6 \$255.42

#### Upholstery-Other

**NEW!**

#### Upholstery Know How TEXT10059

Learn professional techniques for creating successful colour, pattern, texture and design combinations. Enhance your ability and confidence. Great foundation for participation in Upholstery-Introductory CREAHC113.

32518 BF FR Sep21 6:30-10:00 1 \$35.15

32519 FF FR Sep28 6:00-10:00 1 \$35.15

#### Upholstery-Introductory CREAHC113

Here's your opportunity to change a simple kitchen/dining chair into something fresh, unique and dynamic looking! You will apply the tips revealed in the "Upholstery Know How" course to your own project in this hands-on workshop. Learn how to use the necessary tools, materials & supplies required to reupholster the seat/backs of your chair project. Course is Oct. 13/14

32449 BF SA/SU Oct13 9:30-3:30 2 \$92.88

**NEW!**

#### Upholstery Makeover TEXT10060

Improve the comfort, appearance and longevity of your home furnishings and accent pieces by applying easy, economical and fast fix approaches to update any upholstered piece.

32521 BF FR Oct26 9:30-3:30 1 \$70.30

32520 FF SA Oct27 9:00-4:30 1 \$70.30

### Interior Decorating Certificate (178)

Mohawk College Certificate

**Graduation Requirement: 13 courses**

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.

**Program of Studies**

**To receive the certificate, you must successfully complete 11 mandatory and 2 options. The first four courses must be taken in the order listed below. The + courses can be taken anytime during the program. The ++ courses can be taken when the prerequisites have been met.**

**Oops! We didn't know you wanted it**

Register early - we need a minimum number of students to run our classes

**For program details and graduation requirements visit**

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

Mandatory Courses:	Hours
CREAHF215 Colour Principles	30
CREAHF205 Design Principles	30
TDRWHF203 Basic Drafting++	30
METRHF230 Estimating ++	30
TEXT10029 Fabrics for Interiors +	30
CREA10029 Residential Lighting +	30
CREA10034 Understanding Floors & Furniture +	30
CREA10030 Soft Furnishings & Window ++	30
CREA10031 Accessorizing the Home ++	30
CREA10033 Creative Design Presentations ++	30
CREAHC240 Interior Design Studio (all prerequisites must be taken first)	30
<b>Options - Choose 2:</b>	
CREA10036 Creative Paint Techniques	30
CADM10014 3-D Computer Drafting ++	30
CREA10035 Kitchen & Bathroom Concepts	30
SBMG10001 Business Strategies for Interior Decorators ++	30

**RECOGNIZED BY CDECA**

**ALL COURSES ARE NOT OFFERED EVERY TERM.**

#### Colour Principles CREAHF215

Explore the theory, psychology and coordination of colour in residential interiors. Purchase of supplies (approx. \$120 required).

32001 FF WE Sep12 6:30-9:30 10 \$232.20

#### Design Principles CREAHF205

Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

32003 FF TU Sep11 6:30-9:30 10 \$232.20

#### Accessorizing the Home CREA10031

Learn to enhance indoor and outdoor spaces with the right accessories to convey a theme. Prerequisites: CREAHF215, CREAHF205.

31999 FF MO Sep10 6:30-9:30 10 \$232.20

#### Basic Drafting TDRWHF203

Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx. \$90). Prerequisites: HF215, CREAHF205.

32000 FF TH Sep13 7:00-10:00 10 \$232.20

#### Interior Design Studio CREAHF240

Create a professional, comprehensive client presentation. Prerequisite: 10 mandatory courses and 2 electives.

32006 FF MO Sep10 6:30-9:30 10 \$232.20

#### Creative Paint Techniques CREA10036

Master the latest faux finishing techniques. Supply costs of \$80 must be paid to the instructor at the first class.

32002 FF TU Sep11 6:30-9:30 10 \$232.20

#### Estimating METRHF230

Learn to estimate and measure for flooring, fabrics and finishes used in today's interiors. Prerequisites: CREAHF215, CREAHF205, TDRWHF203.

32004 FF TU Sep11 6:30-9:30 10 \$232.20

#### Fabric For Interiors TEXT10029

Explore the fascinating world of decorative textiles, with emphasis on weave, fabric content and appropriate end uses.

32005 FF TH Sep13 6:30-9:30 10 \$232.20

# Creative & Visual Arts

## Floral

### Floral Techniques Certificate - Basic (805)

Mohawk College Certificate

**Graduation Requirement: 7 courses**

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

Successful completion of Senior Secondary School English or equivalent.

#### Program of Studies

For program details and graduation requirements visit

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

To receive the certificate, you must complete the following 7 courses, preferably in the sequence listed:

Mandatory Courses:	Hours
FC001 Basic Techniques & Colour Harmonies	30
FC004 Materials For Design	30
FC005 Designing With Exotics	30
FC002 Wedding Work & Special Occasions	36
FC003 Special Floral Tributes	30
FC205 Style Trends In Design	30
FC006 Special Design Workshop	30

Cost of materials is your responsibility.  
ALL COURSES ARE NOT OFFERED EVERY TERM.

### 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.

32385 FF TU Sep18 7:00-10:00 10 \$232.20

32386 FF TU Sep18 9:30-4:00 5 \$232.20

### 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.

32387 FF TU Oct30 9:30-4:00 5 \$232.20

### 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.

32388 FF TH Sep20 7:00-10:00 12 \$278.64

### Special Floral Tributes FLORFC003

Learn to design elegant, large scale floral tributes for the bereaved. Fresh and artificial materials will be used. Kit available. Prerequisites: FLORFC001 & FLORFC004.

32389 FF TH Sep20 9:30-4:00 5 \$232.20

### Style Trends in Design FLORFC205

Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Prerequisites: FLORFC001, FC002, FC003, FC004, FC005. Kit available.

32390 FF TH Nov1 9:30-4:00 5 \$232.20

### 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.

32391 FF WE Sep19 7:00-10:00 10 \$232.20

### 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.

**NEW!**

### Outdoor Fall Container FLOR10022

The beauty of a garden look can continue long past the growing season. Create a beautiful floral fall container using greenery, branches, berries and enjoy your creation throughout the fall season.

32516 FF SA Sep29 9:30-12:30 1 \$30.13

### 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.

32486 FF TU Oct2 6:30-9:30 1 \$30.13

### 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.

32489 FF SA Oct13 9:30-2:30 1 \$50.21

### Contemporary Floral Design FLOR10021

Explore interesting techniques to design and create a vibrant and trendy, eye-catching floral arrangement. Use an unique assortment of tropical flowers and greens to create a special arrangement.

32487 FF SA Oct27 9:30-12:30 1 \$30.13

### Floor Vase Arrangement FLORGI612

Create an innovative arrangement of either contemporary, country or traditional styling that will enhance an empty space anywhere in your home. Take any type of large vase, and use silk or natural floral material or a combination. Supply list outlines a selection of ideas. Supplies available for purchase.

32490 FF SA Nov10 9:30-12:30 1 \$30.13

### Bow Making 101 CREAHC359

A great opportunity just before the festive season to develop a skill in creating professional looking bows. Your new found ability can be applied to flower arranging, home decorating and gift wrapping. Purchase a pre-made kit from the instructor.

32495 FF FR Nov23 6:30-10:00 1 \$31.05

### Floral - General Interest - Christmas Highlights

#### 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.

32488 FF FR Nov30 6:30-9:30 1 \$30.13

#### Fresh Evergreen Wreath FLORGI577

Excite your senses this holiday season with a unique, eye-catching wreath highlighted with a variety of evergreens, decorations and accents. Different styles outlined in the materials list. Some supplies available to purchase.

32493 FF FR Dec7 6:30-9:30 1 \$30.13

#### New Direction - Oasis Ring FLORFC503

Use an oasis ring as the base for a low, compact eye-catching Christmas arrangement, with foliage, readily available flowers and candle accents. Kit available or your own choice.

32494 FF SA Dec8 9:30-12:30 1 \$30.13

#### 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.

32491 FF TU Dec11 9:30-3:30 1 \$60.25

#### 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.

32492 FF TH Dec13 6:30-9:30 1 \$30.13

## Horticulture

### Horticulture Plant Identification Certificate (846)

Mohawk College Certificate

**Graduation Requirement: 6 courses**

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.

**Free Academic Upgrading**  
905-575-2029

16	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Creative & Visual Arts

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1795

## Admission Requirements

Successful completion of senior secondary school English or equivalent.

## Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/horticulture](http://ce.mohawkcollege.ca/horticulture)

## Mandatory Courses:

	Hours
HORTHOR01 Fundamentals of Horticulture	36
HORTHOR02 Deciduous Trees	36
HORTHOR03 Conifers (Evergreens)	36
HORTHOR04 Deciduous Shrubs	36
HORTHOR05 Brdlf Evergreens, Clmbr & Vine	36
HORTHOR06 Annuals, Perennials, Bulbs	36

Extra costs for field trips may be incurred depending on their location.

## Fundamentals Of Horticulture

### HORTHOR01

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

31788 FF WE Sep12 7:00-10:00 12 \$278.64

## 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

31787 FF TU Sep11 6:30-9:30 12 \$278.64

## 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.

31786 FF TH Sep13 6:30-9:30 12 \$278.64

## 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.

31792 FF TH Sep13 6:30-9:30 12 \$278.64

## Horticulture - General Interest Workshops

### NEW!

## Plant Health Management HORT10046

Focus on common plant pests and examine cultural, biological, and chemical control strategies. Selection, application and safe handling of pesticide are discussed. Course includes a field trip and a project/assignment.

32060 FF TH Sep13 7:00-10:00 12 \$278.64

## 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.

31789 FF WE Oct17 6:30-9:30 1 \$33.80

### Looking for a course?

Search the index at the back of this catalogue.

## 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.

31790 FF WE Sep26 6:30-9:30 2 \$65.34

## Landscape Design Certificate (080)

### Mohawk College Certificate

## Graduation Requirement: 7 courses

Enhance your career potential or learn to landscape your own property. Combine creative flair with scientific study and drafting and design skills.

## Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1795

## Admission Requirements

Successful completion of senior secondary school English or equivalent.

## Program of Studies

For program details and graduation requirements visit

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

It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.

## Mandatory Courses:

	Hours
HORTHOR01 Fundamentals of Horticulture	36
HORTLA010 General Plant Identification	36
HORTLA009 Botany/Taxonomy	36
HORTLA001 Landscape Design I	36
HORTLA007 Landscape Design II	36
HORTLA008 Landscape Design III	36

## Options - Choose 1:

CADMCAD06 Introduction to AutoCAD	45.5
HORTHOR02 Deciduous Trees	36
HORTHOR03 Conifers (Evergreens)	36
HORTHOR04 Deciduous Shrubs	36
HORTHOR05 Broadleaf Evergreens, Climbers & Vines	30
HORTHOR06 Annuals, Perennials, Bulbs	30

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.

31783 FF MO Sep10 7:00-10:00 12 \$278.64

## 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.

31784 FF MO Sep10 7:00-10:00 12 \$278.64

## Landscape Design III

### HORTLA008

Develop a more comprehensive understanding of working drawings and communications skills. Topics include layout, grading, planting and construction drawings.

31785 FF WE Sep12 7:00-10:00 12 \$278.64

## 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.

31791 FF TH Sep13 6:30-9:30 12 \$278.64

# Music

## Music Certificate (809)

### Mohawk College Certificate

Graduation Requirement: 6 core courses + option courses to a total of 190 hours

(CREDIT COURSES)

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

## Questions?

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

## Admission Requirements

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.

## Program of Studies

For program details and graduation requirements visit

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

## Mandatory Courses:

	Hours
MUSCMU020 Theory - Preliminary	26
MUSCMU123 Theory 1	26
MUSCMU223 Theory 2	26
MUSCMU140 Ear Training 1 (Solfege)	19.5
MUSCMU100 Piano - Adult Class 1	19.5
MUSCPA160 Vocal - Adult Class 1	19.5

## Options - Group 1, 2 and 3:

Refer to the website for a complete list of courses

## Theory - Preliminary

### MUSCMU020

Focus on the musical aspects of notation, scales, melody, harmony, time and transposition.

32291 FF MO Sep10 8:00-10:00 13 \$201.24

## 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)

32024 FF TH Sep13 6:00-8:00 13 \$201.24

# Creative & Visual Arts

**Ear Training 1 (Solfege) MUSCMU140**  
Learn to recognize and sing all simple intervals and rhythms, using the tonic sol-fa system with conducting patterns in simple time. Prerequisite: MU123 or ability to recognize notes in treble and bass clef in the key signatures of C, G, D, F, B flat major. Credit in the Applied Music program.

32018 FF MO Sep10 6:00-8:00 13 \$150.93

**Guitar - Adult Class 1 MUSCPA107**  
Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship.

32019 FF TU Sep11 6:30-8:00 13 \$150.93  
32020 FF WE Sep12 6:30-8:00 13 \$150.93

**Guitar - Adult Class 2 MUSCPA207**  
Read guitar arrangements of popular tunes and melodies. Some proficiency with chords required. Prerequisite: (PA107) or equivalent.

32021 FF WE Sep12 8:30-10:00 13 \$150.93

**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.

32022 FF TU Sep11 8:30-10:00 13 \$150.93

**Guitar Song Book MUSC10038**  
A continuation of the ideas developed in Guitar 3.

32023 FF TH Sep13 8:30-10:00 13 \$150.93

**Piano Adult Class 1 MUSCMU100**  
Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, and major and minor chords. Access to practice piano required. Textbook required.

32026 FF TH Sep13 7:00-8:30 13 \$150.93

**Piano-Adult Class 3 MUSCMU300**  
Develop knowledge of major and minor scales and triads while exploring traditional and popular tunes. Prerequisite: MU200 or 2 yrs playing and sight reading experience.

32027 FF TH Sep13 8:30-10:00 13 \$150.93

**Piano-Adult Class 4 MUSCMU400**  
Focus on keyboard harmony as applied in classical and popular music. Develop greater knowledge of major and minor scales, arpeggios and dominant 7ths as you continue to explore traditional and popular tunes. Prerequisite: MU300 or 2 years playing experience.

32028 FF WE Sep12 8:30-10:00 13 \$150.93

**Piano Adult Class 5 MUSC10028**  
Continue to build upon the concepts learned in level 3 and 4. Apply this knowledge as you learn to create piano arrangements to suit your own playing ability. Prerequisite: MU400 or 3 years playing experience.

32025 FF WE Sep12 8:30-10:00 13 \$150.93

**Vocal-Adult Class 1 MUSCPA160**  
Improve singing skills with attention to breath control, voice production, stage deportment and intonation.

32296 FF TU Sep11 6:00-7:00 12 \$77.40  
32345 FF TU Sep11 7:00-8:00 12 \$77.40

**Vocal-Advanced Adult MUSCPA360**  
Enhance your solo performance skills. Get help with voice production, musicianship and interpretation. Prerequisite: (PA160), or equivalent experience.

32341 FF TU Sep11 8:00-9:30 12 \$116.10

## 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 2012/13 season will be held Wednesday September 5, 2012 (tenors and basses especially welcome). Mohawk students receive credit for participation. For information, call 905-526-7938 or consult our website.

32346 FF TU Sep11 7:30-10:00 13 \$0.00

## Performing Arts

### Performing Arts Certificate (929)

Mohawk College Certificate

**Graduation Requirement: 14 courses**

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the craft. Provides 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. Writing for Stage and Screen 1 & 2 are credit courses in the Writing for Publication Certificate.

**Questions?**

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

**Program of Studies**

**Mandatory Courses:**

	Hours
CREA10072 Acting for Beginners	24
CREA10071 Acting Two	24
CREA10079 Acting Three: The Feedback Show	24
CREA10085 Acting Four: The Career Class	24

**Options - Choose 4:**

CREA10086 Acting for Film/TV	24
CREA10087 Acting for Film/TV 2	24
CREA10136 The Master Class	24
CREA10090 An Actor's Director	24
CREA10091 Whose Laugh is it Anyway?	24
ASTHWS029 Make-up: Theatrical & Special Effects 1	30
ASTHWS032 Make-up: Theatrical & Special Effects 2	30
CREA10092 The Monologue Class	24
COMM10268 Writing for Stage & Screen 1	24
COMM10269 Writing for Stage & Screen 2	24

**Writing for Stage & Screen 1 COMM10268**

Learn the basics of writing engaging dialogue, memorable characters, & conflicts, suited to both the stage and screen. Tackle the basic building blocks of writing dramatic & powerful scenes & stories through a series of writing exercises.

32334 FF WE Sep19 7:00-10:00 8 \$185.76

**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.

32321 OR MO Sep17 7:00-10:00 8 \$169.20

**Acting Three: The Feedback Show CREA10079**

You will be given the opportunity to perform past work to an esteemed panel of industry professionals. Gain constructive feedback and an opportunity to network. This guidance can assist your launch towards a professional career as working actor. Rehearsal class. Prerequisite: Acting Two. Location: Staircase Theatre 27 Dundurn St. N. Hamilton.

32333 OR TU Sep18 7:00-10:00 8 \$169.20

## Photography

### Photography Certificates - Applied (031) and Art (032)

Mohawk College Certificate

**Graduation Requirement: 8 courses**

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.

Digital Photography Courses/Workshops



**Questions?**

905-575-2139 / 905-575-2312 / [cebus@mohawkcollege.ca](mailto:cebus@mohawkcollege.ca)

**Program of Studies**

For program details and graduation requirements visit [ce.mohawkcollege.ca/photography](http://ce.mohawkcollege.ca/photography)

**Mandatory Courses:**

	Hours
PHTOPY109 History of Photography	30
PHTOPY225 Studio Lighting	30
PHTOPY300 Digital Photography 2	30
PHTOPY101 Digital Photography 1	30
PHTOPY110 Intro To Digital Imag/Phot	30

**Options - Choose 3 per Certificate:**

Refer to the website for a complete list of courses

**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.

**Advanced Digital Imaging/Photoshop**

**PHTOPY120**

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

32374 FF MO Sep24 6:30-9:30 10 \$232.20

18	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## 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  
**32392** FF MO Sep24 7:00-10:00 10 \$232.20

## 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. 10, 11, 24, 25. Model fee included.  
**32393** FF SA/SU Nov10 9:00-5:00 4 \$232.20

## 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.  
**32395** FF MO Sep24 7:00-10:00 10 \$232.20  
**32396** FF TU Sep25 7:00-10:00 10 \$232.20  
**32397** FF WE Sep26 7:00-10:00 10 \$232.20  
**32402** BF WE Sep26 7:00-10:00 10 \$232.20  
**32400** FF TH Sep27 6:30-9:30 10 \$232.20

## Digital Photography 2 PHTOPY300

Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101  
**32406** FF TU Sep25 7:00-10:00 10 \$232.20

## Digital Video - Introduction PHTO10055

Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on dvd. You must bring your own laptop loaded with Macs/imovie or Windows/moviemaker & camera..  
**32407** FF MO/WE Sep5 6:30-10:00 9 \$232.20

## 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.  
**32409** FF TU Sep25 6:30-9:30 10 \$232.20  
**32413** FF WE Sep26 6:30-9:30 10 \$232.20

## 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. Prerequisite: PHTOPY101  
**32414** FF WE Sep26 6:30-9:30 10 \$232.20

## Portraiture PHTOPY402

Hands-on course covers studio techniques, location shoots, hand-held flash, lenses, composition, posing. Model fee included. Dates are Sept 29, 30, Oct 13 and 14. Prerequisite: PHTOPY225  
**32415** FF SA/SU Sep29 9:00-4:30 4 \$353.20

## Studio Lighting PHTOPY225

Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod. Course location: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101  
**32416** OR TU Sep25 6:30-9:30 10 \$211.50

## 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.  
**32417** BF SA Oct20 9:30-4:30 1 \$78.90  
**32418** FF SA Oct27 9:30-4:30 1 \$78.90

### 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.  
**32419** FF SA/SU Oct27 9:00-5:00 2 \$108.36

**NEW!**

### Stereo & 3D Photography PHTO10061

Intro to stereoscopic and 3D photography. Easy to create 3D images with a simple camera and view it without glasses. Basic camera knowledge and photoshop required. Bring camera and tripod.  
**32420** FF SA Nov17 9:30-4:30 1 \$78.90

## 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?

**905-575-2025 / 905-575-2312 / [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)**

#### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

#### Prior Learning Assessment & Recognition

See catalogue index

### Foundation Certificate (041)

Mohawk College Certificate

Graduation Requirement: 8 courses

#### Program of Studies

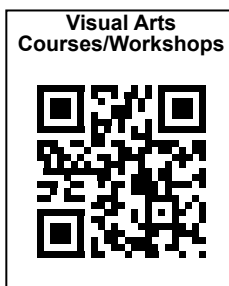
For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

#### Mandatory Courses: Hours

ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30
SAFECR442	Safety in the Arts	3

#### Options:

Any other 4 introductory or basic level studio/hands-on courses from Visual Arts Certificates



Recommend completion of Design & Colour prior to studio courses.

## Intermediate Certificate (042)

Mohawk College Certificate

Graduation Requirement: 7 courses

#### Admission Requirements

Foundation Certificate

#### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

#### Mandatory Courses: Hours

ARTTPG201	Design & Colour 2	30
ARTTPD301	Drawing 2	30

#### Option Group 1 - Choose 1: Hours

ARTTAS202	ARTT10014, BLDGAR173, BLDG10043	30
	History of Art or Architecture (In class/Distance Education)	30
PHTOPY109	History of Photography	30
SSCIPT001	Philosophy of Art (Distance Education)	30
INFO10144	Web Page Design (Distance Education)	36

#### Option Group 2:

Plus 4 other studio hands/on courses, prerequisites must be met, from Visual Arts Certificate courses or Photography Certificate courses

## Advanced Certificate (043)

Mohawk College Certificate

Graduation Requirement: 8 courses

#### Admission Requirements

Intermediate Certificate

#### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/visualarts](http://ce.mohawkcollege.ca/visualarts)

#### Mandatory Courses: Hours

ARRTPG301	Design and Colour 3	30
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#### Option Group 1 - Choose 2: Hours

SBMGMD249	How to Start a Small Business (DE)	30
EDUCTAL03	Adult Learning (Distance Education)	42
PSYCSS156	Introductory Psychology	42
PHTOPY101	Digital Photography 1 (if not used in Foundation Certificate)	30
WORKPW900	Work Experience	30
INFO10110	Web Page Design	36

#### Option Group 2:

Plus 4 other studio/hands-on courses from Visual Arts Certificate courses or Photography courses.

## Visual Arts - Other

Business for Artists - BUSN10098

Visual Documentation - ARTT10039

Portfolio and Presentation - ARTT10040

See Distance Education section

Cupcakes: Decorate & Box CUL10061

See Weekend Food

**Sign up now!**  
 Check the inside of the back cover to find out how.

# Creative & Visual Arts

## Felting

CREA10137

In hands-on/studio workshop, you explore and experiment with wet felting, a versatile, strong, warm material, to make 3 items such as scarves/jewellery. Materials \$16, payable to instructor.

32076 FF SA Oct20 9:30-4:30 1 \$78.90

## History Of Crafts

HISTPD024

Through independent/self-directed learning/projects with textbook, online and faculty resources, you examine the evolution of diverse approaches to craft in metal, wood, clay to understand the connection between mankind and Arts/Crafts. Instructor contact information provided prior to course start.

32077 OR Sep24 \$211.50

## Mat Cutting

CREA10133

Using simple hand tools, you learn to cut your own mats to fit your own artwork (painting, drawing, needlework, photography). Mat colour and frame design are discussed. List of equipment/supplies required will be sent to you ahead of time.

32078 FF SA Nov24 9:30-12:30 1 \$41.71

## NEW!

## Mosaics/Mixed Media

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.

32139 FF SA/SU Oct27 9:30-4:30 2 \$92.88

## 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.

32070 OR Oct15 \$39.64

## Twig Furniture

CREACR510

Complete a fan back twig willow chair. Materials extra \$60 at time of workshop.

32401 FF SA Oct27 9:30-4:30 1 \$146.70

## 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.

32079 OR Sep24 \$211.50

## Design

### Design & Colour 1

ARTTPG101

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

32080 FF MO Sep24 7:00-10:00 10 \$232.20

### 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.

32081 FF MO Sep24 7:00-10:00 10 \$232.20

### 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.

32082 FF MO Sep24 7:00-10:00 10 \$232.20

## 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.

31648 SC MO Sep24 6:30-9:30 10 \$262.20  
31709 BF MO Sep24 6:30-9:30 10 \$262.20  
31660 SC TU Sep25 6:30-9:30 10 \$262.20  
31672 SC WE Sep26 1:00-4:00 10 \$262.20  
31684 SC WE Sep26 6:30-9:30 10 \$262.20  
31721 BF WE Sep26 6:30-9:30 10 \$262.20  
31697 SC TH Sep27 6:30-9:30 10 \$262.20  
31734 BF TH Sep27 1:00-4:00 10 \$262.20  
31752 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31649 SC MO Sep24 6:30-9:30 10 \$262.20  
31710 BF MO Sep24 6:30-9:30 10 \$262.20  
31661 SC TU Sep25 6:30-9:30 10 \$262.20  
31673 SC WE Sep26 1:00-4:00 10 \$262.20  
31696 SC WE Sep26 6:30-9:30 10 \$262.20  
31722 BF WE Sep26 6:30-9:30 10 \$262.20  
31698 SC TH Sep27 6:30-9:30 10 \$262.20  
31735 BF TH Sep27 1:00-4:00 10 \$262.20  
31753 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31650 SC MO Sep24 6:30-9:30 10 \$262.20  
31711 BF MO Sep24 6:30-9:30 10 \$262.20  
31662 SC TU Sep25 6:30-9:30 10 \$262.20  
31674 SC WE Sep26 1:00-4:00 10 \$262.20  
31686 SC WE Sep26 6:30-9:30 10 \$262.20  
31723 BF WE Sep26 6:30-9:30 10 \$262.20  
31699 SC TH Sep27 6:30-9:30 10 \$262.20  
31736 BF TH Sep27 1:00-4:00 10 \$262.20  
31754 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31651 SC MO Sep24 6:30-9:30 10 \$262.20  
31712 BF MO Sep24 6:30-9:30 10 \$262.20  
31663 SC TU Sep25 6:30-9:30 10 \$262.20  
31675 SC WE Sep26 1:00-4:00 10 \$262.20  
31687 SC WE Sep26 6:30-9:30 10 \$262.20  
31700 SC TH Sep27 6:30-9:30 10 \$262.20  
31724 BF TH Sep27 1:00-4:00 10 \$262.20  
31755 BF TH Sep27 6:30-9:30 10 \$262.20

### Ceramics - Intermediate 1 CERAPC301

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

31652 SC MO Sep24 6:30-9:30 10 \$262.20  
31713 BF MO Sep24 6:30-9:30 10 \$262.20  
31664 SC TU Sep25 6:30-9:30 10 \$262.20  
31676 SC WE Sep26 1:00-4:00 10 \$262.20  
31688 SC WE Sep26 6:30-9:30 10 \$262.20  
31725 BF WE Sep26 6:30-9:30 10 \$262.20  
31701 SC TH Sep27 6:30-9:30 10 \$262.20  
31737 BF TH Sep27 1:00-4:00 10 \$262.20  
31756 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31653 SC MO Sep24 6:30-9:30 10 \$262.20  
31714 BF MO Sep24 6:30-9:30 10 \$262.20  
31665 SC TU Sep25 6:30-9:30 10 \$262.20  
31677 SC WE Sep26 1:00-4:00 10 \$262.20  
31689 SC WE Sep26 6:30-9:30 10 \$262.20  
31726 BF WE Sep26 6:30-9:30 10 \$262.20  
31702 SC TH Sep27 6:30-9:30 10 \$262.20  
31738 BF TH Sep27 1:00-4:00 10 \$262.20  
31757 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31654 SC MO Sep24 6:30-9:30 10 \$262.20  
31715 BF MO Sep24 6:30-9:30 10 \$262.20  
31666 SC TU Sep25 6:30-9:30 10 \$262.20  
31683 SC WE Sep26 1:00-4:00 10 \$262.20  
31690 SC WE Sep26 6:30-9:30 10 \$262.20  
31727 BF WE Sep26 6:30-9:30 10 \$262.20  
31703 SC TH Sep27 6:30-9:30 10 \$262.20  
31739 BF TH Sep27 1:00-4:00 10 \$262.20  
31758 BF TH Sep27 6:30-9:30 10 \$262.20

### 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.

31655 SC MO Sep24 6:30-9:30 10 \$262.20  
31716 BF MO Sep24 6:30-9:30 10 \$262.20  
31667 SC TU Sep25 6:30-9:30 10 \$262.20  
31678 SC WE Sep26 1:00-4:00 10 \$262.20  
31691 SC WE Sep26 6:30-9:30 10 \$262.20  
31728 BF WE Sep26 6:30-9:30 10 \$262.20  
31704 SC TH Sep27 6:30-9:30 10 \$262.20  
31740 BF TH Sep27 1:00-4:00 10 \$262.20  
31759 BF TH Sep27 6:30-9:30 10 \$262.20

### Ceramics - Advanced 1 CERAPC401

Prerequisite: PC304 Ceramics Intermediate 4 and PC311 Glaze Theory.

31656 SC MO Sep24 6:30-9:30 10 \$262.20  
31717 BF MO Sep24 6:30-9:30 10 \$262.20  
31668 SC TU Sep25 6:30-9:30 10 \$262.20  
31679 SC WE Sep26 1:00-4:00 10 \$262.20  
31692 SC WE Sep26 6:30-9:30 10 \$262.20  
31729 BF WE Sep26 6:30-9:30 10 \$262.20  
31705 SC TH Sep27 6:30-9:30 10 \$262.20  
31741 BF TH Sep27 1:00-4:00 10 \$262.20  
31760 BF TH Sep27 6:30-9:30 10 \$262.20

### Ceramics - Advanced 2 CERAPC402

Prerequisite: PC401 Ceramics Advanced 1.

31657 SC MO Sep24 6:30-9:30 10 \$262.20  
31718 BF MO Sep24 6:30-9:30 10 \$262.20  
31669 SC TU Sep25 6:30-9:30 10 \$262.20  
31680 SC WE Sep26 1:00-4:00 10 \$262.20  
31693 SC WE Sep26 6:30-9:30 10 \$262.20  
31730 BF WE Sep26 6:30-9:30 10 \$262.20  
31706 SC TH Sep27 6:30-9:30 10 \$262.20  
31742 BF TH Sep27 1:00-4:00 10 \$262.20  
31761 BF TH Sep27 6:30-9:30 10 \$262.20

### Ceramics - Advanced 3 CERAPC403

Prerequisite: PC402 Ceramics Advanced 2.

31658 SC MO Sep24 6:30-9:30 10 \$262.20  
31719 BF MO Sep24 6:30-9:30 10 \$262.20  
31670 SC TU Sep25 6:30-9:30 10 \$262.20  
31681 SC WE Sep26 1:00-4:00 10 \$262.20  
31694 SC WE Sep26 6:30-9:30 10 \$262.20  
31731 BF WE Sep26 6:30-9:30 10 \$262.20  
31707 SC TH Sep27 6:30-9:30 10 \$262.20  
31743 BF TH Sep27 1:00-4:00 10 \$262.20  
31762 BF TH Sep27 6:30-9:30 10 \$262.20

20	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Ceramics - Advanced 4 CERAPC404

Prerequisite: PC403 Ceramics Advanced 3.

31659	SC	MO	Sep24	6:30-9:30	10	\$262.20
31720	BF	MO	Sep24	6:30-9:30	10	\$262.20
31671	SC	TU	Sep25	6:30-9:30	10	\$262.20
31682	SC	WE	Sep26	1:00-4:00	10	\$262.20
31695	SC	WE	Sep26	6:30-9:30	10	\$262.20
31732	BF	WE	Sep26	6:30-9:30	10	\$262.20
31708	SC	TH	Sep27	6:30-9:30	10	\$262.20
31744	BF	TH	Sep27	1:00-4:00	10	\$262.20
31763	BF	TH	Sep27	6:30-9:30	10	\$262.20

## Pottery - Specialized Courses and Workshops

**NEW!**

### Electric Kilns 101 CERA10002

If you have ever wondered about owning and firing your own kiln, this workshop is for you. Topics covered: purchasing new and/or used equipment, setup, loading, firing, maintenance.

32067	BF	SA	Sep29	10:00-4:00	1	\$78.90
32068	SC	SA	Oct20	10:00-4:00	1	\$78.90

### Raku Firing CREA10140

Hands-on opportunity to participate in a raku firing using a variety of combustible materials. Fast and exciting results. You bring 10, small to medium, bisque-fired pieces, welder's gloves and raku tongs (if available)

32083	BF	SA	Oct27	9:00-5:00	1	\$110.20
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## Painting

### Chinese Brush Painting ARTTPD101

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

32086	FF	SA	Sep22	9:30-12:30	10	\$232.20
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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

32087	FF	SA	Sep22	9:30-12:30	10	\$232.20
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### Chinese Brush Painting 3 ARTTPD103

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

32088	FF	SA	Sep22	9:30-12:30	10	\$232.20
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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

32089	FF	SA	Sep22	9:30-12:30	10	\$232.20
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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

32090	FF	SA	Sep22	9:30-12:30	10	\$232.20
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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

32091	FF	SA	Sep22	9:30-12:30	10	\$232.20
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### Painting 1 ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Materials extra. DAYTIME LOCATION Painting courses. St. Mary's School, 209 MacNab St. N. Hamilton.

32098	OR	MO	Sep24	1:00-4:00	10	\$211.50
32092	FF	TU	Sep25	7:00-10:00	10	\$232.20

### Painting 2 ARTTPD311

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

32093	FF	TU	Sep25	7:00-10:00	10	\$232.20
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### Painting 3 ARTTPD411

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

32094	FF	TU	Sep25	7:00-10:00	10	\$232.20
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### Painting 4 ARTTPD511

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

32095	FF	TU	Sep25	7:00-10:00	10	\$232.20
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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.

32096	FF	TU	Sep25	7:00-10:00	10	\$232.20
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### Painting 6 ARTTPD711

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

32097	FF	TU	Sep25	7:00-10:00	10	\$232.20
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### Watercolour Painting 1 ARTTPD231

You work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Email [creators@mohawkcollege.ca](mailto:creators@mohawkcollege.ca) for list of materials.

32099	FF	MO	Sep24	6:30-9:30	10	\$240.20
32439	BF	TU	Sep25	6:30-9:30	10	\$240.20

### Watercolour Painting 2 ARTTPD331

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

32100	FF	MO	Sep24	6:30-9:30	10	\$240.20
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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.

32101	FF	MO	Sep24	6:30-9:30	10	\$240.20
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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.

32102	FF	MO	Sep24	6:30-9:30	10	\$240.20
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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.

32103	FF	MO	Sep24	6:30-9:30	10	\$240.20
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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.

32104	FF	MO	Sep24	6:30-9:30	10	\$240.20
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**See work done by faculty and students!**

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

## Painting - Specialized Courses/Workshops

### Encaustic ARTT10037

All skill levels. Using beeswax, pigment, appropriate tools/materials, you explore this ancient technique revisited by today's artists including heating/colouring wax, incising, embedding, transfer images. New techniques and materials added. Some painting experience beneficial. Material fee \$35.00.

32069	FF	SA/SU	Oct20	9:30-4:30	2	\$92.88
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## Drawing

FASHION DRAWING - FASHFA201  
See Fashion Design Certificate

### Drawing for the Absolute Beginner

ARTTPD501  
Release artistic potential using right brain drawing. Ideal for beginners or those who feel they cannot draw at all. Bring coil bound sketchbook (11"x14") & 2b, 4b pencils to first class.

32108	FF	WE	Sep26	6:30-9:30	10	\$232.20
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### 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.

32105	FF	TH	Sep27	7:00-10:00	10	\$232.20
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### 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.

32106	FF	TH	Sep27	7:00-10:00	10	\$232.20
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### Drawing 3 ARTTPD401

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

32107	FF	TH	Sep27	7:00-10:00	10	\$232.20
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## Drawing - Specialized Courses/Workshops

### Pen and Ink ARTT10042

Explore fundamentals of pen and ink for various applications through practical demonstrations and hands-on exercises. All skill levels. Materials extra.

32109	FF	SA/SU	Oct27	9:30-4:30	2	\$92.88
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## 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.

32110	FF	TH	Sep27	6:30-9:30	10	\$242.20
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### Jewellery and Silversmithing 1

CREAPJ201  
Explore jewellery making including historical overview, tools, wax carving, lost wax casting, soldering and fabrication. Materials extra. (approx. \$30).

32111	BF	TH	Sep27	6:30-9:30	10	\$252.20
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# Creative & Visual Arts / Distance Education/Online Learning

## Jewellery and Silversmithing 2

### CREAPJ202

Enhance your casting and fabrication skills.  
Prerequisite: PJ201 Jewellery 1.  
32440 BF TH Sep27 6:30-9:30 10 \$252.20

## 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.  
32113 BF MO Sep24 6:00-9:00 10 \$252.20

## Jewellery and Silversmithing 4

### CREAPJ302

Create a chain, using wire work, twisting, shaping, and forging. Prerequisite: PJ301. Materials extra.  
32114 BF MO Sep24 6:00-9:00 10 \$252.20

## 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.  
32115 BF MO Sep24 6:00-9:00 10 \$252.20

## Jewellery-Fundamentals CREA10139

Explore silver jewellery making, including historical overview, tools, soldering, fabrication, to make items such as band ring, earrings, pendant. Materials extra (approx. \$30)  
32116 FF WE Sep26 6:30-9:30 10 \$232.20

## 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.  
32121 FF WE Sep26 6:30-9:30 10 \$232.20

## Jewellery - Specialized Courses/Workshops

**NEW!**

### Beaded Bezel CREA10147

Surround Swarovski crystal rivoli with crystal bicones/delica beads to make delicate snowflake pattern. Finish with peyote ring band. Discuss threading materials/needles. Some experience with peyote required. Materials Fee: \$17.50  
32075 FF SA Oct27 1:00-3:30 1 \$40.78

**NEW!**

### Crochet Wire & Beads CREA10148

Learn how to properly start and finish a crocheted wire bracelet while incorporating beads. Materials: \$15.  
32074 FF SA Oct27 10:00-12:30 1 \$40.78

## Carving & Sculpture

### 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.  
32122 FF WE Sep26 7:00-10:00 10 \$232.20

## Paper Toile

### Paper Toile 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.  
32123 BF TU Sep25 1:00-4:00 10 \$232.20  
32127 FF WE Sep26 6:30-9:30 10 \$232.20

### Paper Toile 5

#### CREAPC130

Enhance skills in sculpturing and molding with emphasis on shape and structures. Select ships, water birds or fish. Prerequisite: PC129 Paper Toile 4. Material Fee: \$45.00.  
32124 BF TU Sep25 1:00-4:00 10 \$232.20  
32128 FF WE Sep26 6:30-9:30 10 \$232.20

### Paper Toile 6

#### CREAPC131

Concentrate on profiles of animals, and the human form with emphasis on perspective. Prerequisite: PC130 Paper Toile 5. You are responsible for material costs.  
32125 BF TU Sep25 1:00-4:00 10 \$232.20  
32129 FF WE Sep26 6:30-9:30 10 \$232.20

### Paper Toile 7

#### CREAPC132

Demonstrate movement (planes, trains, ships) with special attention to mounting and matting for effect. Prerequisite: PC131 Paper Toile 6. Materials are your responsibility.  
32126 BF TU Sep25 1:00-4:00 10 \$232.20  
32130 FF WE Sep26 6:30-9:30 10 \$232.20

## Distance Education/ Online Learning

What is Distance Education/Online Learning? Distance education/online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14 week period and are instructor-led. They are not self-paced, nor self-directed. 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:  
PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/Vista/Win7.  
MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard)  
The campus codes identify delivery through OntarioLearn (OL) or Distance Education (DE). Your start-up information is different depending on delivery methods.

### Textbooks

Textbooks are not included in course fees. Order texts online at [mohawk.bookware3000.ca](http://mohawk.bookware3000.ca)

### Exams

For exam information visit [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca) All work and scheduled exams must be completed by course end date.

Questions: [deexams@mohawkcollege.ca](mailto:deexams@mohawkcollege.ca)

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## OL - OntarioLearn

To see if online education fits your learning style, go to [OntarioLearn.com](http://OntarioLearn.com) and click on Online Learning to participate in a short quiz titled, "Are You Ready for On-line Learning?"

### Start Date/Registration Deadline

Most courses start on Friday, September 7, 2012. We must receive your registration no later than Wednesday, September 12, 2012. Monthly Intakes available for some courses.

### How to start your course

Instructions to "Start your course now" will be available at [disted.mohawkcollege.ca](http://disted.mohawkcollege.ca) It is your responsibility to log in to your course(s) prior to the refund deadline. After Fall 2012, in keeping with Mohawk College's GoGREEN initiative, start up letters will no longer be mailed.

### 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 start up letter 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.

## Associated Professional Programs

### Condominium Management (ACMO) Certificate (912)

#### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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.

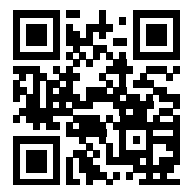
### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

### Membership 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)

### Skills to Manage a Condominium



22	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/acmo](http://disted.mohawkcollege.ca/acmo)

### Mandatory Courses:

	Hours
LAWSCDM01 Intro to Condominium Law	42
MGMTCDM02 Physical Bldg Management	42
FINCCDM03 Financial Planning for Condo Managers	42
MGMTCDM04 Condo Admin & Human Relations	42
Options - Choose one:	Hours
CONFBU397 Dealing with Difficult People	30
MGMTMD278 Personal Success	30

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.

### 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

31253 DE Sep5 \$476.70

### 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 (MGMTA631). 42 hours

31280 DE Sep5 \$476.70

### 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

31260 DE Sep5 \$476.70

### 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

31261 DE Sep5 \$476.70

### 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?

Canadian Institute of Bookkeeping at  
[www.cibcb.com](http://www.cibcb.com) / 416-925-9420 /  
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)

### 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 I (ACCTMCS01). 42 hours

31399 OL Sep7 \$346.16

### 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

31569 OL Oct1 \$346.16

31043 OL Nov1 \$346.16

31597 OL Dec3 \$346.16

### 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. This course is not for MAC users. Equivalent to Canadian Institute of Bookkeeping CIB332 and Tax Practice-Option (BUSNBA609). Prerequisites: Accounting - Introductory II (ACCTMCS02). 45 hours

31429 OL Sep7 \$367.10

31579 OL Nov1 \$367.10

### 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. 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 LAWSSEL5

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

31554 OL Sep7 \$600.60

### 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

31555 OL Sep7 \$493.50

**Watch for our  
Winter 2013 catalogue  
Available on November 20**

## Business

### Applied Accounting Bookkeeping

#### Acknowledgement of Completion

#### Graduation Requirement: 3 courses

Develop your skills and knowledge in Bookkeeping. These courses are also part of the Integrated Accounting Certificate. You will have 12 weeks to complete each course.

#### 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

31214 DE Sep13 \$251.28

31200 DE Oct17 \$251.28

### Applied Accounting-Bookkeeping 2 ACCTBZ019

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

Prerequisite: Applied Accounting-Bookkeeping 1 (ACCTBZ018). 36 hours

31215 DE Sep13 \$251.28

31201 DE Oct17 \$251.28

### Applied Accounting-Bookkeeping 3 ACCTBZ020

Develop advanced bookkeeping skills including: partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: Applied Accounting-Bookkeeping 2 (ACCTBZ019). 36 hours

31216 DE Sep13 \$251.28

31202 DE Oct17 \$251.28

## Business Courses

### 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

31129 OL Sep7 \$432.55

### 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

31335 OL Sep7 \$367.10

### 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

31095 OL Sep7 \$304.28

# Distance Education/Online Learning

## 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  
31210 OL Sep7 \$346.16

## Introduction To E-Business INFOBU396

Explore technology, concepts and issues in electronic business conducted through the World Wide Web. Examine issues related to security, authentication, privacy, encryption, intellectual property rights, acceptable use policies, and legal liabilities. 45 hours  
31499 OL Sep7 \$367.10

## 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  
31313 OL Sep7 \$367.10

## 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  
31384 OL Sep7 \$456.35

## 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. Prerequisites: Introductory marketing, computer and communications. 42 hours  
31371 OL Sep7 \$346.16

**Earn your certificate  
while you work.  
CE makes it happen!**

## Business Studies Certificate (068)

### Mohawk College Certificate

#### Graduation Requirement: 11 courses

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 and graduation requirements visit

[disted.mohawkcollege.ca/businessstudies](http://disted.mohawkcollege.ca/businessstudies)

#### Mandatory Courses:

ACCTMCS01 Accounting - Introductory 1  
BUSN10045 Quantitative Methods 1  
COMMLL122 Researching and Reporting  
ECONMCS03 Microeconomics - Introductory  
LAWSMCS05 Business Law - Introductory  
MGMTMCS06 Management Principles  
MRKTMCS08 Marketing Principles

#### Options - Choose 4:

ACCTMCS02 Accounting - Introductory II  
BUSNPIR16 Staff Training and Development  
ECON10002 Introduction to Macroeconomics  
LABRPIR08 Introduction to Industrial Relations  
MGMTMCS07 Management Operations  
MRKT10018 Marketing - Advanced  
MRKT10025 Selling for Success  
SAFEPIR21 Occupational Health and Safety

## 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  
31279 OL Sep7 \$367.10  
31424 OL Oct1 \$367.10  
31425 OL Nov1 \$367.10  
31593 OL Dec3 \$367.10

## 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. Equivalent to Canadian Institute of Bookkeeping CIB113. Prerequisite: Accounting - Introductory I (ACCTMCS01). 45 hours  
31276 OL Sep7 \$367.10  
31567 OL Oct1 \$367.10  
31426 OL Nov1 \$367.10  
31592 OL Dec3 \$367.10

## 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  
31027 OL Sep7 \$367.10  
31562 OL Oct1 \$367.10  
31040 OL Nov1 \$367.10

## 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 Macroeconomics (ECONEB222). Prerequisite: Microeconomics - Introductory (ECONMCS03). 45 hours  
31167 OL Sep7 \$367.10  
31563 OL Oct1 \$367.10  
31588 OL Dec3 \$367.10

## 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  
31118 OL Sep7 \$367.10

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Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

## 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  
31277 OL Sep7 \$367.10  
31356 OL Nov1 \$367.10  
31587 OL Dec3 \$367.10

## 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  
31278 OL Sep7 \$367.10  
31578 OL Nov1 \$367.10

## 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) and Marketing for Advertising (MRKT10008). Prerequisite: Marketing Principles (MRKTMCS08). 45 hours  
31134 OL Sep7 \$367.10

## 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  
31303 OL Sep7 \$367.10  
31564 OL Oct1 \$367.10  
31571 OL Nov1 \$367.10

## 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  
31168 OL Sep7 \$367.10  
31572 OL Nov1 \$367.10

## Financial Planning Certificate (185)

### Mohawk College Certificate

#### Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This 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.

24	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

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)

## Program of Studies

For program details and graduation requirements visit

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

## Mandatory Courses:

		Hours
FINCFP011	Financial Environment	45
FINCFP012	Life & Death Issues of Financial Planning	45
FINCFP013	Investment Planning	45
FINCFP014	Retirement Issues & Case Studies	45

## Financial Environment FINCFP011

Examine the time value of money, setting financial goals, budgeting, personal financial planning and personal tax issues and strategies. 45 hours

31164 OL Sep7 \$585.59

## 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

31203 OL Sep7 \$585.59

## 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

31195 OL Sep7 \$585.59

## 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: Financial Environment (FINCFP011), Life and Death Issues of Financial Planning (FP012) and Investment Planning (FP013). 45 hours

31165 OL Sep7 \$585.59

## CGA Equivalency Courses

The following courses can be used as credits with the Certified General Accountants of Ontario. For transfer credit information visit [www.cga-ontario.org](http://www.cga-ontario.org).

A grade of 70% is required in each equivalent course to obtain a transfer credit.

**Questions?**  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For details visit  
[disted.mohawkcollege.ca/CGA](http://disted.mohawkcollege.ca/CGA)

## Auditing I ACCT10026

Concentrate on the fundamentals of external audits. Focus on the purpose of audits; reporting, professional standards and ethics; legal liability; audit evidence and documentation; planning and analysis; materiality and risk; and internal control. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours

31477 OL Sep7 \$346.16

## Auditing II ACCT10027

Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: Auditing I (ACCT10026). 56 hours

31478 OL Sep7 \$432.55

## Business Finance I ACCT10028

Develop broad understanding of financial management including financial statement analysis, valuation of cash flows, risk and return and capital budgeting. Draw on theory learned in previous study to enhance financial decision-making skills. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours

31479 OL Sep7 \$346.16

## Business Finance II ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: Business Finance I (ACCT10028). 36 hours

31480 OL Sep7 \$304.28

## Cost and Managerial Accounting I ACCT10024

Examine the basics of managerial accounting. Topics include elements of a job costing system, application of cost-volume-profit analysis, application of relevant costs to special decisions and their fit with preparation of master budgets. Equivalent to Cost and Management Accounting 1 (ACCTAC336). Prerequisites: Accounting - Introductory I (ACCTMCS01) or Finance and Accounting (ACCTPIR23). 48 hours

31474 OL Sep7 \$384.95

31566 OL Oct1 \$384.95

31573 OL Nov1 \$384.95

## Cost and Managerial Accounting II ACCT10025

Learn to handle fixed manufacturing overhead on income statements, and approaches for measuring performance. Topics include allocating costs for service departments and joint processes, pricing, quality costs, and analyzing cost behaviour. Equivalent to: Cost and Managerial Accounting 2 (ACCTAC436). Prerequisite: Cost and Managerial Accounting I (ACCT10024). 48 hours

31475 OL Sep7 \$384.95

31574 OL Nov1 \$384.95

## English I COMM10256

Focus on effective communication in the workplace. Practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Microphone is required. 45 hours

31470 OL Sep7 \$367.10

## Intermediate Accounting I ACCT10021

Develop the skills needed to prepare and interpret financial statements. Focus on accounting for partnerships, corporations, long-term debt, the statement of cash flows, and financial statement analysis. Prerequisite: Accounting - Introductory II (ACCTMCS02). 56 hours

31471 OL Sep7 \$432.55

## Intermediate Accounting II ACCT10022

Gain understanding of financial reporting. Topics include accounting concepts, income statement and balance sheet presentation, statement of cash flows, reporting and valuation of cash, receivables, inventories and temporary investments. Prerequisite: Intermediate Accounting I (ACCT10021). 56 hours

31481 OL Sep7 \$432.55

## Intermediate Accounting III ACCT10023

You will gain an understanding of some complex topics in accounting. Topics include: Leases, Pensions, Income Taxes, Accounting Changes and Error Corrections. Prerequisite: Intermediate Accounting II (ACCT10022). 42 hours

31473 OL Sep7 \$346.16

## Management Information Systems INFO10160

Examine the use of information systems to support executive decision making. MS Access will be used to provide illustration and practice in database concepts including data storage and retrieval and auditing controls. Equivalent to Information Systems Management (INFOBA635). 42 hours

31476 OL Sep7 \$346.16

## Human Resources Certificate (825)

### Mohawk College Certificate

#### Graduation Requirement: 9 courses

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](http://www.hrpa.ca) 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 and graduation requirements 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: Human Resource Management Studies (MGMTBPC01). 45 hours

31298 OL Sep7 \$367.10

31568 OL Oct1 \$367.10

#### 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: Human Resource Management Studies (MGMTBPC01). 42 hours

31087 OL Sep7 \$346.16

31039 OL Oct1 \$346.16

31466 OL Nov1 \$346.16

31591 OL Dec3 \$346.16

# Distance Education/Online Learning

## 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

31028	OL	Sep7	\$456.35
31412	OL	Oct1	\$456.35
31459	OL	Nov1	\$456.35
31596	OL	Dec3	\$456.35

## Human Resources Planning and Staffing HRESPIR17

Learn how to forecast the human resource needs of an organization within ambient socio-political situations. 42 hours

31259	OL	Sep7	\$346.16
31467	OL	Nov1	\$346.16

## 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: Human Resource Management Studies (MGMTBPC01). 42 hours

31221	OL	Sep7	\$346.16
31468	OL	Nov1	\$346.16

## Occupational Health & Safety SAFEPIR21

Broaden your knowledge of OHS. Topics include legislation, WSIB, WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of OHS Programs. 45 hours

31085	OL	Sep7	\$367.10
31452	OL	Oct1	\$367.10

## 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: Human Resource Management Studies (MGMTBPC01). 42 hours

32546	OL	Sep7-Oct26	\$346.16
31086	OL	Sep7-Dec14	\$346.16
31417	OL	Oct1	\$346.16
31402	OL	Nov1	\$346.16
31483	OL	Dec3	\$346.16

## 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: Human Resource Management Studies (MGMTBPC01). 42 hours

32547	OL	Sep7-Oct26	\$346.16
31084	OL	Sep7-Dec14	\$346.16
31421	OL	Oct1	\$346.16
31363	OL	Nov1	\$346.16
31482	OL	Dec3	\$346.16

## Staff Training and Development BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations.

Prerequisite: Human Resource Management Studies (MGMTBPC01). 56 hours

31114	OL	Sep7	\$432.55
31453	OL	Oct1	\$432.55
31358	OL	Nov1	\$432.55
31595	OL	Dec3	\$432.55

## Human Resources Courses

### 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. 42 hours

31019	OL	Sep7	\$346.16
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### Dispute Resolution HMNS10093

Examine alternative dispute resolution in its historical, social and legal context. Develop skills in the various stages of mediation and consider models and practical techniques for successful negotiation. Prerequisite: Human Resources Management Studies (MGMTBPC01). 42 hours

31500	OL	Sep7	\$346.16
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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 HR Research and Information Systems (HRESHRM16). Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours

31341	OL	Sep7	\$346.16
31575	OL	Nov1	\$346.16

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Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

## Industrial Distribution Leadership Certificate (924)

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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.

Courses only available in the fall and winter terms. The Industrial Distribution Integrated Case Study (BUSN10056) will be offered in Fall 2013.

**Questions?**  
905-575-2703/ [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

## Program of Studies

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

Mandatory Courses:	Hours
BUSN10046 Business Fundamentals in Ind Dist	30
MRKT10027 Marketing, Sales & CRM for Ind Dist	30
BUSN10055 Operational Fundamentals in Ind Dist	30
BUSN10054 Negotiations in Ind Dist	30
MGMT10069 Leadership & Effective Comm in Ind Dist	30
BUSN10056 Ind Dist Integrated Case Study	30

## Business Fundamentals in Industrial Distribution BUSN10046

Focus on the core concepts of business processes and quality management and explore the essentials and economics of the industrial distribution industry. Discuss the operations environment and the evolution of the supply chain. 30 hours

31547	OL	Sep7	\$262.40
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## Customer Service and Sales in Industrial Distribution MRKT10027

Examine the characteristics and requirements of outside and inside sales, effective customer service, customer relationship management, and marketing strategies and tools. 30 hours

31552	OL	Sep7	\$262.40
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## Negotiations in Industrial Distribution BUSN10054

Focus on the negotiation process, an essential component of successful customer service and satisfaction. Discuss the principles of the distribution negotiations process, negotiation strategies and tactics, ethics in the negotiating process, and building relationships. 30 hours

31549	OL	Sep7	\$262.40
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## 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

31550	OL	Sep7	\$262.40
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## Industrial Relations Certificate (824)

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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

See other course listings under Human Resources Certificate.

### **NEW!**

## Collective Bargaining LABRPIR14

Develop in-depth understanding of the structure and process of collective bargaining in Canada. Prerequisite: Introduction to Industrial Relations (LABRPIR08). 39 hours

31551	OL	Sep7	\$325.22
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## Employment Law BUSNPIR19

Discuss legislation pertaining to labour relations, employment standards, employment equity, workers' compensation and human rights. 48 hours

31553	OL	Sep7	\$384.95
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26	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## International Business Management Graduate Certificate (116)

You will learn to effectively investigate, analyze, manage and direct most aspects of international trade for an organization.

### Questions?

905-575-2706 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[mohawkcollege.ca/116](http://mohawkcollege.ca/116)

### Admission Requirements

College Business diploma or Business university degree or demonstrated competence through related work experience. Prior approval is necessary. Please mail a copy of your educational qualifications to Distance Education, Room J029, Mohawk College, P.O. Box 2034, Hamilton, Ontario L8N 3T2.

## Global Business Environment BUSNIB100

Evaluate the context in which international trade takes place. Analyze the opportunities and challenges it represents for business. Demonstrate the knowledge to operate a successful international business. 42 hours  
31546 OL Sep7 \$346.16

## International Market Entry Strategies BUSNIB101

Analyze the advantages and disadvantages to several options in market entry and distribution choices available to the international trader. Apply these concepts to identify optimal market entry strategies when engaging in international trade. 42 hours  
31548 OL Sep7 \$346.16

### Need Help?

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

## Leadership Development Series

For program details visit

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

## Employment Law (LDS) LAWS10090

Examine federal and provincial statutory and common employment law. Topics include employment standards, health and safety, labour relations, pay equity and human rights legislation applicable to management and unionized employees and leaders. 30 hours  
31484 OL Sep7 \$267.40

## Legal Courses

### 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: Legal Terminology (LAWS10005). 42 hours  
31208 OL Sep7 \$346.16

### 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  
31340 OL Sep7 \$346.16

### 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: Introduction to Legal Office Practice And Procedures (OADM10009) and Legal Terminology (LAWS10005). 42 hours  
31113 OL Sep7 \$346.16

### Legal Terminology LAWS10005

Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 42 hours  
31265 OL Sep7 \$346.16

### 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  
31097 OL Sep7 \$346.16

## Retirement Communities

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/longtermcaremtg](http://disted.mohawkcollege.ca/longtermcaremtg)

## 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  
31373 OL Sep7 \$367.10

### 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  
31381 OL Sep7 \$367.10

## 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  
31048 OL Sep7 \$367.10

## 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  
31383 OL Sep7 \$367.10

## 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: Operational Overview in Long-term Care (HLTH10110). 45 hours  
31380 OL Sep7 \$367.10

## 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  
31047 OL Sep7 \$367.10

## Manufacturing Leadership Certificate (055)

Mohawk College Certificate

Graduation Requirement: 5 courses

For program details and graduation requirements 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  
31309 OL Sep7 \$520.83

## 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  
31169 OL Sep7 \$520.83

## 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  
31194 OL Sep7 \$520.83

## 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  
31311 OL Sep7 \$520.83

# Distance Education/Online Learning

## 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

31150 OL Sep7 \$520.83

## Ontario Management Development Studies

This program has been phased out and replaced by a new program titled Leadership Development Series. You should only take the courses listed below to complete the current OMDP certificate. These courses cannot be used towards the new Leadership Development series.

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

31130 OL Sep7 \$262.40

## 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

31211 OL Sep7 \$262.40  
 31042 OL Nov1 \$262.40

## 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

31237 OL Sep7 \$262.40

## How to Start a Small Business SBMGMD249

Focus on the fundamentals of business operation with emphasis on creating a business plan. 30 hours

31037 OL Sep7 \$262.40

## 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

31238 OL Sep7 \$262.40

## 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

31064 OL Sep7 \$262.40

## 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

31017 OL Sep7 \$367.10

### 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

31368 OL Sep7 \$432.55

### Selling For Success MRKT10025

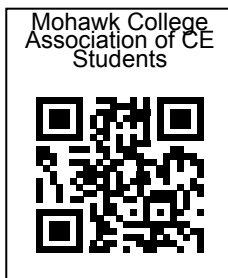
Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation. Prerequisite: Marketing Principles (MRKTMCS08). 48 hours

31166 OL Sep7 \$384.95

### 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

31367 OL Sep7 \$367.10



## 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

31142 OL Sep7 \$384.95  
 31407 OL Oct1 \$384.95  
 31041 OL Nov1 \$384.95  
 31589 OL Dec3 \$384.95

### 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 2010 software. Prerequisite: Introduction to Project Management (HRES10013). 48 hours

31161 OL Sep7 \$384.95  
 31565 OL Oct1 \$384.95  
 31590 OL Dec3 \$384.95

## Small Business and Entrepreneurship Certificate (179)

### Ontario College Certificate

#### Graduation Requirement: 10 courses

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)

#### Admission Requirements

OSSD or equivalent

#### Program of Studies

#### For program details and graduation requirements 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. 56 hours

31289 OL Sep7 \$432.55

### 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. 56 hours

31443 OL Sep7 \$432.55

### 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: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours

31116 OL Sep7 \$432.55

### 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. Equivalent to Computer Skills for Small Business (COMP10134) 42 hours

31314 OL Sep7 \$346.16

### 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: Computer Skills 1 (SBMG10014 or COMP10134). Equivalent to Computer Skills for Small Business Advanced (COMP10135) 42 hours

31315 OL Sep7 \$346.16

28	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours  
31290 OL Sep7 \$432.55

## Small Business Marketing Skills SBMG10000

Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: Intro to Small Business And Entrepreneurship (SBMGSB101). 56 hours  
31206 OL Sep7 \$432.55

## The Detailed Business Plan SBMG10015

Learn to research, develop and present a comprehensive business plan for a business of your choice. Prerequisites: Intro to Small Business And Entrepreneurship (SBMGSB101), Computer Skills 1 (SBMG10014), Computer Skills 2 (SBMG10016), Small Business Marketing Skills (SBMG10000), Operations And Legal Issues (SBMGSB202) and Small Business-Financial Management (MGMTSB102). 56 hours  
31316 OL Sep7 \$432.55

## Office Skills

## Veterinary Office Management Certificate (935)

Mohawk College Certificate

Graduation Requirement: 9 courses

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.

### Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/veterinaryofficemgt](http://disted.mohawkcollege.ca/veterinaryofficemgt)

Mandatory Courses:	Hours
OADM10013 Veterinary Office Skills & Procedures	42
COMM10107 Veterinary Terminology	42
HLTH10062 Basic Animal Husbandry	36
HLTH10098 Veterinary Lab Procedures	36
HLTH10071 Animal Husbandry II	36
HSCI10138 Veterinary Surgical Procedures	36
HSCI10135 Basic Veterinary Pharmacology	36
VETR10000 Veterinary Anaesthesia	36
BUSN10034 Building & Maintaining Cust Relationships	48

## 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  
31181 OL Sep7 \$346.16

## 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. 42 hours  
31182 OL Sep7 \$346.16

## 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: Veterinary Terminology (COMM10107). 36 hours  
31140 OL Sep7 \$304.28

## 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: Basic Animal Husbandry (HLTH10062). 36 hours  
31158 OL Sep7 \$304.28

## 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: Animal Husbandry II (HLTH10071). 36 hours  
31020 OL Sep7 \$304.28

## Veterinary Surgical Procedures HSCI10138

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: Veterinary Lab Procedures (HLTH10098). 36 hours  
31387 OL Sep7 \$304.28

## Basic Veterinary Pharmacology HSCI10135

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: Veterinary Lab Procedures (HLTH10098). 36 hours  
31349 OL Sep7 \$304.28

## Veterinary Anaesthesia VETR10000

Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anaesthetic period. Prerequisite: Basic Veterinary Pharmacology (HSCI10135). 36 hours  
31430 OL Sep7 \$304.28

## 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  
31112 OL Sep7 \$384.95

## Ward Clerk Certificate (163)

Mohawk College Certificate

Graduation Requirement: 7 courses

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.

### Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/wardclerk](http://disted.mohawkcollege.ca/wardclerk)

Mandatory Courses:	Hours
HSCI10003 Comp Medical Terms & Diagnoses	42
HSCI10157 Medical Terminology II - Pronunciation	36
HSCI10024 Pharmacology for the Medical Office	36
HSCI10002 Medical Conditions for Medical Office Prof	36
COMM10021 Working & Comm in a Medical Setting	36
HSCI10025 Understanding Medical Tests for Med Office Staff	36
HSCI10026 Understanding Surgical Procedures for Medical Office Staff	36

Medical Keyboarding (KEYB10005) is strongly recommended.

## Comprehending Medical Terms and Diagnoses HSCI10003

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 Medical Terminology (OADM0A323). 42 hours  
31001 OL Sep7 \$346.16  
31408 OL Oct1 \$346.16  
31362 OL Nov1 \$346.16  
31594 OL Dec3 \$346.16

## 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: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours  
31439 OL Sep7 \$304.28

## Medical Conditions for Medical Office Professionals HSCI10002

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 Sep7 \$304.28

**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

# Distance Education/Online Learning

## Pharmacology for the Medical Office HSCI10024

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  
31257 OL Sep7 \$304.28

## Understanding Medical Tests for Medical Office Staff HSCI10025

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: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours  
31263 OL Sep7 \$304.28

## Understanding Surgical Procedures for Medical Office Staff HSCI10026

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: Comprehending Medical Terms and Diagnoses (HSCI10003). 36 hours  
31264 OL Sep7 \$304.28

## 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  
31258 OL Sep7 \$304.28

## Office Skills Courses

### 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  
31170 OL Sep7 \$304.28

### 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: Comprehending Medical Terms and Diagnoses (HSCI10003) and keyboarding skills of 30 net words per minute. 42 hours  
31288 OL Sep7 \$346.16

### 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: Comprehending Medical Terms and Diagnoses (HSCI10003). 42 hours  
31131 OL Sep7 \$346.16

## 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. 42 hours  
31066 OL Sep7 \$346.16

**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Computers

For details 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; your Internet Service Provider is responsible for such support.

### SOFTWARE VERSIONS

Windows 7 Operating System  
Adobe Suite CS6  
(Dreamweaver, Fireworks, Flash, Photoshop)  
Access, Excel, PowerPoint, Word: Office 2010  
Outlook 2010  
Visio 2010  
Photoshop Elements 10  
Publisher 2007  
Software is your responsibility and is not included in course fees.

## Business Computer Applications Certificate (915)

Mohawk College Certificate

Graduation Requirement: 6 courses

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements 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: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours  
31175 DE Sep10 \$251.28

**NEW!**

### Access - Expert COMP10141

Focus on advanced features of MS Access for Windows, including table lookups, advanced queries and forms. Learn to work with form controls, macro concepts, switchboard forms, and more. Prerequisite: Access Core (INFO10081). 30 hours  
32504 OL Sep7 \$262.40

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

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel. Equivalent to Computer Basics with Windows, Word and Excel (INFO10053) or Computer Basics with Windows Vista, Word & Excel (INFO10113) 36 hours.  
31416 DE Sep10 \$251.28

### Excel Core INFO10078

Learn to create and modify Microsoft Excel 2010 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours  
31176 DE Sep10 \$251.28

### Excel Expert INFO10079

Learn to manage your Microsoft Excel 2010 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: Excel Core (INFO10078). 36 hours  
31177 DE Sep10 \$251.28

### 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. 36 hours  
31178 DE Sep10 \$251.28

### Publisher Core INFO10157

Learn to create professional looking publications such as flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours  
31428 DE Sep10 \$251.28

**NEW!**

### Visio Essentials INFO10174

Create meaningful diagrams, organization chart and layouts, and create templates using Microsoft Visio 2010. Prerequisite: INFO10053, or INFO10113 or INFO10156. 36 hours  
32541 DE Sep10 \$251.28

### 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: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours  
31179 DE Sep10 \$251.28

### 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: Word Core (INFO10077). 36 hours  
31180 DE Sep10 \$251.28

## 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  
31132 OL Sep7 \$680.55

30	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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: Cisco Certified Network Associate 1 - Networking Fundamentals (INFO10057). 70 hours  
31174 OL Sep7 \$680.55

## 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: Cisco Certified Network Associate 2 - Intro to Routing (COMP10055). 70 hours  
31431 OL Sep7 \$680.55

## 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. THIS COURSE MUST BE TAKEN LAST. Prerequisite: Cisco Certified Network Associate 3 - Routing and Switching (COMP10117). 70 hours  
31433 OL Sep7 \$680.55

## 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  
31036 OL Sep7 \$346.16

## 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 CS5 required. 42 hours  
31035 OL Sep7 \$346.16

## Introduction To Photoshop INFOPY114

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 Introduction to Digital Imaging/Photoshop (PHTOPY110). 42 hours  
31419 OL Sep7 \$346.16

## 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: Introduction to Photoshop (INFOPY114). Software CS4 or CS5; required. Equivalent to Advanced Digital Imaging/Photoshop (PHTOPY120). 42 hours  
31420 OL Sep7 \$346.16

## Computer Courses

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  
31352 OL Sep7 \$304.28

## 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: Introduction to QuickBooks (INFO10141). 42 hours  
31099 OL Sep7 \$346.16

## 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. 42 hours  
31377 OL Sep7 \$346.16

## 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: HTML Introduction (COMP10106). 40 hours  
31379 OL Sep7 \$332.20

## 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  
31436 OL Sep7 \$346.16

## 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  
31025 DE Sep13 \$195.44

## 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  
31286 OL Sep7 \$332.20

## 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: Java - Introduction (COMP10035). 40 hours  
31115 OL Sep7 \$332.20

## 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  
31173 OL Sep7 \$346.16

## 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. 42 hours  
31141 OL Sep7 \$346.16

## 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  
31051 OL Sep7 \$367.10

## Integrated Accounting Certificate (099)

### Mohawk College Certificate

#### Graduation Requirement: 8 courses

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.

#### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements 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  
31090 OL Sep7 \$178.64

## 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: AccPac - General Ledger (INFOBW190). 18 hours  
31212 OL Sep7 \$178.64

## 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: AccPac - General Ledger (INFOBW190). 18 hours  
31213 OL Sep7 \$178.64

## AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: AccPac-General Ledger (INFOBW190), AccPac-Accounts Receivable (INFOBW290) and AccPac-Accounts Payable (INFOBW390). 18 hours  
31199 OL Sep7 \$178.64

# Distance Education/Online Learning

## 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: AccPac - General Ledger (INFOBW190), AccPac - Accounts Receivable (INFOBW290) and AccPac - Accounts Payable (INFOBW390). 18 hours  
31197 OL Sep7 \$178.64

## 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: AccPac Order Entry-Level 1 (INFOBW490). 18 hours  
31198 OL Sep7 \$178.64

## QuickBooks INFO10159

Learn to use QuickBooks for your small to mid-size business needs. Explore topics including: vendors, customers, employees, reports and various types of transactions. Prerequisite: knowledge of basic accounting and Windows. 36 hours  
31517 DE Sep10 \$251.28

## 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. Equivalent to Applied Accounting Systems (ACCTAC410). Prerequisite: knowledge of basic accounting and Windows. 36 hours  
31183 DE Sep10 \$251.28

## 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  
31386 OL Sep7 \$432.55

## 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  
31052 OL Sep7 \$408.75

## Webmaster Certificate (137)

Mohawk College Certificate

Graduation Requirement: 9 courses

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/webmaster](http://ce.mohawkcollege.ca/webmaster)

The online delivery of some of the courses in this program will be temporarily unavailable for the Fall 2012, Winter 2013 and Spring 2013 terms due to program review. Mohawk College is committed to reviewing programs on a regular basis to ensure that the curriculum remains in line with employer and student needs. Such a review enables Mohawk to pursue its vision for increased interactivity and for an enhanced online learning management system, helping its students become Future Ready graduates.

Students can choose to continue in this program in the classroom environment (consult the Business section for program availability) or take the online course(s) listed below which will be accepted as exemptions in the interim.

Questions?  
Karen Bacher, Distance Education,  
905-575-2154 /  
[karen.bacher@mohawkcollege.ca](mailto:karen.bacher@mohawkcollege.ca)

## Adobe Photoshop Elements INFO10069

You will be introduced to loading, organizing & sharing photos, repairing & retouching, adding text & style effects. Adobe approved course materials. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156). 36 hours  
31353 OL Sep7 \$304.28

**NEW!**

## Dreamweaver (Webpage Authoring) COMP10138

Explore Dreamweaver. Learn to customize the DW working environment, create and manage sites and work with typography, images, tables, layers, frames and forms. Knowledge of HTML is recommended. 30 hours  
32422 OL Sep7 \$262.40

**NEW!**

## Flash Games INFO10171

Enhance your skills with Flash and create a short animation and game using Actionscript 3. Learn to use a storyboard and time-management chart as a planning tool. Complete two major assignments for inclusion in your portfolio. 36 hours  
32542 OL Sep7 \$304.28

**NEW!**

## JavaScript COMP10137

Learn the essentials which comprise most modern programming languages, using JavaScript. Move from writing simple programs to those that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106). 56 hours  
32421 OL Sep7 \$432.55

**NEW!**

## PERL Introduction COMP10139

Learn the basics of Perl, a powerful object-oriented scripting language used with UNIX, Linux, Win32 and the internet. Learn to design and develop programs which are highly portable to any platform. 42 hours  
32423 OL Sep7 \$346.16

## 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. Prerequisite: INFO10156. 36 hours  
31347 DE Sep10 \$251.28

## Creative & Visual Arts

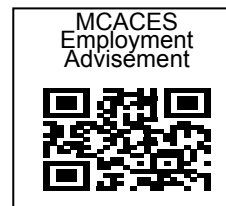
### Westerns: A Study in the Film Genre GINT10034

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  
31021 OL Sep7 \$384.95

### Drawing

#### 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. You can view the course website at [www.realisticdrawing.com/loyalist](http://www.realisticdrawing.com/loyalist) 36 hours  
31022 OL Sep7 \$304.28



## 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. 42 hours  
31075 OL Sep7 \$346.16

#### 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. 42 hours  
31074 OL Sep7 \$346.16

### 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  
31079 DE Sep5 \$195.44  
31461 DE Sep26 \$195.44

32	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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

31077	DE	Sep5	\$293.16
31462	DE	Sep26	\$293.16

## 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

31078	DE	Sep5	\$195.44
31463	DE	Sep26	\$195.44

## Certificate of Qualification Examination Preparatory Courses

### Industrial Electrician Pre-License ELECIL400

Review the theory and electrical code for the Industrial Electrician 442A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act in preparation for the C of Q exam. 60 hours

31445	OL	Sep7	\$403.35
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## Geographic Information Systems Certificate (079)

### Mohawk College Certificate

#### Graduation Requirement: 8 courses

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 and graduation requirements visit

[disted.mohawkcollege.ca/gis](http://disted.mohawkcollege.ca/gis)

Mandatory Courses:	Hours
INFOCVA03 Intro to Geographic Info. Systems	42
INFOCVA36 GIS Software - ArcView	42
INFOCVA37 Remote Sensing	42
INFOCVA630 GPS - Global Positioning Systems	42
INFOCVA08 Internet Mapping	42
INFOCVA14 Designing, Managing/Implementing a GIS	42
INFO10081 Access Core	36
INFOBW305 Access Expert	18

## 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

31250	OL	Sep7	\$346.16
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## 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: Introduction to Geographic Information Systems (INFOCVA03), Access Core (INFO10081) and Access Expert (INFOBW305). 42 hours

31217	OL	Sep7	\$346.16
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## 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: Introduction to Geographic Information Systems (INFOCVA03). 42 hours

31009	OL	Sep7	\$346.16
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## GPS - Global Positioning Systems INFOCV630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours

31405	OL	Sep7	\$346.16
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## Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Topics include managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: Introduction to Geographic Information Systems (INFOCVA03). 42 hours

31464	OL	Sep7	\$346.16
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## 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: Introduction to Geographic Information Systems (INFOCVA03). 42 hours

31404	OL	Sep7	\$346.16
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**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## Home Inspection Certificate (171)

### Mohawk College Certificate

#### Graduation Requirement: 10 courses

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 and graduation requirements visit

[disted.mohawkcollege.ca/homeinspection](http://disted.mohawkcollege.ca/homeinspection)

Mandatory Courses:	Hours
BLDGHI001 Interior/Insulation Inspection	42
BLDGHI002 Exterior Inspection	42
HRAPHI003 Heating Inspection I	42
HRAPHI004 Heating Inspection II	42
HRAPHI005 Plumbing Inspection	42
HRAPHI006 A/C & Heat Pumps Inspection	42
ELECHI007 Electrical Inspection	42
BLDGHI008 Structural Inspection	42
BLDGHI009 Roofing Inspection	42
COMMHI010 Communication/Professional Practices42	42

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 at 416-256-0960 / 1-888-RHI-OAH / [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

31222	OL	Sep7	\$346.16
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## 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

31223	OL	Sep7	\$346.16
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## 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

31224	OL	Sep7	\$346.16
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## 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: Heating Inspection I (HRAPHI003). 42 hours

31225	OL	Sep7	\$346.16
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# Distance Education/Online Learning

## 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  
31226 OL Sep7 \$346.16

## Air Conditioning & Heat Pumps Inspection HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps. 42 hours  
31227 OL Sep7 \$346.16

## 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  
31228 OL Sep7 \$346.16

## 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  
31229 OL Sep7 \$346.16

## 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  
31230 OL Sep7 \$346.16

## 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  
31231 OL Sep7 \$346.16

## 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. Access to Scientific Notebook with Windows. 4 months. 42 hours  
31328 DE \$293.16

### Mathematics Of Finance MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. 4 months - 42 hours  
31255 DE \$293.16

### Business Math Applications MATH10057

Review basic arithmetic and algebra and mathematical tools and concepts essential for college study and employment. Good preparation for students preparing to study Marketing, Business, Financial Planning, Accounting, Purchasing or Insurance. Equivalent to Mathematics (MATHMA101) 45 hours.  
31504 OL Sep7 \$367.10

## 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  
31162 OL Sep7 \$367.10

## 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  
31236 OL Sep7 \$432.55

## 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  
31065 OL Sep7 \$456.35

## Technical Calculus II MATH10054

Examine applications of differentiation and integration in electronics. Focus on Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. Equivalent to Engineering Mathematics 3 (MATH10014). Prerequisite: Technical Calculus I (MATH10052) or Engineering Mathematics 2 (MATH10021). 45 hours  
31469 OL Sep7 \$367.10

## MicroStation

Acknowledgement of Completion

Graduation Requirement: 3 courses

**YOU MUST HAVE ACCESS TO MICROSTATION V8, XM, V8i OR FREE POWERDRAFT SOFTWARE. Contact instructor regarding software and textbooks at [peter.mann@mohawkcollege.ca](mailto: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  
31244 OL Sep7 \$346.40

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

### 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: MicroStation 2D-Level 1 (CADMMSN01). 24 hours  
31245 OL Sep7 \$346.40

### 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: MicroStation 2D-Level 1 (CADMMSN01) and MicroStation 2D-Level 2 (CADMMSN02). 24 hours  
31256 OL Sep7 \$346.40

**Earn your certificate  
while you work.  
CE makes it happen!**

## Occupational Health & Safety Management Certificate (060)

Mohawk College Certificate

Graduation Requirement: 8 courses

If you have successfully completed BOTH the Chemical Hazards (CHEM10005) and Physical Hazards (SAFE10070) online courses, it is considered equivalent to Intro. to Occupational Hygiene (ENVROH101). Some courses in this program are only offered in class. For program details and graduation requirements visit [ce.mohawkcollege.ca/ohs](http://ce.mohawkcollege.ca/ohs)

### 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 (GSCICE053). 45 hours  
31376 OL Sep7 \$367.10

### Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to Basic Principles of Fire Safety (SAFEFT100). 48 hours  
31385 OL Sep7 \$384.95

### 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  
31050 OL Sep7 \$367.10

### 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  
31159 OL Sep7 \$346.16

34	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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  
31374 OL Sep7 \$262.40

## 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  
31049 OL Sep7 \$367.10

## 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  
31375 OL Sep7 \$456.35

## Sciences

### 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  
31220 OL Sep7 \$438.50

### 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  
31219 OL Sep7 \$438.50

## 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 theoretical and one clinical course, is designed to meet the new IBCLC 2012 curriculum standards required for eligibility to write the IBCLC examination. The program, as of Sep, 2011 has been approved by the Lactation Education Accreditation and Approval Committee (LEAARC).

## CLINICAL COURSE (CLIN10026)

**INFORMATION:**  
Clinical courses can only be completed in spring/summer terms. Check Winter/Spring catalogue for further information. Clinical course prerequisites are successful completion of all theory courses. Exclusion from practicum may be acquired via the PLAR process on the basis of the learner's documented current clinical practice. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, 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)

### 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  
31438 DE Sep17 \$251.28  
32424 DE Sep21 \$251.28

### Level 2: Breastfeeding Management

**NRSG10074**  
Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073. 36 hours  
31561 DE Sep17 \$251.28

### **NEW!**

### Level 3: Advanced Breastfeeding Practice

**NRSG10075**  
Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisites: Level 1: Breastfeeding Basics (NRSG10073) and Level 2: Breastfeeding Management (NRSG10074). 36 hours  
31926 DE Sep17 \$251.28

**Looking for a course?**  
Search the index at the back of this catalogue.

## Diabetes Education Certificate (928)

Ontario College Graduate Certificate

**Graduation Requirement: 5 courses**

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, Chiropracist or Physician in Ontario. 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 and graduation requirements visit  
[disted.mohawkcollege.ca/diabeteseducation](http://disted.mohawkcollege.ca/diabeteseducation)

Mandatory Courses:	Hours
HSCIDW001 Diabetes Care Basic	30
HSCI10052 Introduction to Patient Education	30
HLTH10028 Living with Diabetes	30
HLTH10046 Special Issues with Diabetes	30
HLTH10057 Diabetes Field Placement 1	60

### 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  
31207 OL Sep7 \$262.40  
31583 OL Nov1 \$262.40

### Introduction to Patient Education

**HSCI10052**  
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: Diabetes Care - Basic (HSCIDW001). 30 hours  
31185 OL Sep7 \$262.40  
31580 OL Nov1 \$262.40

### 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: Introduction to Patient Education (HSCI10052). 30 hours  
31284 OL Sep7 \$262.40  
31581 OL Nov1 \$262.40

### 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: Living with Diabetes (HLTH10028). 30 hours  
31117 OL Sep7 \$262.40  
31582 OL Nov1 \$262.40

### 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: Diabetes Care - Basic (HSCIDW001), Introduction to Patient Education (HSCI10052), Living with Diabetes (HLTH10028) and Special Issues With Diabetes (HLTH10046). 60 hours  
31184 DE Sep4 \$312.15

**Sign up now!**  
Check the inside of the back cover to find out how.

# Distance Education/Online Learning

## Food Services Certificate (816)

Ontario College Certificate

Graduation Requirement: 7 courses

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

31188 OL Sep7 \$262.40

## 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

31135 OL Sep7 \$262.40

## 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

31149 OL Sep7 \$262.40

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

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

## Working with the Aged - Multidiscipline Certificate (019)

Ontario College Certificate

Graduation Requirement: 8 courses

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)

Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/gerontology](http://disted.mohawkcollege.ca/gerontology)

Courses are integrated with the Gerontology -Multidiscipline Certificate.

Mandatory Courses:

		Hours
HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 1:

COMMLL041	Communications	45
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology	42
HSCIGER05	Restorative Care	30

See box at beginning of Health Sciences section regarding Medical Clearance. Contact Program Manager for clinical information.

## Gerontology - Multidiscipline Certificate (037)

Ontario College Certificate

Graduation Requirement: 10 courses

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.).

Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/gerontology](http://disted.mohawkcollege.ca/gerontology)

Courses are integrated with the Working with the Aged - Multidiscipline Certificate.

Mandatory Courses:

		Hours
HSCIGER10	Intro to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal & Ethical Issues Related to Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-based Field Exp	30
WORKGER81	Institutional-based Field Exp	30

Options - Choose 2:

COMMLL041	Communications	45
PSYCSS271	Developmental Psychology	45
SSCISS108	Sociology	42
HSCIDEM06	Evaluation Pgm Plg - Dementia	45
HSCIGER05	Restorative Care	30

## An Introduction To The Study Of Aging HSCIGER10

Provides a survey of the biological, psychological, social and spiritual aspects of aging. 30 hours

31509 OL Sep7 \$262.40

## 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: An Introduction To The Study Of Aging (HSCIGER10). 30 hours

31076 OL Sep7 \$262.40

## 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

31539 OL Sep7 \$262.40

## Mental Health Aspects Of Aging HSCIGER41

You will investigate many issues related to the mental health of the aging individual. Psychology, sociology and relationships will be emphasized as they relate to aging. Prerequisites: HSCIGER10, 20 and 30. 30 hours

31540 OL Sep7 \$262.40

## 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

31045 OL Sep7 \$262.40

## Individual Study HMNSGER60

Here's your opportunity to pursue a particular topic in depth through independent research and/or extensive reading. Prerequisites: HSCIGER10, 20, 30, 41 and LAWSGER51. 45 hours

31510 OL Sep7 \$367.10

## 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: An Introduction To The Study of Aging (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30). 30 hours

31272 OL Sep7 \$159.15

## 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: : An Introduction To The Study of Aging (HSCIGER10), Physiology Of Aging (HSCIGER20) and Assessment And Planning (HSCIGER30), Mental Health Aspects of Aging (HSCIGER41), Legal And Ethical Issues Related to Aging (LAWSGER51) and Individual Study (HMNSGER60). 30 hours

31271 OL Sep7 \$159.15

## Health Sciences Courses

### Human Anatomy and Physiology HSCI10027

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to Health Sciences I (HSCIPNB11). 60 hours

31465 OL Sep7 \$456.35

36	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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  
31089 OL Sep7 \$432.55

## Medical Laboratory Assistant/Technician Certificate (047)

### Special Joint Mohawk College / Michener Institute 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)

Mandatory Courses:	Hours
MLSCMLA50 MLAR Mod 1-Introduction	24
MLSCMLA51 MLAR Mod 2-Lab Basics	21
BIOL10006 Preparatory Biology or	56
MLSCMLA53 MLAR Mod 4-Bas Tech in Haematology	27
CHEMMLA54 MLAR Mod 5-Bas Tech Chem	27
MLSCMLA55 MLAR Mod 6-Bas Tech Micro	24
MLSCMLA56 MLAR Mod 7-Histo/Cyto	24
MLSCMLA61 Intro to Transfusion Medicine	24
MLSC10003 Laboratory Basics Workshop	19
CLIN10035 Clinical Experience 2	

### Michener Institute Contacts (416-596-3101):

**Clinical:** Sarah Newton, ext. 3394 /  
[newton@michener.ca](mailto:newton@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  
31556 DE Sep6 \$167.52

### 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  
31557 DE Sep6 \$146.58

## 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 Sep6 \$379.55

### 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  
31239 DE Sep6 \$188.46

### 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.  
31240 DE Sep6 \$188.46

### 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.  
31241 DE Sep6 \$167.52

### 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.  
31242 DE Sep6 \$167.52

### 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  
31243 DE Sep6 \$167.52

## Oncology Nursing Certificate (883)

### Ontario College Graduate Certificate

#### Graduation Requirement: 7 courses

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 registration - CNO "Find a Nurse" document to the Program Manager for course approval. Please fax to 905-528-7706 including the name of the program along with your e-mail address. A completed clinical immunization record is required before clinical experiences.

For program details and graduation requirements visit  
[disted.mohawkcollege.ca/oncologynursing](http://disted.mohawkcollege.ca/oncologynursing)

Mandatory Courses:	Hours
NRSGNSCC1 Introduction to Oncology Nursing	30
HSCINSCC2 Communication & Psychosocial Issues in Oncology Nursing	36
HSCINSCC3 Major Malignancies I	39
HSCINSCC4 Major Malignancies II	39
HSCINSCC5 Symptom Control & Management	39
CLINNSCC6 Oncology Clinical Experience	48
NRSGHZ215 Nursing Assessment Skills	52

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  
31246 DE Sep13 \$209.40

### 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: Introduction to Oncology Nursing (NRSGNSCC1). 36 hours  
31247 DE Sep13 \$251.28

### 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: Introduction to Oncology Nursing (NRSGNSCC1). 39 hours  
31359 DE Sep13 \$272.22

### 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: Major Malignancies I (HSCINSCC3). 39 hours  
31248 DE Sep13 \$272.22

**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

# Distance Education/Online Learning

## 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: Introduction to Oncology Nursing (NRSNGSCC1). 39 hours  
31030 DE Sep13 \$272.22

## 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.  
31283 DE Sep13 \$331.95

## 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)

## Management of Drug Distribution Systems Pharmacy Technician HSC10140

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  
31397 OL Sep7 \$325.22

## Pharmacology - Pharmacy Technician Bridging HSC10137

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  
31372 OL Sep7 \$283.34

## Product Preparation Pharmacy Technician Bridging HSC10139

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  
31317 OL Sep7 \$283.34

## Professional Practice for Pharmacy Technician Bridging HSC10136

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  
31370 OL Sep7 \$367.10

## Psychosocial Rehabilitation Certificate (016)

### Ontario College Certificate

### Graduation Requirement: 6 courses

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people with prolonged mental illness. The program attracts learners with experience in the mental health field either as a person recovering their mental health well being, a family member, volunteer and/or as a provider of mental health services. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Many of our graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through [USPRA.org](http://USPRA.org). A PSR/RPS Canada Bursary is available to assist enrolled students who are recovering their mental health and well being.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[christine.mcmulkin@mohawkcollege.ca](mailto:christine.mcmulkin@mohawkcollege.ca)

### Admission Requirements

Experience in and a current connection to the mental health field either as a person recovering their mental health and well being, a family member, volunteer and/or provider of mental health services. Note that an Approval Process for entry into the program has been established. Please contact Program Manager Christine McMulkin if you are interested in enrolling in HSCIPSR01 Psychosocial Rehabilitation Foundations. If you do not have related knowledge and experience in mental health, HLTH10016 Introduction to Mental Health is recommended starting point.

For program details and graduation requirements visit

[disted.mohawkcollege.ca/psychosocialrehab](http://disted.mohawkcollege.ca/psychosocialrehab)

Mandatory Courses:	Hours
HSCIPSR01 PSR Foundations	45
HSCIPSR02 Mental Health Services	45
HSCIPSR03 Psychiatric Rehab Process	45
HSC10092 Mental Health Practitioner Competencies	45
HSCIPSR05 Current Trends in Mental Health	45
HSCIPSR06 Independent Study in PSR	60

**Book your DE exam online**  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

## 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 Tuesdays at 9:00 pm EST. 45 hours  
31282 OL Sep7 \$367.10

## 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 Tuesdays at 8:00 pm EST. 45 hours  
31007 OL Sep7 \$367.10

## Mental Health Services HSCIPSR02

Focus on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. Explore how Practitioners can support program change. Weekly chat sessions will be held on Tuesday at 9:00 pm EST. Prerequisite: HSCIPSR01. 45 hours  
31542 OL Sep7 \$367.10

## 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 Mondays at 8:30 pm EST. Prerequisite: HSCIPSR02. 45 hours  
31543 OL Sep7 \$367.10

## 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: HSC10092. 45 hours  
31544 OL Sep7 \$367.10

## 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. During the course, three chat sessions will be held on Wednesdays at 8:00 p.m. Prerequisites: HSCIPSR01-HSCIPSR03, HSC10092 and HSCIPSR05. 60 hours  
31008 OL Sep7 \$456.35

## RN - First Assistant Graduate Certificate (921)

### Ontario College Graduate Certificate

### Graduation Requirement: 5 courses

For certificate details refer to the Health Sciences section.

### Questions?

905-540-4247 ext. 26742 /  
[goran.popovic@mohawkcollege.ca](mailto:goran.popovic@mohawkcollege.ca)

38	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## RNFA Theory 1

Develop the theoretical foundation of RNFA practice. Explore the first assistant's role and interdependence with physicians and nurses for the benefit of the patient. Facilitated study through online learning activities and computer-based modules. 39 hours  
31892 DE Oct22 \$272.22

## RPN - Maternal Newborn Nursing Certificate (040)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. In this program, you will develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

### CLINICAL COURSE INFORMATION: (CLIN10038/CLIN10039)

Clinical courses can only be completed in spring/summer terms. Clinical course prerequisites are successful completion of foundational (NRS10055, 10056, HSC10163) and related advanced theory courses. Check Health sciences section of Winter/Spring catalogues for the Perinatal Nursing spring/summer 2013 clinical information. Exclusion from clinical courses may be acquired via the PLAR process on the basis of the learner's documented current clinical practice. Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, 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)

### Admission Requirements

Current registration with the College of Nurses of Ontario as a Registered Practical Nurse. Fax proof of current registration to Program Manager at 905-528-7706.

For program details and graduation requirements visit

[disted.mohawkcollege.ca/maternalnewbornnursing](http://disted.mohawkcollege.ca/maternalnewbornnursing)

### Mandatory Courses:

	Hours
NRS10055 Intro to Perinatal Nursing Pt 1	32
NRS10056 Intro to Perinatal Nursing Pt 2	32
HSC10163 Neonatal Resuscitation Program	10
NRS10055 Perinatal Maternal Care RPN	32
CLIN10038 RPN Maternal Care Clinical	40
NRS10056 Perinatal Newborn & Family Care RPN	32
CLIN10039 RPN Newborn & Family Care Clinical Experience	44

### 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. 32 hours  
31493 DE Sep17 \$377.16

### 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. 32 hours  
31494 DE Sep17 \$377.16

## Perinatal RPN Maternal Care NRS10055

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: NRS10055 and NRS10056. 32 hours  
31560 DE Sep17 \$223.36

## Perinatal Newborn And Family Care (RPN) NRS10056

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisites: NRS10055, NRS10056 & NRS10055. 32 hours  
31559 DE Sep17 \$223.36

## RN - Perinatal Nursing Certificate High Risk Obstetrics (877) or Neonatal (876)

Ontario College Graduate Certificate

Graduation Requirement for both Neonatal & High Risk Obstetrics : 7 courses  
For certificate details, please see 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  
Fax proof of current registration to Program Manager at 905-528-7706  
NOTE: NRS10055: Intro to Perinatal Nursing Part 1 & NRS10056: Intro to Perinatal Nursing Part 2 are offered via Distance Education (check RPN Maternal Newborn Certificate entry) and also this term in class. Check Health Sciences section.

### Neonatal Nursing 1 (Advanced)

#### NRS10045

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. Prerequisites: NRS10055 and NRS10056. 32 hours  
31558 DE Sep17 \$223.36

## RN - Critical Care Nursing Certificate (871)

Ontario College Graduate Certificate

Graduation Requirement: 10 courses

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 NRS10036

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  
31204 DE Sep6 \$209.40  
31378 DE Oct11 \$209.40

## Critical Care Module 2 - Respiratory NRS10001

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: Introductory Module 1(NRS10036). 33 hours  
31004 DE Sep6 \$230.34

## Critical Care Module 3 Cardiovascular Nursing NRS10002

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: Introductory Module 1(NRS10036). 45 hours  
31005 DE Sep6 \$314.10

## Special Needs Population In Critical Care Module 4 NRS10035

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: Introductory Module 1(NRS10036). 30 hours  
31205 DE Sep6 \$209.40

## Critical Care Module 5 Neurosciences NRS10003

Examine the major neuromuscular problems that result in admission to a critical care setting and implementation of nursing processes for them. Prerequisite: Introductory Module 1(NRS10036). 36 hours  
31003 DE Sep6 \$251.28

## Critical Care 6 Gastrointestinal and Genitourinary NRS10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: Introductory Module 1(NRS10036). 39 hours  
31006 DE Sep6 \$272.22

## RN - Occupational Health Nursing Certificate (875)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

Questions?  
905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)  
[theresa.markus@mohawkcollege.ca](mailto:theresa.markus@mohawkcollege.ca)

### Admission Requirements

To be eligible for this certificate you must have a Certificate of Registration from the College of Nurses of Ontario as an RN or registered in the jurisdiction where you live. Prior approval for this certificate is necessary. Please mail a copy of your current registration to Distance Education, Mohawk College, P.O. Box 2034, Hamilton, ON L8N 3T2 or fax to 905-575-2381.

# Distance Education/Online Learning

For program details and graduation requirements 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.

Mandatory Courses:	Hours
NRSGOHN01 Occupational Health Nursing-Mod 1	42
HSCIOHN02 Occ Health & Health Surveillance-Mod 2	42
HSCIOHN03 Health & Safety Legis for OHNs-Mod 3	42
HSCIOHN04 Health & Safety Mgmt for OHNs-Mod 4	42
WORKOHN05 Occ Health Nursing Project-Mod 5	42
MGMT10020 Ergonomics and Disability	42
HLTH10030 Health in the Workplace	42
NRSRGHZ215 Assessment Skills for RNs	42

## Occupational Health Nursing - Module 1 NRSGOHN01

You will be introduced to the practice of occupational health nursing, ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety. 42 hours  
31538 OL Sep7 \$346.16

## 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  
31541 OL Sep7 \$346.16

## Ergonomics and Disability Management for Occupational Health Nurses MGMT10020

Acquire an understanding of biomechanical & ergonomic principles & relate these to pathophysiology of work-related musculoskeletal disorders. Perform physical demands analyses, identify ergonomic risk factors & recommend workstation and/or task modification to prevent work-related injuries. Identify barriers to return to work and design an effective disability management program. Prerequisite: NRSGOHN01 Recommended. 42 hours  
31537 OL Sep7 \$346.16

## 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. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to Assessment Skills for Nurses (NRSRGHZ215). 42 hours  
31067 OL Sep7 \$381.16

Join the MCACES Social Network



## Human Services

### Autism and Behavioural Sciences Graduate Certificate (164)

Ontario College Graduate Certificate

Graduation Requirement: 12 courses

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, ON L8N 3T2 or fax to 905-575-2381.

For program details and graduation requirements visit [disted.mohawkcollege.ca/autism](http://disted.mohawkcollege.ca/autism)

Mandatory Courses:	Hours
HSC10041 Intro to Autism Spectrum Disorder	42
HSC10042 Intro to Applied Behavioural Analysis	60
EDUC10028 Behavioural Skill Building	45
EDUC10029 Parent and Staff Training	30
HMNS10005 Working with Families and Teams	45
EDUC10034 Ethics and Professionalism	30
EDUC10030 Specialized Instructional Strategies	60
EDUC10031 Transition Planning and Implementation	30
HMNS10006 Treating Challenging Behaviour	45
WORK10019 Field Placement 1 (Spring only)	140
WORK10020 Field Placement 2 (Spring only)	210
CONF10004 Non Violent Crisis Intervention	

IMPORTANT NOTE: The Non-Violent Crisis Intervention course (CONF10004) is offered Saturday September 29th and Saturday December 1st. The Recertification course will be offered on Saturday November 17. See Human Services- Other section. Equivalent to CONF10004.

#### Autism Field Placement - Details online.

#### Autism - Introduction to Autism Spectrum Disorder (ASD) HSC10041

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  
31291 OL Sep7 \$346.16

#### 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: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 45 hours  
31302 OL Sep7 \$367.10

#### 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: Autism - Introduction to Autism Spectrum Disorder (HSC10041). 30 hours  
31296 OL Sep7 \$282.40

#### Introduction to Applied Behaviour Analysis HSC10042

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: Autism - Introduction to Autism Spectrum Disorder (HSC10041). 60 hours  
31292 OL Sep7 \$456.35

#### 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: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 30 hours  
31126 OL Sep7 \$262.40

#### 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: Autism - Introduction to Autism Spectrum Disorder (HSC10041) and Introduction to Applied Behaviour Analysis (HSC10042). 60 hours  
31125 OL Sep7 \$456.35

#### 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: Behavioural Skill Building (EDUC10028). 30 hours  
31301 OL Sep7 \$262.40

#### 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: Introduction to Applied Behaviour Analysis (HSC10042) and Ethics and Professionalism (EDUC10034). 45 hours  
31295 OL Sep7 \$367.10

40	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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: Autism - Introduction to Autism Spectrum Disorder (HSCI10041) and Introduction to Applied Behaviour Analysis (HSCI10042). 45 hours  
31294 OL Sep7 \$367.10

## Braille Courses

### Acknowledgement of Completion

#### Graduation Requirement: 4 courses

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 visually reading and writing alphabetic Braille 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  
31109 OL Sep7 \$178.64

### Braille - Level 2 SENSSSE45

Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: Braille - Level 1 (SENSSSE44). **NOTE:** You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. 27 hours  
31110 OL Sep7 \$241.46

### Braille - Level 3 SENSSSE46

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: Braille - Level 2 (SENSSSE45). **NOTE:** You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours  
31111 OL Sep7 \$241.46

### Braille - Level 4 SENSSSE47

Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: Braille - Level 4 (SENSSSE46). **NOTE:** You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours  
31189 OL Sep7 \$241.46

## Early Childhood Education - Leadership & Administration Certificate (932)

### Mohawk College Certificate

#### Graduation Requirement: 7 courses

For certificate details see the Human Services section.

#### Questions?

905-575-1212 ext. 3345  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

#### Admission Requirements

An ECE Diploma or equivalent.

## For program details and graduation requirements visit

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

For information on equivalencies between the online courses and the in-class courses, please contact the Program Manager.

### Focus on ECE Administrative Roles



### **NEW!**

## Advocacy and Professionalism in Early Childhood and Education EDUC10079

Examine professionalism in the context of societal values, ethics, professional support systems, and current political issues and trends surrounding child care in Canada. 42 hours  
32508 OL Sep7 \$346.16

### **NEW!**

## Communication Strategies for Early Education Educators COMM10270

Focus on strategies for communicating with parents, boards of directors, colleagues and community professionals. Develop a portfolio of formats for various communication requirements. 42 hours  
32505 OL Sep7 \$346.16

### **NEW!**

## Computer Applications and Financial Planning in Early Childhood COMP10140

Benefit from a comprehensive overview of the use of computers in ECE administration. Topics include purchase and use of software packages. 42 hours  
32506 OL Sep7 \$346.16

### **NEW!**

## Management Leadership Skills and Staff Development for Early Chi EDUC10078

Focus on effective communication and leadership theory and develop a leadership style appropriate for ECE administration. Develop techniques for hiring and maintaining quality ECE staff. 42 hours  
32507 OL Sep7 \$346.16

## Early Childhood Education Courses

The complete ECE program is **ONLY** available through day school and part-time studies, evening classes. For admission procedures and requirements visit

[www.mohawkcollege.ca/calendar/ece](http://www.mohawkcollege.ca/calendar/ece)

If you are interested in pursuing 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)

## Administration and Supervision in ECE EDUC10077

Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to Supervision and Administration (EDUCEC332). Prerequisite: Learning Environment 1 (EDUCEC115). 42 hours  
31502 OL Sep7 \$346.16

## 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  
31418 OL Sep7 \$346.16

## 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  
31046 OL Sep7 \$248.44

## Working with Parents EDUC10076

Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to Parents as Partners (EDUCEC420). Prerequisite: Field Placement 1 and Seminar (WORKEC298). 42 hours  
31501 OL Sep7 \$346.16

## Educational Assistant Diploma (727)

### Ontario College Diploma

#### Graduation Requirement: 26 courses

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)

#### 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 Introductory Psychology (PSYC55156), Mathematics (MATH10038), Active Citizenship (COMM10034), Developmental Psychology (PSYC55271) and two general electives prior to being accepted.

First Aid and NVCI Workshops are strongly recommended prior to Practicum 2 (EDUCEDE16) and are available through Continuing Education in-class session.

#### Program of Studies

For program details, graduation requirements and to download the admission package visit [www.mohawkcollege.ca/727](http://www.mohawkcollege.ca/727) or [ce.mohawkcollege.ca/ea](http://ce.mohawkcollege.ca/ea)

Placement packages will be available to registered students in the course site.

You may register but will not be permitted to start your placement until packages are completed and approved.

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

# Distance Education/Online Learning

## Adaptive Computer Technology in Education **COMP10006**

Learn to use adaptive technology to assist special needs children. USB drive required. NOTE: You must have experience in Word, Excel, Powerpoint and Internet search techniques. Prerequisite: Computers in Education (EDUCEDE19). 42 hours  
31287 OL Sep7 \$346.16

## 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, EDUCEDE14, 17, 19, 21-23. 42 hours  
31275 OL Sep7 \$346.16

## 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: Safety In An Educational Setting (SAFE10004), Foundations of Education (EDUCEDE14) & Personal And Interpersonal Dynamics (EDUCEDE17). 42 hours  
31251 OL Sep7 \$346.16

## 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, EDUCEDE14-17. You must be completing a placement within a confirmed school site as access into the Ministry of Education software is required. 42 hours  
31252 OL Sep7 \$346.16

## 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 Sep7 \$346.16

## 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: Safety In An Educational Setting (SAFE10004), Foundations of Education (EDUCEDE14) & Personal And Interpersonal Dynamics (EDUCEDE17). 42 hours  
31254 OL Sep7 \$346.16

## 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, EDUCEDE14-22. 42 hours  
31026 OL Sep7 \$346.16

## 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: EDUCEDE14-23, SAFE10004. 42 hours  
31267 OL Sep7 \$346.16

## 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  
31218 OL Sep7 \$346.16

## 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  
31293 OL Sep7 \$346.16

## 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  
31209 OL Sep7 \$346.16

## 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  
32538 OL Sep7 \$346.16

## 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: Safety In An Educational Setting (SAFE10004) and Foundations of Education (EDUCEDE14). 42 hours  
31156 OL Sep7 \$346.16

**NEW!**

## Practicum Preparation 1 **EDUC10075**

Prepare for field placement, with emphasis on the EA's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to Practicum 1 (EDUCEDE15). Prerequisites: Foundations of Education (EDUCEDE14) and Safety In An Educational Setting (SAFE10004). 42 hours.  
32399 OL Sep7 \$346.16

## Practicum 2 **EDUCEDE16**

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: Practicum Prep. 1 (EDUC10075).  
31010 OL Sep7 \$380.60

## 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: Practicum 2 (EDUCEDE16). Corequisite: Exceptionalities 3 (EDUCEDE26).  
31268 OL Sep7 \$474.35

## 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.  
31274 OL Sep7 \$474.35

## 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  
31266 OL Sep7 \$346.16

## Supporting The English Language Learner **EDUC10036**

Examine the pivotal role of EAs in assisting ELD students to access the Ontario Curriculum and develop literacy/academic skills for success. 42 hours  
31128 OL Sep7 \$346.16

## 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 Sep7 \$346.16

## Total Communication Part 2 **EDUC10041**

Continue to enhance communication skills, given different limitations and exceptionalities; explore various methods of teaching and implementing strategies. Prerequisites: Total Communication Part 1 (EDUC10040). 42 hours  
31093 OL Sep7 \$346.16

## 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, Advisement/ 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. Equivalent to Business Careers (CRED10018). 42 hours  
31382 OL Sep7 \$346.16

42	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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: Student Development and Student Experience (CRED10051). 42 hours

31400 OL Sep7 \$346.16

## 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: Student Development and Student Experience (CRED10051) and Function and Organizations in Student Affairs (CRED10054). 42 hours

31033 OL Sep7 \$346.16

## Teaching the Adult Learner Certificate (129)

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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 and graduation requirements visit

[disted.mohawkcollege.ca/teachingadultlearner](http://disted.mohawkcollege.ca/teachingadultlearner)

Mandatory Courses:	Hours
EDUCTAL03 Adult Learning	42
EDUCTAL02 Curriculum Development	42
EDUCTAL04 Instructional Techniques	42
EDUCTAL05 Assessment & Evaluation	42
EDUCTAL08 Instructional Tech Adult Ed.	30
SENSTAL06 Adults with Learning Disabilities	42

## Adult Learning EDUCTAL03

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

31190 OL Sep7 \$346.16  
32049 OL Oct1 \$346.16  
31437 OL Nov1 \$346.16

## Curriculum Development EDUCTAL02

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: Adult Learning (EDUCTAL03) and Adults with Learning Disabilities (SENSTAL06). 42 hours

31002 OL Sep7 \$346.16  
32047 OL Nov1 \$346.16

**Book your  
Distance Education exam  
online at  
[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)**

## Instructional Techniques EDUCTAL04

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. Students will be required to use a microphone for some course assignments.

Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02) and Adults with Learning Disabilities (SENSTAL06). 42 hours

31191 OL Sep7 \$346.16  
32048 OL Nov1 \$346.16

## Assessment And Evaluation EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment.

Prerequisite: Adult Learning (EDUCTAL03), Curriculum Development (EDUCTAL02), Instructional Techniques (EDUCTAL04) and Adults with Learning Disabilities (SENSTAL06). 42 hours

31120 OL Sep7 \$346.16  
31083 OL Nov1 \$346.16

## 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: Adult Learning (EDUCTAL03). 42 hours

31192 OL Sep7 \$346.16

## Instructional Technology In Adult Education EDUCTAL08

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. Prerequisites: Adult Learning (EDUCTAL03) and Curriculum Development (EDUCTAL02). 30 hours

31532 OL Sep7 \$262.40

## Teaching Online

### Acknowledgement of Completion

After successfully completing 5 courses, send request to [bonnie.pataran@mohawkcollege.ca](mailto:bonnie.pataran@mohawkcollege.ca)

### Questions?

905-575-2307

For program details visit

[disted.mohawkcollege.ca/teachingadultlearner](http://disted.mohawkcollege.ca/teachingadultlearner)

## 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

31062 OL Sep7 \$262.40

## Designing and Authoring an On-line Course EDUCTAL068

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

31061 OL Sep7 \$367.10

## 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

31444 OL Sep7 \$346.16

## 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

31063 OL Sep7 \$367.10

## 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

31060 OL Sep7 \$262.40

**Watch for our  
Winter 2013 catalogue  
Available on Tues., November 20**

## 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: Communications (COMMMLL041). 28 hours

31163 OL Sep7 \$248.44

### Communication COMMMLL041

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

31091 OL Sep7 \$367.10  
31038 OL Oct1 \$367.10  
31442 OL Nov1 \$367.10  
31600 OL Dec3 \$367.10

### 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 Communications (COMMMLL041). 42 hours

31297 OL Sep7 \$346.16

### 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

31031 OL Sep7 \$367.10

# Distance Education/Online Learning

## 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

31100 OL Sep7 \$346.16

## 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 Communications (COMMMLL041). 45 hours

31270 OL Sep7 \$367.10

## Researching & Reporting-Lgs COMMMLL122

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

31232 OL Sep7 \$325.22

## 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

31053 OL Sep7 \$384.95

## Certificate of Competence in the French Language (829)

For program details see the Languages & Communications section. Some courses in this program are only offered in class.

## 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

31054 OL Sep7 \$346.16

31454 OL Oct1 \$346.16

## 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: French 1 (LANG10061). 42 hours

31055 OL Sep7 \$346.16

31599 OL Dec3 \$346.16

## 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: French 2 (LANG10062). 42 hours

31056 OL Sep7 \$346.16

## 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: French 3 (LANG10063). 42 hours

31057 OL Sep7 \$346.16

## 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: French 4 (LANG10064). 42 hours

31058 OL Sep7 \$346.16

## 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.

## 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

31343 OL Sep7 \$262.40

## 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: Introduction to Spoken Language (LANG10031) and Consecutive Interpreting (LANG10032). 30 hours

31145 OL Sep7 \$262.40

## 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: Intro to Spoken Language Interpreting (LANG10031), Consecutive Interpreting (LANG10032) and Skills Development - Sight Translation (LANG10033). 30 hours

31344 OL Sep7 \$262.40

## 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: Intro to Spoken Language Interpreting (LANG10031). 30 hours

31094 OL Sep7 \$262.40

## 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

31345 OL Sep7 \$262.40

## Writing for Publication Certificate (123)

### Mohawk College Certificate

### Graduation Requirement: 5 courses

For program details refer to the Languages & Communications section.

### Questions?

905-575-2703 / [disted@mohawkcollege.ca](mailto:disted@mohawkcollege.ca)

905-575-2307 /

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

## Grammar For Writing Professionals COMMLL202

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! 42 hours

31233 OL Sep7 \$346.16

## Intro to Creative Non-Fiction COM10000

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

31528 OL Sep7 \$325.22

### NEW!

## Life-Writing: Telling our Stories COMM10162

Find inspiration from your life experiences and explore universal themes that connect us to each other. Learn to write life stories using creative non fiction techniques. 42 hours

32085 OL Sep7 \$346.16

## Poetry Writing COMMLL113

Develop the skills needed to create and market publishable poems. 42 hours

32322 OL Sep7 \$346.16

## Romance Writing COMMLL204

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

31146 OL Sep7 \$367.10

## 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

31157 OL Sep7 \$325.22

44	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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. 42 hours

31234 OL Sep7 \$346.16

## 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: Writing for Publication - Level 1 (COMMLLT03). 42 hours

31029 OL Sep7 \$346.16

## Writing Short Stories COMM10259

Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process. 48 hours

31507 OL Sep7 \$384.95

## Literature Selection Series

### Canadian Literature COMMLL903 (E)

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. 42 hours

31398 OL Sep7 \$346.16

### 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. 42 hours

31529 OL Sep7 \$346.16

### 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

31235 OL Sep7 \$346.16

31512 OL Oct1 \$346.16

31585 OL Nov1 \$346.16

### 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

31193 OL Sep7 \$384.95

## 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. Many 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)

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

31351 OL Sep7 \$346.16

31423 OL Nov1 \$346.16

### 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: Communications/Reporting - Police Foundations (COMMLL123). 42 hours

31330 OL Sep7 \$346.16

### 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

31186 OL Sep7 \$384.95

### 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

31369 OL Sep7 \$384.95

### 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

31308 OL Sep7 \$346.16

31044 OL Nov1 \$346.16

### 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: Criminal and Civil Law (LAWSPF301). 42 hours

31138 OL Sep7 \$346.16

### 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: Criminal and Civil Law (LAWSPF301). 42 hours

31332 OL Sep7 \$346.16

### 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

31137 OL Sep7 \$262.40

31586 OL Dec3 \$262.40

### Diversity and First Nations SSC10017

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

31187 OL Sep7 \$346.16

### 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

31098 OL Sep7 \$408.75

### Interpersonal & Group Dynamics

#### SSCI PF202 (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

31333 OL Sep7 \$367.10

### 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

31147 OL Sep7 \$384.95

**Book your DE exam online**

[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

# Distance Education/Online Learning

## 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  
31148 OL Sep7 \$384.95

## 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: Criminal and Civil Law (LAWSPF301). 28 hours  
31068 OL Sep7 \$248.44  
31570 OL Nov1 \$248.44

## 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  
31307 OL Sep7 \$367.10

## Provincial Offenses 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  
31331 OL Sep7 \$384.95

## 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  
31365 OL Sep7 \$346.16

## 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: Canadian Criminal Justice System (LAWSPF111). 42 hours  
31139 OL Sep7 \$346.16

## Investigation Courses

### 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  
31388 OL Sep7 \$346.16

**Book your DE exam online**  
disted.mohawkcollege.ca

## 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  
31435 OL Sep7 \$346.16

## 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  
31434 OL Sep7 \$346.16

## Library/Records Management

### Library and Information Technician Diploma (800)

#### Ontario College Diploma

#### Graduation Requirement: 28 courses

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.harmspinner@mohawkcollege.ca](mailto:dolores.harmspinner@mohawkcollege.ca)

#### 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.

#### Program of Studies

The student workload for each course is 10-15 hours per week.

For program details and graduation requirements visit [disted.mohawkcollege.ca/library](http://disted.mohawkcollege.ca/library)

Mandatory Courses:	Hours
LIBRLT110	Intro to Libraries & the Info Industry 39
INFO10172	Info Technology for Lib Technicians 39
INFOLT402	Electronic Publishing 36
LIBR10041	Online Searching 39
LIBR10044	Reference Processes 39
LIBR10045	Reference Services and Sources 39
LIBR10040	Library Prog, Marketing & Advocacy 36
LIBR10042	Resource Description and Access I 36
LIBR10043	Resource Description and Access II 36
LIBR10039	Library Classification 39

LIBR10038	Indexing and Subject Analysis	36
INFOLT340	Database Design for Info Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter-Library Loan	36
HRESLT150	Human Relations & Supervision	36
MGMT10041	Library Financial Mgmt & Budgeting	18
COMP10136	Introduction to Computers 1	45
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105
	1 Communications course	
	1 Literature course	
	2 General Education Courses	

#### Options - Choose 4:

LIBRLT385	Children's Services and Issues	36
OADMIRM100	Records & Info Mgmt Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction & Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries and Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata	36
LIBR10036	Strategies for Instruction for LTs	36

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  
31119 OL Sep7 \$325.22

### NEW!

## Information Technology for Library Technicians INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, ipads and tablets, QR codes and various software and applications. Equivalent to Personal Computer Support for Library Technicians (INFOLT390). 39 hours  
31851 OL Sep7 \$325.22

## 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 or Intro to Computers. 36 hours  
31396 OL Sep7 \$304.28

### NEW!

## Online Searching LIBR10041

Learn to apply Boolean constructs and other concepts for efficient retrieval of information from the Internet, library catalogues and commercial databases. Equivalent to Information Work I (LIBRLT220). Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 39 hours  
31870 OL Sep7 \$325.22

46	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

**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: Information Work I (LIBRLT220). 39 hours  
31196 OL Sep7 \$325.22

**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: Information Work II (LIBRLT420). 39 hours  
31124 OL Sep7 \$325.22

**NEW!**  
**Library Programming, Marketing and Advocacy LIBR10040**  
Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to Client Services (LIBRLT435). Prerequisites: Information Work I (LIBRLT220) or Online Searching (LIBR10041). 36 hours  
31860 OL Sep7 \$304.28

**NEW!**  
**Resource Description and Access 1 LIBR10042**  
Focus on RDA rules for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Equivalent to Descriptive & Access Cataloguing 1 (LIBRLT302). Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 36 hours  
31826 OL Sep7 \$304.28

**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: Descriptive and Access Cataloguing I (LIBRLT302). 36 hours  
31123 OL Sep7 \$304.28

**NEW!**  
**Library Classification LIBR10039**  
Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to Subject Analysis and Classification (LIBRLT320). Prerequisites: Descriptive and Access Cataloguing II (LIBRLT305) or Resource Description and Access II (LIBR10043). 39 hours  
31855 OL Sep7 \$335.22

**NEW!**  
**Indexing & Subject Analysis LIBR10038**  
Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to Indexing and Abstracting (LIBRLT325). Prerequisites: Subject Analysis and Classification (LIBRLT320) or Library Classification (LIBR10039). 36 hours  
31872 OL Sep7 \$314.28

**NEW!**  
**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 Access Core (INFO10081). Prerequisite: Computer Basics with Windows, Word and Excel or Intro to Computers. 21 hours  
31329 OL Sep7 \$199.58

**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: Descriptive And Access Cataloguing I (LIBRLT302). 18 hours  
31172 OL Sep7 \$178.64

**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: Descriptive and Access Cataloguing I (LIBRLT302). 36 hours  
31154 OL Sep7 \$304.28

**NEW!**  
**Circulation and Inter-Library Loan LIBR10037**  
Explore circulation basics for libraries and information services. Topics include inventory control and inter-library loan and document supply. Equivalent to Collection Maintenance and Inventory Control (LIBRLT215). Prerequisite: Intro to Libraries and the Information Industry (LIBRLT110). 36 hours  
31827 OL Sep7 \$304.28

**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  
31527 OL Sep7 \$304.28

**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. Prerequisites: LIBRLT110 and Computer Basics with Windows, Word and Excel or Intro to Computers. 18 hours  
31155 OL Sep7 \$178.64

**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  
31534 OL Sep7 \$304.28

**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  
31535 OL Sep7 \$325.22

**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  
31533 OL Sep7 \$325.22

**NEW!**  
**Introduction to Metadata & Metadata Applications LIBR10035**  
Learn to apply metadata schemes and standards to describe digital and electronic web resources. Knowledge of HTML coding recommended. Prerequisites: Cataloguing Electronic & Internet Resources (LIBR10003) and Electronic Publishing and Emerging Library Technologies (INFOLT402). 36 hours  
31871 OL Sep7 \$304.28

**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 [disted.mohawkcollege.ca/library](http://disted.mohawkcollege.ca/library). Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037. 105 hours  
31346 OL Sep7 \$156.44  
31070 OL Oct1 \$156.44  
31071 OL Nov1 \$156.44  
31515 OL Dec3 \$156.44

**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 [disted.mohawkcollege.ca/library](http://disted.mohawkcollege.ca/library). Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038. 105 hours  
31088 OL Sep7 \$156.44  
31072 OL Oct1 \$156.44  
31073 OL Nov1 \$156.44  
31516 OL Dec3 \$156.44

**NEW!**  
**Computers 1 - Introduction to COMP10136**  
Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Microsoft Works is NOT acceptable for this course. 42 hours  
32441 OL Sep7 \$346.16

# Distance Education/Online Learning

## Records and Information Management Certificate (810)

Ontario College Certificate

Graduation Requirement: 6 courses

With the increasing production of and demand for complex information & the widespread use of automated technologies, businesses, non-profit organizations & government agencies are striving to manage information assets effectively. Records & 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.

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.

Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/recordsmanagement](http://disted.mohawkcollege.ca/recordsmanagement)

**Mandatory Courses:** Hours

OADM100	Records and Info Mgt Fundamentals	39
OADM101	Active Records Management	39
GRAP102	Document Mgt Technology	39
LIBR103	Archives	39
COMM122	Research & Reporting - LGS	39

**Options - Choose 1:**

INFORM141	MS Office Professional:Version XP	42
INFO1095	MS Office 2007	42

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 OADM100

Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records. 39 hours

31488 OL Sep7 \$325.22

### Archives LIBR103

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

31489 OL Sep7 \$325.22

## General Education Courses

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.

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)

### 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

31304 OL Sep7 \$325.22

### 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

31143 OL Sep7 \$384.95

### 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

31440 OL Sep7 \$367.10

### 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

31249 OL Sep7 \$346.16

### 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. 45 hours

31081 OL Sep7 \$367.10

### Criminal Psychology - Psychopathic Minds PSYC10002 (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

31285 OL Sep7 \$367.10

31450 OL Oct1 \$367.10

31456 OL Nov1 \$367.10

### Criminal Psychology 2 - Criminal Minds

**PSYC10003 (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

31127 OL Sep7 \$367.10

### Cults and Terrorism SSC110006 (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

31415 OL Oct1 \$367.10

### Developmental Psychology

**PSYC2271 (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

31108 OL Sep7 \$367.10

31413 OL Oct1 \$367.10

31357 OL Nov1 \$367.10

### 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

31136 OL Sep7 \$367.10

### 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

31350 OL Sep7 \$367.10

### 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

31269 OL Sep7 \$304.28

### 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

31096 OL Sep7 \$367.10

### 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

31451 OL Sep7 \$262.40

31576 OL Nov1 \$262.40

### 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

31032 OL Sep7 \$367.10

**Book your DE exam online**

[disted.mohawkcollege.ca](http://disted.mohawkcollege.ca)

48	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Distance Education/Online Learning

## 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  
31432 OL Sep7 \$367.10

## 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. 30 hours  
32430 OL Sep7 \$262.40

## 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  
31393 OL Sep7 \$367.10

## Introduction to Racism and Discrimination SSC10026 (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. 42 hours  
31024 OL Sep7 \$346.16

## 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  
31299 OL Sep7 \$367.10

## 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  
31392 OL Sep7 \$367.10

## 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  
31107 OL Sep7 \$346.16  
31411 OL Oct1 \$346.16  
31360 OL Nov1 \$346.16  
31598 OL Dec3 \$346.16

## 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  
31306 OL Sep7 \$346.16

## 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  
31441 OL Sep7 \$367.10

## 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  
31531 OL Sep7 \$346.16  
31584 OL Nov1 \$346.16

## 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  
31300 OL Sep7 \$346.16  
31364 OL Nov1 \$346.16  
31602 OL Dec3 \$346.16

## 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. 42 hours  
31144 OL Sep7 \$346.16

## 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  
31366 OL Sep7 \$346.16

## 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  
31530 OL Sep7 \$248.44

## 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  
31273 OL Sep7 \$346.16

## Sexual Violence SSC10008 (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  
31080 OL Sep7 \$367.10

## Soccer and its Impact on Society SSC10031 (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  
31391 OL Sep7 \$346.16

## Social Media and Society SSC10045 (E)

Explore major developments in social media and its impact on communication, business, government, the economy, and education. Gain hands-on experience with many of the leading social media applications such as Facebook, YouTube, Wikipedia and Twitter. 42 hours  
31472 OL Sep7 \$346.16

## 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. 42 hours  
31342 OL Sep7 \$346.16

## 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  
31526 OL Sep7 \$262.40

## 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  
31106 OL Sep7 \$346.16  
31410 OL Oct1 \$346.16  
31361 OL Nov1 \$346.16  
31603 OL Dec3 \$346.16

## 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: Sociology 1(SSCISS108). 42 hours  
31016 OL Sep7 \$346.16

**NEW!**

## Sociology-Sport SSC10046 (E)

You will explore and discover the structural and cultural relationship of sport to society. Also, examine the issues of race, gender, social stratification, deviances, economics, religion and politics as they relate to sport in society. 42 hours  
31503 OL Sep7 \$346.16

## 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  
31160 OL Sep7 \$346.16

**Looking for a course?**  
Search the index at the back  
of this catalogue.

# Distance Education/Online Learning/Engineering Technology

## 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

31394 OL Sep7 \$346.16  
31458 OL Nov1 \$346.16

## 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

31449 OL Oct1 \$367.10  
31577 OL Nov1 \$367.10

## 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

31536 OL Sep7 \$367.10

## 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

31305 OL Sep7 \$346.16

## World Of Abnormal Psychology

### PSYC5021 (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

31105 OL Sep7 \$367.10  
31406 OL Oct1 \$367.10  
31354 OL Nov1 \$367.10  
31601 OL Dec3 \$367.10

## Upgrading

### Academic and Career Entrance (ACE)

Academic and Career Entrance (ACE) courses are non post-secondary courses designed to prepare you 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, you 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.

Contact Shelley Kitchen at [shelley.kitchen@mohawkcollege.ca](mailto:shelley.kitchen@mohawkcollege.ca) for registration details. Enrollment is limited; contact Shelley Kitchen as soon as possible.

ACE courses are also available during the day and part-time, for further information please contact [sheila.safranyos@mohawkcollege.ca](mailto:sheila.safranyos@mohawkcollege.ca)

## 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: ACE Core Math (MATH10045). 100 hours

31325 OL Sep4 \$0.00

## 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: ACE Core Math (MATH10045). 120 hours

31318 OL Sep4 \$0.00

## 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: ACE Core Math (MATH10045). 120 hours

31321 OL Sep4 \$0.00

## 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. 100 hours

31327 OL Sep4 \$0.00

## 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: ACE Core Math (MATH10045). 120 hours

31322 OL Sep4 \$0.00

## 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

31323 OL Sep4 \$0.00

## 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: ACE Core Math (MATH10045). 120 hours

31324 OL Sep4 \$0.00

## 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**

## Apprenticeship

### 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/cofg](http://ce.mohawkcollege.ca/cofg)

## 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. 32539 SC MO/WE Sep17 6:00-9:00 20 \$447.15

## 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. 32443 BF MO/WE Sep17 6:00-9:00 24 \$519.55

50 How to read course details:

**CRN\*** 31810  
**Location** FF  
**Day(s)** WE  
**Start** Sep12

**Certificate of Qualification Prep Machinist MACHHAQ02**  
39045 SC TU/TH Sep18 6:00-10:00 18 \$519.55  
**Certificate of Qualification Prep - Tool & Die MACHHEQ03**  
39044 SC TU/TH Sep18 6:00-10:00 18 \$519.55

## 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.  
31749 FF WE Sep19 6:30-9:30 12 \$278.64

## Skilled Trades

### Automotive - Other

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 3659/  
[angelo.cosco@mohawkcollege.ca](mailto:angelo.cosco@mohawkcollege.ca)

WATCH FOR COURSES NEXT TERM

### CNC Programming Certificate (Including CAD/ CAM) (070)

Mohawk College Certificate

Graduation Requirement: 4 courses

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)

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).

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
MACHRE810 CNC Programming - Basic	60
MACHRE811 CNC Programming - Intermediate	60
CADMRE455 CAD/CAM MasterCAM 2D	60
CADMRE456 CAD/CAM MasterCAM 3D	52

Some components of this program require approved safety glasses and footwear.

### CNC Programming - Intermediate MACHRE811

Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.  
31750 SC TU/TH Sep11 7:00-10:00 20 \$447.15

### CAD/CAM (MasterCAM) 2D CADMRE455

Develop skill with Master CAM mill and lathe using required software and knowledge of Windows. Prerequisite: MACHRE811.  
32438 SC TU Sep11 6:00-10:00 15 \$447.15

### CNC - Other

**NEW!**

### CNC Operator MACH10059

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology.  
32548 SC TU Sep11 6:00-10:00 10 \$309.60

### Electrical Fundamentals Certificate (063)

Mohawk College Certificate

Graduation Requirement: 3 courses

Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1267/  
[daniel.wright@mohawkcollege.ca](mailto:daniel.wright@mohawkcollege.ca)

Admission Requirements

A minimum of Grade 11 mathematics and physics, or equivalent.

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
ELECHV107 Electricity 1 - Residential	72
ELECHV200 Electricity 2 - Comm/Light Industrial	72
MATHMA002 Prep. Mathematics (Technology)	72

### 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 (847)

Mohawk College Certificate

Graduation Requirement: 6 courses

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)

Admission Requirements

You require basic knowledge of or experience with fluid power systems.

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
STENMF100 Basic Hydraulics	60
STENMF101 Hydraulic Troubleshooting & Rebuild	48
STENMF102 Hydraulic System Studies	48
STENMF103 Basic Pneumatics & Troubleshooting	48
ELECMF104 Electrical/Electronic Apps for Fluid Power	60
STENMF105 Electro Pneumatic Systems	48

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.  
32013 SC WE Sep12 6:00-9:00 15 \$447.90

### 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.  
32014 SC TU Sep11 6:00-9:30 14 \$368.22

### Industrial Lubrication Certificate (064)

Mohawk College Certificate

Graduation Requirement: 5 courses

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)

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.

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
MATLLUB00 Lubrication Fundamentals	45
MATLLUB04 Lubrication Systems, Storage & Handling	45
STENLUB05 Fluid Power Fundamentals	45
MATLLUB06 Lubrication TAP	45
MECHRE044 Power Transmission	39

### Lubrication Fundamentals MATLLUB00

Focus on tribology/lubrication principles, systems, classification, environmental considerations, installation layout and system operation and troubleshooting.  
32015 SC MO Sep10 6:00-9:45 12 \$348.30

### Industrial Mechanic (Millwright) Certificate (061) - Suspended

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

For program details and graduation requirements visit [ce.mohawkcollege.ca/imm](http://ce.mohawkcollege.ca/imm)

This certificate has been suspended effective Fall 2012.

### Machine Tool Operator Certificate (848)

Mohawk College Certificate

Graduation Requirement: 5 courses

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

# Engineering Technology

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)

## Admission Requirements

You require Grade 12 Mathematics, and a strong mechanical aptitude.

## Program of Studies

**For program details and graduation requirements visit**

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

## Mandatory Courses: Hours

MACHRE165	Machine Shop 1	40
MACHRE265	Machine Shop 2	40
MACHRE465	Machine Shop 3	40
MACHRE543	Machine Shop Theory	72
TDRWRE152	Blueprint Reading Mechanical	36

**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.

31522 SC SA Sep15 8:00-12:00 10 \$349.60

## 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.

31523 SC SA Sep15 8:00-12:00 10 \$349.60

## Machine Shop 3 MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Miscellaneous fee included.

31524 SC SA Sep15 8:00-12:00 10 \$349.60

## Machine Shop Theory MACHRE543

Develop skills and knowledge in safety, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

31525 SC MO/WE Sep17 6:00-10:00 24 \$519.55

## Blueprint Reading Mechanical

### TDRWRE152

Learn to visualize objects and interpret dimensions, sections, tolerances, machine finishes, assemblies, etc.

32549 SC TU Sep11 7:00-10:00 12 \$278.64

## Maintenance Mechanic Fundamentals Certificate (062)

### Mohawk College Certificate

#### Graduation Requirement: 6 courses

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)

#### Admission Requirements

Grade 12 mathematics, physics and chemistry. A good mechanical aptitude recommended.

## Program of Studies

**For program details and graduation requirements visit**

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

## Mandatory Courses: Hours

MECHRE041	Pumps (Industrial)	39
MECHRE042	Pipefitting for Industrial Mechanic	39
MECHRE043	Rigging & Hoisting	39
MECHRE044	Power Transmission	39
IENGRE045	Material Handling Maintenance	42
MATLLUB00	Lubrication Fundamentals	45

## 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.

32016 SC TH Sep13 6:00-9:15 12 \$301.86

## Welder Operator Certificate (860)

### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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)

#### Admission Requirements

Average 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 for you. Everyone must register in Shielded Metal Arc Welding 1.

## Program of Studies

**For program details and graduation requirements 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.**

## Mandatory Courses: Hours

WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

**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.

31605 SC MO/WE Sep10 6:30-9:30 26 \$691.45

## 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.

31606 SC MO/WE Sep10 6:30-9:30 26 \$691.45

## 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.

31607 SC MO/WE Sep10 6:30-9:30 26 \$691.45

## 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 the GTAW (TIG) process.

Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included.

31608 SC MO/WE Sep10 6:30-9:30 26 \$691.45

## Blueprint Reading Welding TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

31604 SC TU Sep11 7:00-10:00 13 \$301.86

## Welding - Other

### Questions?

905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@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.

31519 BF SA Sep15 8:00-12:00 9 \$341.64

## Welding II WELDRE126

Further develop welding skills in the vertical and horizontal positions. Prerequisite: WELDRE125. Material fee included.

31520 BF SA Sep15 8:00-12:00 9 \$341.64

## Welding III WELDRE129

Continue developing welding skills in all positions. Prerequisite: WELDRE126. Material fee included.

31521 BF SA Sep15 8:00-12:00 9 \$341.64

**Completion of WELDRE125, WELDRE126, & WELDRE129 may qualify you for C.W.B. equivalent certification in the flat position only.**

## Welding Pipe & TIG WELDRE215

Develop skills in pipe Welding, Shielded Metal Arc Welding with the uphand technique, Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding. Prerequisites: WELDRE129 or WELDRE236 or equivalent. Material fee included.

31609 SC SA Sep15 8:00-12:00 12 \$452.07

## Welding WELDRE226

Cover basic Shielded Metal Arc Welding; SMAW to C.W.B. Standards. Gas Metal Arc Welding including Spray Arc, Short Arc and Flux-Core techniques. Material fee included.

31610 SC SA Sep15 8:00-12:00 12 \$452.07

**Need upgrading in Math or English?**  
905-575-2029

52	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Woodworking

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-575-1212 ext. 5027 /  
[shari.martin@mohawkcollege.ca](mailto:shari.martin@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.

32055 SC MO Sep10 6:30-9:30 12 \$278.64

### **NEW!**

### How to Design & Build Your Own

#### Kitchen Cabinets BLDG10076

Enhance your design and cabinet building skills. Focus on kitchen floor plan layout and learn to build upper and lower cabinets in conventional and European design.

32059 SC TH Sep13 6:30-9:30 12 \$278.64

#### 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.

32056 SC MO Sep10 6:30-9:30 12 \$278.64

#### 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.

32054 SC TH Sep13 6:30-9:30 12 \$278.64

#### 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.)

32057 SC TU Sep11 6:30-9:30 12 \$278.64

#### 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.

32058 SC WE Sep12 6:30-9:30 12 \$278.64

## Electronic Fundamentals Certificate (886)

### Mohawk College Certificate

#### Graduation Requirement: 4 courses

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)  
905-318-4295 mailbox 1267  
[daniel.wright@mohawkcollege.ca](mailto:daniel.wright@mohawkcollege.ca)

### Admission Requirements

Grade 12 Mathematics or equivalent.

### Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/electronicfundamentals](http://ce.mohawkcollege.ca/electronicfundamentals)

Mandatory Courses:	Hours
ELECER001 DC Electl/Electn Theory	56
ELECER002 AC Electl/Electn Theory	56
ELECER003 Electronics 1	56
ELECER005 Electronics 2	56

### DC Electrical/Electronic Theory

#### ELECER001

Develop knowledge of electrical theory with emphasis on terminology, basic DC concepts and characteristics, and safety procedures.

32134 FF WE Sep12 6:00-10:00 14 \$420.79

### AC Electrical/Electronic Theory

#### ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

32288 FF TU Sep11 6:00-10:00 12 \$421.34

## Human Machine Interfacing Certificate (182)

### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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.

### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/hmi](http://ce.mohawkcollege.ca/hmi)

Mandatory Courses:	Hours
ASYS10004 HMI Programming 1	56
ASYS10005 HMI Programming 2	56
ASYS10006 HMI Programming 3	56
ASYSPLC11 PLC Programming 1	56
ASYSPLC12 PLC Programming 2	56

### WATCH FOR COURSES NEXT TERM

## Industrial Drives Certificate (202)

### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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)

### Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
ASYS10001 Industrial Drives 1	52
ASYS10002 Industrial Drives 2	52
ASYS10003 Industrial Drives 3	52
ELECER001 DC Electl/Electn Theory	56
ELECER002 AC Electl/Electn Theory	56

### 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

32120 FF WE Sep12 6:00-10:00 13 \$394.43

## Instrumentation Courses

Questions?  
905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
905-318-4295 mailbox 1267  
[daniel.wright@mohawkcollege.ca](mailto:daniel.wright@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.

32289 FF TU/TH Sep11 6:00-9:00 24 \$519.55

### Instrumentation 3 For Tradesmen

#### INSTRE131

Benefit from the theory of modern DCS Systems with a hands on component with an ABB DCS (Distributed Control System) for industrial process control. Examine basic theory, controller configuration and operator station configuration tools. Prerequisite: RE155.

32290 FF MO Sep10 6:00-9:00 14 \$420.79

## Programmable Logic Controller Certificate (092)

### Mohawk College Certificate

#### Graduation Requirement: 4 courses

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)

# Engineering Technology

## 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.

## Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/plc](http://ce.mohawkcollege.ca/plc)

Mandatory Courses:	Hours
ASYSPLC11 PLC Programming 1	56
ASYSPLC12 PLC Programming 2	56
ASYSPLC13 PLC Programming 3	56
ASYSPLC14 PLC Programming 4	56

## 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.

32029	FF	TU	Sep11	6:00-10:00	13	\$394.43
32117	FF	TH	Sep13	6:00-10:00	13	\$394.43

## PLC Programming 3 ASYSPLC13

Develop skills with advanced Ladder Logic instructions, Tag Databases and multiple programs. EtherNet, ControlNet, DeviceNet, Analog I/O and PID. Prerequisite: ASYSPLC12

32118	FF	TH	Sep13	6:00-10:00	13	\$394.43
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## PLC Programming 4 ASYSPLC14

Explore Analog I/O setup, PIDE instruction using Analog inputs and motor drives, monitor and trending, alarming, and other special functions. Prerequisite: ASYSPLC13

32119	FF	TU	Sep11	6:00-10:00	13	\$394.43
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## Legislative Compliance

### Air Brake Training

Questions?  
905-575-2507 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[dwayne.barnett@mohawkcollege.ca](mailto:dwayne.barnett@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.

31636	SC	SA/SU	Sep15	8:00-4:00	2	\$252.20
31747	SC	SA/SU	Oct20	8:00-4:00	2	\$252.20
31748	SC	SA/SU	Nov24	8:00-4:00	2	\$252.20

## 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.

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 ENVRE904

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.

32285	SC	SA	Sep29	8:30-3:00	1	\$214.50
32286	SC	SA	Oct27	8:30-3:00	1	\$214.50
32287	SC	SA	Nov24	8:30-3:00	1	\$214.50

## 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. 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)  
Course information: 905-575-1212 ext. 5018  
[peter.jarvie@mohawkcollege.ca](mailto:peter.jarvie@mohawkcollege.ca)

For testing information, 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).

The purchase of books will be required; instructors will advise.

## 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.

32530	SC	TU/TH	Sep11	6:00-10:00	30	\$802.75
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## 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.

32531	SC	MO/WE	Sep5	6:00-10:00	30	\$802.75
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## 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.

32532	SC	MO/WE	Sep5	6:00-10:00	30	\$802.75
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## 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.

32533	SC	TU/TH	Sep11	6:00-10:00	30	\$802.75
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Please register early - we need a minimum number of students to run our classes

54	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

<b>Air Handling &amp; Preventive Maintenance</b>	<b>BLDGBES03</b>
39077 OR TU Sep18 10:00-3:00	21 \$317.25
<b>Air Conditioning and Refrigeration</b>	<b>BLDGBES02</b>
39078 OR TU Sep11 10:00-3:00	20 \$317.25

# Engineering Technology

## 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.

32534 SC MO/WE Sep5 6:00-10:00 36 \$944.35  
32535 SC MO/WE Sep5 6:00-10:00 36 \$944.35

## Heating, Refrigeration, Air-Conditioning (HRAC) Certificate (855)

Ontario College Certificate

**Graduation Requirement: 7 courses**

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)  
905-575-1212 ext. 5272 / [roman.szpurko@mohawkcollege.ca](mailto:roman.szpurko@mohawkcollege.ca)

**Admission Requirements**

You require Grade 12 or equivalent (including Mathematics), strong problem-solving skills, good human relation skills, and high mechanical aptitude.

**Program of Studies**

For program details and graduation

requirements 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.

**Mandatory Courses:**

**Hours**

BLDGBES03	Air Handling/Preventative Maintenance	45
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2 - Comm/Light Industrial	72
ENVRRE904	CFC/HCFC/HFC Control	6
GOPTRE243	Oil Burner Technician 3	120
GOPTRE244	Gas Technician 3	144
HRAPRE905	Air-Conditioning for HRAC	60

## 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.

31878 SC TU/TH Sep11 6:00-9:00 24 \$519.55

## 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.

31880 SC MO/WE Sep10 6:00-9:00 24 \$519.55

**Need Grade 12 equivalency?**  
905-575-2029

## Building Environmental Systems Certificate (090)

Mohawk College Certificate

**Graduation Requirement: 6 courses**

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)  
905-575-1212 ext. 5272 / [roman.szpurko@mohawkcollege.ca](mailto:roman.szpurko@mohawkcollege.ca)

**Admission Requirements**

Practical work experience or equivalent.

**Program of Studies**

For program details and graduation

requirements visit [ce.mohawkcollege.ca/buildenvironsystems](http://ce.mohawkcollege.ca/buildenvironsystems)

**Mandatory Courses:**

**Hours**

HRAPBES01	Heating	45
HRAPBES02	Air Conditioning & Refrigeration	45
BLDGBES03	Air Handling/Preventative Maintenance	45
BLDGBES04	Electrical	45
STENBES05	Controls	45
STENBES06	Water Treatment	45

## 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.

32513 SC MO Sep10 6:00-9:15 14 \$348.30

## Electrical

## BLDGBES04

Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for Building Operators.

32512 SC TU Sep4 6:00-9:00 15 \$348.30

## Controls

## STENBES05

Focus on the fundamentals of automatic controls, how they work, and how they are applied and interconnected.

32511 SC TH Sep6 6:00-9:00 15 \$348.30

## Water Treatment

## STENBES06

Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

32529 SC WE Sep5 6:00-9:00 15 \$348.30

## Building & Construction Sciences

## Construction Estimating Certificate (867)

Mohawk College Certificate

**Graduation Requirement: 5 courses**

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)  
[richard.borger@mohawkcollege.ca](mailto:richard.borger@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

**Mandatory Courses:**

**Hours**

BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
BLDGCV442	Estimating 3	56
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

## Estimating 1

## BLDGEA202

Read drawings and measure quantities of building projects, concrete, earthwork, structural steel, reinforcing steel and masonry.

32010 FF TU Sep11 6:30-9:30 14 \$325.08

## Construction Management A

## MGMTCN340

Examine the principles of critical-path scheduling, as well as relevant provincial and municipal acts, regulations, and permit processes.

32011 FF TH Sep13 6:00-10:00 14 \$420.79

## Residential Design & Construction Certificate (849)

Mohawk College Certificate

**Graduation Requirement: 5 courses**

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)  
[john.lane3@mohawkcollege.ca](mailto:john.lane3@mohawkcollege.ca)

Program of Studies

For program details and graduation

requirements visit [ce.mohawkcollege.ca/residentialdesign](http://ce.mohawkcollege.ca/residentialdesign)

**Mandatory Courses:**

**Hours**

BLDGRE027	Construction Practice-Basic	36
BLDGRE028	Framing Techniques	36
BLDGRE029	Residential Electrical&Plumbing	36
BLDGRE030	Residential Drafting	36

**Options - Choose 1:**

BLDGRE031	Building for Energy Efficiency	36
BLDGRE032	Trim Finishing & Cabinetry	36

## Construction Practice-BasicBLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all terms.

31630 FF TU Sep11 6:30-9:30 12 \$278.64

## 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 terms.

31631 SC MO Sep10 6:30-9:30 12 \$278.64

## 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 term.

31633 SC WE Sep12 7:00-10:00 12 \$278.64

# Engineering Technology

## Residential Drafting TDRWRE030

Focus on basic visualization techniques, dimensions and scales, symbols, and detailing methods. T-square and basic drawing instruments required. Offered in Fall term only.  
31632 FF TH Sep13 7:00-10:00 12 \$278.64

## Building & Construction Sciences - Other

Questions?  
905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[richard.borger@mohawkcollege.ca](mailto:richard.borger@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.  
32012 FF TU Sep11 6:00-9:00 14 \$325.08

## Computer Sciences

NOTE: Printing costs will be charged at all printers.

## Computer Science Certificate - Level 1 (892)

Mohawk College Certificate

Graduation Requirement: 5 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/computerscience](http://ce.mohawkcollege.ca/computerscience)

Mandatory Courses:	Hours
COMP0001 Generic Computer Training	28
COMP10001 Programming Fundamentals	56
COMP0710 Web Languages & Tools 1	56
COMP0910 Intro to Networking	56
MATH10042 Math for Computer Studies	56

## HTML & CSS COMP0710

Explore HTML basics including design, formatting, hypertext links, frames, tables, forms and styles.  
31896 FF WE Sep12 6:00-10:00 14 \$420.79

## Computer Science & Information Technology - Other

Questions?  
905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

## Adobe Applications for the Web COMP10063

Focus on developing and manipulating various forms of digital media such as text, graphics, sound and video using Adobe dreamweaver, Photoshop and Flash to create design rich web content pages.  
31898 FF TH Sep13 6:00-10:00 14 \$420.79

## Introduction To Micro Computers COMPCO165

Focus on computer essentials including the Windows 7 operating system and use of MS Word, Excel and PowerPoint.  
31897 FF TU Sep11 6:00-10:00 7 \$216.72

## 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.  
31900 FF TU Sep11 6:00-9:00 14 \$325.08

**Sign up now!**  
Check the inside of the back cover to find out how.

## AutoCAD Design Certificate (191)

Mohawk College Certificate

Graduation Requirement: 6 courses

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)  
[barrie.reeve1@mohawkcollege.ca](mailto:barrie.reeve1@mohawkcollege.ca)

Admission Requirements

Drafting knowledge is strongly recommended. If you have no previous computer knowledge or knowledge of Windows you should take COMPCO001- Generic Computer Training (Refer to Distance Education) before taking courses within this program.

Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/autocad](http://ce.mohawkcollege.ca/autocad)

Mandatory Courses:	Hours
CADMCAD06 AutoCAD- Introduction	45
CADMCAD15 AutoCAD- Advanced	45
CADMCAD11 AutoCAD-3D Modeling	45
CADMCAD12 AutoCAD-Customization	45

Options - Choose 2:

CADM10028 AutoDESK- REVIT	45
CADM10040 AutoDESK- REVIT Advanced	45
CADMCAD20 AutoCAD-Architectural	45
CADMCAD25 AutoCAD - Mechanical	45
CADMCAD29 AutoDESK- Inventor	45

## 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 provided by instructor.  
31643 FF SA/SU Nov10 9:00-5:00 6 \$400.30

## 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 provided by instructor.  
31641 FF TU Sep11 6:00-9:30 13 \$410.30

## AutoCAD - Introduction CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level. Book provided by instructor.

31639	SC	TU	Sep11	6:00-9:30	13	\$423.00
31638	FF	WE	Sep12	6:00-9:30	13	\$423.00
31637	FF	TH	Sep13	6:00-9:30	13	\$423.00

## AutoCAD - 3D Modeling CADMCAD11

Concepts and methods of 3D modeling are introduced. Gain a thorough grounding in the fundamentals of 3D and explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Book provided by instructor. Prerequisite: CADMCAD15.  
31646 FF SA/SU Dec1 9:00-5:00 6 \$423.00

## 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.  
31640 FF TU Sep11 6:00-9:30 13 \$348.30

## AutoCAD - Advanced CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Learn to recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Book provided by instructor. Prerequisite: CADMCAD06.  
31644 FF TU Sep11 6:00-9:30 13 \$402.30  
31647 SC TH Sep13 6:00-9:30 13 \$402.30  
31642 FF SA/SU Oct20 9:00-5:00 6 \$402.30

## AutoDESK Inventor INFOCAD29

Develop skill in producing solid models, detailed drawings and assemblies. Examine Solid Modeling and Parametric Modeling. Intended for mechanical designers. Book provided by instructor.

31645	FF	SA/SU	Nov24	9:00-5:00	6	\$423.00
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## Computer Science - Software Engineering Specialist (893)

Mohawk College Certificate

Graduation Requirement: 5 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

Admission Requirements

You must have completed the Computer Science Level 1 Certificate or be able to meet course prerequisites.

Program of Studies

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/computersciencesoftware](http://ce.mohawkcollege.ca/computersciencesoftware)

Mandatory Courses:	Hours
COMP10062 Programming in Java	70
COMP0826 Intro-System Analysis&Design	56

Linear Systems ELEC10059  
39086 FF MO Sep10 6:00-10:00 14 \$420.79

Location	Day(s)	Start	Times	#Sessions	Fee
FF	WE	Sep12	6:30-9:30	6	\$139.32

## Options - Choose 3:

COMP10002	Web Programming Fundamentals	56
COMP0835	Object Oriented Systems	56
COMP0836	3GL Programming -COBOL	70
COMP0859	Database Theory	56
MGMT10008	Project Management for IT	56

## WATCH FOR COURSES NEXT TERM

## Microcomputer Engineering Hardware Certificate (899)

### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@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.

#### Program of Studies

#### For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
ELEC10050	Internet Technologies 56
ELEC10057	Embedded Systems 70
ELEC10095	Digital Principles 70
ELEC10099	Electricity 1 70
ELEC10103	Digital Systems 70

#### Digital Principles

#### ELEC10095

Explore the basic concepts of digital logic circuits. Design and construct basic logic circuits using current digital integrated circuits. NOTE: Thursday class will be every second Thursday.

31825 FF TU/TH Sep11 6:00-10:00 17 \$509.00

MCACES



## Microcomputer Engineering Software Certificate (898)

### Mohawk College Certificate

#### Graduation Requirement: 4 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

#### Admission Requirements

ELEC10050 and ELEC10102 or equivalent (refer to Server and Network Support Certificate)

## Program of Studies

#### For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
COMP10079	Oracle Essentials 56
COMP10080	SAP Essentials 56
COMP10081	Oracle Grid Computing 56
COMP10082	Oracle SOA 56

## WATCH FOR COURSES NEXT TERM

## Server & Network Support Certificate (183)

### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

#### Admission Requirements

Grade 12 OSSD, COMP0001 (refer to Distance Education for Generic Computer Skills) and MATH10042 (refer to Math Learning Centre courses) or equivalent.

#### Program of Studies

#### For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
ELEC10034	Network Fundamentals 64
ELEC10049	Server Administration 64
ELEC10050	Internet Technologies 56
ELEC10102	Advanced Server Technologies 56
ELEC10118	Computer Hardware&Software 56

#### Network Fundamentals

#### ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to Implement network topologies and IP addressing schemes, and configure and maintain local area networks. Prerequisite: ELEC10118

31797 FF WE Sep5 6:00-10:00 16 \$473.30

#### Server Administration

#### ELEC10049

Build Server implementations to meet data source and network requirements using your own versions of MS Windows and Linux Server Network Operating Systems within a portable Virtual Server and Network environment. Prerequisite: ELEC10118

31795 FF TU Sep4 6:00-10:00 16 \$473.30

#### Computer Hardware & Software

#### ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

31793 FF TH Sep13 6:00-10:00 14 \$421.34

## Network Specialist Certificate (184)

### Mohawk College Certificate

#### Graduation Requirement: 4 courses

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)  
[hashem.nasrollahi@mohawkcollege.ca](mailto:hashem.nasrollahi@mohawkcollege.ca)

#### Admission Requirements

Server and Network Support Certificate or completion of the following courses: ELEC10118 and ELEC10034; or previously COMPNET01 and COMPNET20.

#### Program of Studies

#### For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours
COMPNET50	Wireless & VOIP Technologies 56
ELEC10051	Ntwk Design & Troubleshooting 84
ELEC10052	Advanced Ntwk Technologies 64
ELEC10106	Ntwk Security & Management 56

#### Network Design & Troubleshooting

#### ELEC10051

Analyze, configure, verify, and troubleshoot networks with various routing protocols. Implement VLANs, STP, VTP, and Inter-VLAN routing in a converged network. Configure a wireless network with latest network security. Design, install, operate, and maintain networks with routers and switches. Prerequisite: ELEC10034

31824 FF TU/TH Sep11 6:00-9:00 28 \$592.30

## Prep Sciences

For Mathematics courses refer to the Math/Statistics section of the catalogue.

#### Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[zoram.pocuca@mohawkcollege.ca](mailto:zoram.pocuca@mohawkcollege.ca)

#### Preparatory Chemistry (G.A.S.)

#### 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 will be every other Thursday.

31746 FF TU/TH Sep11 6:00-9:00 19 \$420.79

Find your room number



# Engineering Technology

## Physical & Environmental Sciences

### Fire Safety Certificate (853)

Mohawk College Certificate

Graduation Requirement: 6 courses

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)

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
SAFE10050 Fire Safety Inspections	39
SAFEFT100 Basic Prncpl Fire Safety	45
SAFEFT103 Fire Safety 3-Fire Alarms	39
SAFEFT104 F/S 4-Water Exting System	39
SAFEFT105 F/S 5-Special Exting System	39
SAFEFT105 F/S 6-Processes & Protection	39

### Fire Safety 3-Fire Alarms SAFEFT103

Examine initiating and indicating devices with attention to circuitry, code requirements, design and installation. Prerequisite: SAFEFT100.  
31879 FF WE Sep12 6:30-9:30 13 \$301.86

### Fire Safety 6-Processes & Protection

#### SAFEFT106

Explore various industrial hazards with emphasis on chemical plants, flammable operations and ovens, computers warehousing and textiles. Prerequisite: SAFEFT100.  
31882 FF TU Sep11 7:00-10:00 13 \$301.86

### Environmental Engineering Certificate (083)

Mohawk College Certificate

Graduation Requirement: 7 courses

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 (GSC1PE053) or equivalent. Refer to Prep Science section for GSC1PE053 availability.

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
CHEMOH701 Principles of Environmental Chemistry	42
ENVROH702 Environmental Science	42
ENVROH704 Air Pollution and Monitoring	42
ENVROH707 Environ. Project & Reporting	42
LAWSOH703 Environmental Legis/Audit	42
WASTOH705 Water&Wastewater Treatment	42
WASTOH706 Solid & Hazardous Waste Mgmt	42

### Environmental Science ENVROH702

Develop an understanding of environmental issues, technologies, sustainability, ecosystems, pollution, pest control and resources.

Prerequisite: GSC1PE053 or equivalent.

32073 FF TH Sep13 6:00-9:00 14 \$325.08

### Air Pollution And Monitoring

#### ENVROH704

Study principles and techniques of air pollution monitoring and control. Prerequisites: CHEMOH701 and ENVROH702.

32071 FF MO Sep10 6:30-9:30 14 \$325.08

### 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.

32072 FF WE Sep12 6:00-9:00 14 \$325.08

### Occupational Health and Safety Management Certificate (060)

Mohawk College Certificate

Graduation Requirement: 8 courses

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.

Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/ohs](http://ce.mohawkcollege.ca/ohs)

Mandatory Courses:

	Hours
ENVROH101 Occupational Hygiene-Intro	39
ENVROH105 Occupatnl Toxicology & Disease	36
ENVROH304 Ergonomics	36
LAWSOH301 Fnds Occup Hlth & Sfty Law	39
SAFE10072 Hazard Assessment & Control	39
SAFEFT100 Basic Prncpl Fire Safety	45
SAFEOH308 H&S Prog Dev&Coordination	45
SAFEOH309 Wrkplc Safety&Insur Act	36

### Funds Of The Occupational Health & Safety Law

#### LAWSOH301

Examine the OHSA with attention to administration, joint committees, enforcement, safety policy, WHMIS, certification, and regulations concerning biological and chemical agents and designated substances.

31873 FF TU Sep11 6:30-9:30 13 \$301.86

### H & S Program Development & Coordination

#### SAFEOH308

Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of safety professional.

31874 FF WE Sep12 7:00-10:00 15 \$348.30

### Workplace Safety And Insurance Act

#### SAFEOH309

Explore effective strategies to address work related disability management claims, return to work, and WSIB premiums and incentive issues related to the WS&IA.

31876 FF MO Sep10 6:00-9:00 12 \$278.64

### Industrial Engineering Certificate - Level 1 (868)

Mohawk College Certificate

Graduation Requirement: 6 courses

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)

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
HRESIM337 Management of Human Resources	42
IENGIM132 Work Measurement 1	56
IENGIM252 Problem Solving	42
IENGIM332 Work Measurement 2	56
IENGIM535 Plant Layout & Material Handlg	56
MGMTIM153 Manufacturing Management	42

### Manufacturing Management MGMTIM153

Analyze the organization of modern industry and relationships among different functions.

31635 FF WE Sep12 6:00-9:00 14 \$325.08

### Quality Assurance Certificate - Level 1(858)

To discuss program completion please contact the Program Manager.

Questions?

905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
QUALQC101 Quality Con, Tech & Motiv	39
MATHQC102 Statistical Process Control 1	39
MATHQC103 Statistical Process Control 2	39
QUALQC104 Avail, Reliab & Maintenance	42
QUALQC105 Principles of Metrology	39
QUALQC106 Inspection & Testing	42

Free Academic Upgrading ~ 905-575-2029

58	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Engineering Technology / Health Sciences

## Statistical Process Control 2 MATHQC103

Continue your study of fundamental concepts of probability and statistical quality control, statistical methods, control charts and acceptance sampling. Prerequisite: MATHQC102. NOTE: THIS WILL BE THE LAST TIME THIS COURSE WILL BE OFFERED AS THIS CERTIFICATE WILL BE SUSPENDED.  
31634 FF TU Sep11 6:00-9:00 13 \$301.86

## Mechanical Design

Questions?  
905-575-2203 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)

## SolidWorks Advanced CADM10041

Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.  
31745 FF TH Sep13 6:00-9:30 13 \$348.30

## Co-ordinate Measuring Machines MECH10024

This course will cover the operation of Co-ordinate Measuring Machines (CMM), measuring routines and programming for dimensional measurements. In addition, students will complete case studies on various drawings and perform manual measuring routines on a Mitutoyo CMM using programs.  
31685 FF MO Sep10 6:00-9:00 10 \$232.20

## 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/healthsciences](http://ce.mohawkcollege.ca/healthsciences) 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 \$6.00 payable upon exit at automated attendant.

Questions? 905-525-9140 ext. 24232

**Give the Gift of Education!**  
Gift Certificates available  
905-385-4295

## 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.

**The Emergency Medical Responder course will be offered in the Winter term. The Winter Catalogue will be available on November 20, 2012.**

### 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.

### Mask Fit Testing HSCI10057

Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

35000	IH	WE	Sep5	4:30-6:00	1	\$40.00
35001	IH	MO	Sep10	4:30-6:00	1	\$40.00
35002	IH	WE	Sep12	4:30-6:00	1	\$40.00
35003	IH	MO	Sep17	4:30-6:00	1	\$40.00
35004	IH	WE	Sep19	4:30-6:00	1	\$40.00
35005	IH	MO	Sep24	4:30-6:00	1	\$40.00
35006	IH	WE	Sep26	4:30-6:00	1	\$40.00

### Operating Room Attendant NRSNGNSCD9

Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety.  
35094 IH TU Sep18 6:00-10:00 8 \$225.60

### Operating Room Attendant Laboratory Experience HSCI10155

Utilize OR Attendant theory and skills in a hospital laboratory experience. Course runs on Mondays, Thursdays, and Saturdays. Dates: TBA. Must have Immunization clearance, Mask Fit testing and Police Check prior to start date of the course.  
35095 OR MO/TH Oct15 6:00-10:00 5 \$211.50  
SA 8:00-4:00

### 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.  
35088 IH TU Sep11 6:30-9:30 15 \$382.15  
35089 IH WE Sep12 6:30-9:30 15 \$382.15

## 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.

35016	IH	WE	Sep5	1:00-4:30	1	\$53.31
35017	IH	MO	Sep10	1:00-4:00	1	\$53.31
35018	IH	SA	Sep15	9:00-12:30	1	\$53.31
35019	IH	MO	Sep17	4:30-8:00	1	\$53.31
35020	IH	MO	Oct15	4:30-8:00	1	\$53.31
35021	IH	MO	Nov12	4:30-8:00	1	\$53.31

### 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.

35022	IH	SA	Sep8	9:00-2:30	1	\$79.77
35023	IH	TU	Sep11	5:30-10:00	1	\$79.77
35024	IH	SA	Sep29	9:00-2:30	1	\$79.77
35025	IH	TU	Oct9	5:30-10:00	1	\$79.77
35026	IH	SA	Nov10	9:00-2:30	1	\$79.77
35027	IH	TU	Nov13	5:30-10:00	1	\$79.77

### 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. Prices at Fennell & Brantford include Parking.

35008	FF	TH/FR	Sep6	9:00-5:00	2	\$169.91
35009	IH	SA/SU	Sep15	9:00-5:00	2	\$158.87
35010	FF	TU/TH	Sep18	9:00-5:00	2	\$169.91
35011	BL	SA/SU	Sep22	9:00-5:00	2	\$158.87
35012	IH	SA/SU	Oct13	9:00-5:00	2	\$158.87
35013	BF	SA/SU	Oct27	9:00-5:00	2	\$169.91
35014	IH	SA/SU	Nov10	9:00-5:00	2	\$158.87
35015	FF	SA/SU	Nov24	9:00-5:00	2	\$169.91

## Health Professionals & Health Care Workers Courses/Workshops/Certificates

### 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.

35030	IH	SA	Oct20	9:00-4:30	1	\$108.18
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**Find your room before you come on campus**  
Visit [ce.mohawkcollege.ca](http://ce.mohawkcollege.ca)

# Health Sciences

## 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.

35116 IH TH Sep13 6:30-9:30 6 \$137.90

## Medical Laboratory Technology (170)

### Program of Studies

#### Mandatory Courses:

	Hours
SAFEMLS03 Safe Work Practices	12
MLSCMLS04 Specimen Procurement	18
MLSCMLS05 Basic Laboratory Techniques	33
INSTMLS06 Instrumentation Theory	24
INSTMLS07 Instrumentation Lab	18
MLSCMLS08 Standards of Practice	15
MLSCMLS09 Analytical Techniques 1 Theory	42
MLSCMLS10 Analytical Techniques 1 Lab	15
MLSCMLS11 Analytical Techniques 2 Theory	36
MLSCMLS12 Analytical Techniques 2 Lab	14
MLSCMLS13 Analytical Techniques 3 L&T	27
MLSCMLS14 Analytical Techniques 4 L&T	30
MLSCMLS15 Analytical Techniques 5 L&T	27
MLSC MLS17 Assessment/Interpretation of Results	60
MLSC MLS20 Case Studies, Exam Preparation	30
MLSC MLS21 Sector Specific Lang & Health Culture	54
MLSCMLS22 Basic Laboratory Techniques II	30
QUALMLS18 Quality Control & Quality Management	60
MLSCMLS23 Sector Language & Culture II	30
MLSCMLS24 Sector Language & Health Culture III	30
MLSC10007 Intro to Molecular Techniques	44
CLINMLS08 Clinic Experience 1	225
CLINMLS16 Clinical Experience 2	225
CLINMLS19 Clinical Experience 3	225

### 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)

The Bridging Program is ALSO offering a new format that provides distance education and hands on learning opportunities.

### Questions?

[maria.ieluzzi@mohawkcollege.ca](mailto:maria.ieluzzi@mohawkcollege.ca)

### ONTARIO BRIDGING PARTICIPANTS ASSISTANCE PROGRAM FUNDING IS AVAILABLE FOR THIS PROGRAM

### 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.

35125 IH TU Oct23 3:30-5:30 5 \$105.75  
 35126 OR TU Oct23 5:30-8:30 5 \$105.75

### 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.

35124 IH TU Sep4 3:30-5:30 4 \$84.60

### 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.

35122 IH SA Sep8 1:30-4:30 6 \$126.90

### 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.

35119 IH WE/SA Sep5 2:00-5:00 11 \$232.65  
 35121 OR TH Sep13 7:00-10:00 11 \$232.65

### 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.

35108 IH WE Oct10 11:00-2:00 8 \$169.20  
 35109 OR WE Oct10 11:00-2:00 8 \$169.20

### Instrumentation Lab INSTMLS07

This lab course will allow the student to utilize some of the instrumentation introduced in MLS06, in a practical setting.

35107 IH SA Nov3 9:30-12:30 6 \$176.90

### 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.

35111 IH WE/TH Oct31 11:30-2:30 12 \$317.25  
 35112 OR WE/TH Oct31 11:30-2:30 12 \$317.25

### Analytical Techniques 1 Lab

#### MLSCMLS10

This course allows practice of chemistry techniques studied in MLS09

35110 IH SA Nov17 9:30-12:30 5 \$180.75

### 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..

35082 IH TH Sep6 5:30-8:30 13 \$253.80  
 35083 OR MO Sep10 5:30-8:30 13 \$253.80

### Analytical Techniques 2 Lab

#### MLSCMLS12

This course allows practice of hematology techniques studied in MLS11.

35113 IH SA Sep29 1:00-4:00 5 \$118.70

### 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.

35084 IH WE Sep19 5:30-8:30 9 \$235.35  
 35085 OR WE Sep19 3:00-6:00 9 \$235.35

### 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.

35086 IH TU Sep4 5:30-8:30 10 \$231.50  
 35087 OR TU Sep11 7:00-10:00 10 \$231.50

### 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. (Sat hrs will be 9:30am to 12:30pm.)

35114 IH TU Sep11 5:30-8:30 9 \$220.35  
 35115 OR TU/SA Sep18 5:30-8:30 9 \$220.35

### 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.

35091 IH TU/TH Sep11 12:30-3:30 18 \$375.35

### Basic Laboratory Techniques II

#### MLSCMLS22

This course continues the studies started in basic laboratory techniques. Discipline specific information will be introduced in this course.

35106 IH TU Sep18 9:30-12:30 10 \$211.50

### Sector Specific Language And Culture II

#### MLSCMLS23

This course builds upon the skills introduced in MLS21.

35090 IH TU/TH Nov13 12:30-3:30 10 \$211.50

### Looking for a course?

Search the index at the back of this catalogue.

60	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Medical Laboratory Assistant/Technician Certificate (047)

Special Joint Mohawk/Michener Institute Certificate  
 Graduation Requirement: 13 courses  
 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](mailto:mary.golba-byhouwer@mohawkcollege.ca)

### Program of Studies

For program details and graduation requirements visit  
[disted.mohawkcollege.ca/medlabassistant](http://disted.mohawkcollege.ca/medlabassistant)

## 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.

35118	FF	FR	Nov2	5:00-9:00	3	\$147.06
		SA/SU		9:00-5:00		

## 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.

35120	FW	MO-FR	Sep3	8:00-4:30	20	\$1023.19
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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

Interested in IV Therapy course - Please call (905) 540-4247, ext. 26258  
 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 NRS10027

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: CRN 35123 Lab testing will be on Thurs Dec 13 and Thurs Dec 20. NOTE: CRN 35127 Lab testing Dec 11 and Dec 18th.

35127	IH	MO/TU	Sep10	5:30-9:30	16	\$400.35
35123	IH	WE/TH	Sep12	5:30-9:30	16	\$400.35

## Advanced Footcare for RNs and RPNs NRS10059

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: Wednesday, November 7, Saturdays Nov. 10, 17 and 24/12.

35032	IH	WE	Nov7	6:30-9:30	4	\$254.46
		SA		9:00-4:00		

## Arrhythmia Interpretation NRS10060

Enhance understanding of cardiac monitoring, arrhythmias (sinus, atrial, and ventricular) heart blocks and pacemakers. Combined classroom and online delivery for regulated health care professionals.

35097	IH	TU	Oct2	6:00-10:00	10	\$282.00
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## Assessment Skills For Nurses NRS10025

Improve your knowledge and technical skills in basic physical assessment, history taking and documentation. You MUST BRING YOUR OWN STETHOSCOPE. CRN 35137 Mondays  
 NOTE: no class Oct 8. CRN 35138 ONLINE VERSION has 2 inclass dates: Sept 9 & Nov 25 10:00am - 4:00pm BIEN student's only. CRN 35139 15 inclass sessions Wednesdays 5:00-9:00pm.

35138	IH	SU	Sep9	10:00-4:00	2	\$400.55
35137	IH	MO	Sep10	4:30-9:30	10	\$400.55
35139	IH	WE	Sep12	5:00-9:00	15	\$400.55

## Basic Footcare for RNs and RPNs NRS10059

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.

35031	IH	TH	Oct11	6:30-9:30	2	\$91.65
		SA		9:00-4:00		

## Footcare Field Practicum CLIN10058

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. 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.

35033	FW	TH	Dec6	8:30-4:00	1	\$165.96
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## The Management Of Wounds HSCI127

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. Classes held on alternate Saturdays. Dates: Sept. 29, Oct. 13, 27, Nov.10 and 24, 2012. You are required to log on to eLearn one week prior to first class. Course manual available online on specific course page in eLearn.

35034	IH	SA	Sep29	9:00-4:00	5	\$211.50
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## Breastfeeding Program

See Distance Education section of this catalogue for program information.

## 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/healthsciences](http://ce.mohawkcollege.ca/healthsciences) 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

### Ontario College Certificate

### Graduation Requirement: 11 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter 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. OBPA application forms are available from the Registration Office, IAHS Campus.**

### Admission Requirements

1. Assessment Letter 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 and achieve a benchmark of 7, (I-CELBAN must also be completed within 3 months post admission).

# Health Sciences

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) Assessment Letter from CNO
- 2) Resume outlining your nursing practice
- 3) Provide Canadian Language Benchmark results (CLB) OR Canadian Language Benchmark Assessment for Nurses (I-CELBAN).

Contact Applied Communication Centre for details at 905-575-1212 ext. 3569 and 4) Proof of Citizenship or immigration status. Forward your documents by fax, email or mail to:

BIEN Program

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main St. West, Hamilton, ON L8S 1C7

FAX: 905-528-7706

Email: [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

Program Manager: Nancy Brown-Fellows

## Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/bien](http://ce.mohawkcollege.ca/bien).

Your program of study, based upon your Assessment Letter from the CNO, will be sent to you before the start of the term. 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 take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. You require medical clearance, mask fit testing, Police check and BCLS before your clinical experience.

## Mandatory Courses:

	Hours
COMM10099 Therapeutic Relationships	60
NRSRG10016 Nursing Informatics	42
NRSRG10018 Professional Issues	76
NRSRG10019 Nursing Theory 1	84
NRSRG10020 Nursing Theory 2	84
NRSRG10027 Admin of Medication-Nurses	62
NRSRG10028 Clinical Skills Review	56
NRSRGHZ215 Assessment skills for Reg Nurses	59
CLIN10027 Clinical Experience 1	200-300
CLIN10027 Clinical Experience 2	200-300

## 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. BRING A STETHESCOPE to all classes. CRN 35140 Mondays 4 inclass sessions Sep 17, Oct 1, Oct 29, Nov 12th remainder online. CRN 35141 Mondays 4 in class sessions Sep 17, Oct 1, Oct 29, Nov 19th. NOTE: For online classes (35140 & 35141) student's MUST purchase course materials & logon to eLearn Sept 04. CRN 35142 Tuesdays 12 in class sessions.

35140 IH MO Sep17 9:00-4:00 4 \$407.70

35141 IH MO Sep17 9:00-4:00 4 \$407.70

35142 IH TU Sep18 5:00-9:00 12 \$407.70

## Maternal-Child Theory 2 NRSRG10046

Explores nursing theory as applied to maternal-child and pediatric populations. There are 6 in class sessions Sept 19, Oct 10, 24, Nov 14, 28, and Dec 12 remainder online. NOTE: Combined NRSRG10042 & NRSRG10046 is equivalent to NRSRG10020 Nursing Theory 2.

35128 IH WE Sep19 5:30-9:30 6 \$358.90

## Mental Health Nursing NRSRG10042

Explores nursing theory as applied to mental health. Three in class session are Saturday 9:00 am - 4:00 pm Oct 13, Nov 3, Nov 10 and Dec 1 remainder online.

35129 IH SA Oct13 9:00-4:00 4 \$225.60

## 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 Sept 15, Nov 03, and Nov 24.

35130 IH SA Sep15 9:00-4:00 3 \$296.10

## 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 35104 held at CARE. Thursdays Sept 20, Oct 4, 18, Nov 1, 15, 29 and Monday Dec 3. CRN 35131 to be held in Halton Multicultural Centre Oakville Sept 19, Oct 3, 17, 31, Nov 14, 28, and Dec 3. \*\*NOTE: Students MUST log into eLearn ONE WEEK BEFORE START DATE.

35131 OR WE Sep19 9:00-4:00 7 \$547.35

MO 9:00-4:00

35104 OR TH Sep20 9:00-4:00 7 \$547.35

MO 9:00-4:00

## Nursing Theory 2 NRSRG10020

Enhance your obstetrics, pediatric, mental and community health nursing management skills. Prerequisite: NRSRG HZ215. Wednesday classes are Sep 19, Oct 10, 24, Nov 14, 28, and Dec 12 5:30pm - 9:30pm. Saturday classes are: Oct 13, Nov 03, Nov 10 and Dec 01 9am - 4pm.

35132 IH WE Sep19 5:30-9:30 10 \$547.35

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. CRN 35134 Four in class sessions Sept 22, Oct 13, 27, and Nov 17; remainder are online. CRN35135 held at Halton Multicultural Centre, Oakville. Four in class sessions are Sept 29, Oct 20, Nov 10 and Dec 1; remainder are online.

\*\*NOTE: You MUST log on to eLearn ONE WEEK BEFORE START date. All required Text and access codes MUST be brought to first class.

35134 IH SA Sep22 9:00-4:00 4 \$501.70

35135 OR SA Sep29 9:00-4:00 4 \$501.70



## 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. In class sessions will be Sep 21, Oct 5, 12 Nov 8, 30 and Dec 7 remaining will be online. All required Text and access codes must be brought to first class.

35136 IH FR Sep21 10:00-4:00 6 \$406.50

## Registered Nurse Refresher Certificate (069)

### Ontario College Graduate Certificate

### Graduation Requirement: 8 courses

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 Reinstatement Letter 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 Reinstatement Letter 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

Reinstatement Letter from CNO

2) Resume outlining your nursing practice.

Forward your documents by fax, email or mail to:

RN Refresher Certificate

Mohawk College

Institute for Applied Health Sciences

Room 185

1400 Main St. West, Hamilton, ON L8S 1C7

FAX: 905-528-7706

Email [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

Program Manager: Nancy Brown-Fellows

### Program of Studies

### For program details and graduation requirements visit

[ce.mohawkcollege.ca/rn-refresher](http://ce.mohawkcollege.ca/rn-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 take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing, Police checks 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 Reinstatement Letter or length of time out of practice.

### Mandatory Courses:

	Hours
NRSRG10016 Nursing Informatics	42
NRSRG10018 Professional Issues	76
NRSRG10019 Nursing Theory1	84
NRSRG10027 Admin of Medications-Nurses	62
NRSRG10028 Clinical Skills Review	56
NRSRGHZ215 Assessment Skills for Reg Nurses	59
CLIN10027 Clinical Experience 1	200-400
CLIN10028 Clinical Experience 2	200-300

62 How to read course details:

CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Registered Practical Nurse Refresher Certificate

Ontario College Graduate Certificate

**Graduation Requirement: 8 courses**

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 Reinstatement Letter 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 Reinstatement Letter 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 Reinstatement Letter.

2) Resume outlining your nursing practice. Forward your documents by fax, email or mail to:

RPN Refresher Certificate  
Mohawk College

Institute for Applied Health Sciences  
Room 185

1400 Main St. West, Hamilton, ON L8S 1C7  
FAX: 905-528-7706

Email: [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca)

Program Manager: Nancy Brown-Fellows

**Program of Studies**

**For program details and graduation requirements 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 take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites. Medical clearance, mask fit testing, Police check 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 Reinstatement Letter or length of time out of practice.

**Mandatory Courses:**

**Hours**

NRS10016	Nursing Informatics	42
NRS10018	Professional Issues	60
NRS10019	Nursing Theory 1	84
NRS10027	Admin of Medications-Nurses	62
NRS10028	Clinical Skills Review	56
NRS10028	Assessment Skills for Reg Nurses	59
CLIN10027	Clinical Experience 1	200-400
CLIN10028	Clinical Experience 2	200-300

## Registered Practical Nursing 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)

[ce.mohawkcollege.ca/rpn-diplomacompletion](http://ce.mohawkcollege.ca/rpn-diplomacompletion)

**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) Proof of Current CNO Registration.
- 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.

CLINICAL COURSE INFORMATION: Refer to your individual program of study sent with your acceptance into the program.

Clinical courses (CLIN 10045 & CLIN 10048) can only be completed in spring/summer terms.

CLINICAL COURSE PREREQUISITES are successful completion of all required nursing theory courses. Clinical applications to be submitted in January of the year in which you become eligible to complete clinical courses.

**Program of Studies**

**Mandatory Courses:**

**Hours**

NRS10018	Professional Issues	76
NRS10019	Nursing Theory 1	60
NRS10016	Nursing Informatics	60
NRS10020	Nursing Theory 2	60
NRS10028	Clinical Skill Review (RN)(RPN)	56
NRS10028	Assessment Skills for Nurses (RN)(RPN)	60
NRS10027	Admin of Meds for Nurses (RN)(RPN)	60
CLIN10045	Mental Health Clinical Experience	105
CLIN10048	Consolidation	100
PSYC271	Developmental Psychology	42
COMMLL041	Communications	42
COMM10034	Ethics & Active Citizenship	28
SSCI108	Sociology 1	42

For course offerings, see BIEN, Human Services or Languages & Communications sections of the catalogue.

## Registered Nurse - Critical Care Nursing Certificate (871)

Ontario College Graduate Certificate

**Graduation Requirement: 10 courses**

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**

Completion of corresponding theory course required prior to clinical course registration. Evidence of registration with the College of Nurses, "Find a Nurse" document faxed to the Program Manager. FAX: 905-528-7706

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

**Program of Studies**

**For program details and graduation requirements visit**

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

**Mandatory Courses:**

**Hours**

NRS10036	Introductory Module 1	30
NRS10001	Critical Care Module 2-Respiratory	33
NRS10002	Critical Care Mod 3-Cardiovascular	45
NRS10035	Special Needs Pop in Critical Care Mod 4	30
NRS10003	Critical Care Module 5 Neuroscience	36
NRS10004	Critical Care Mod 6 Gastrointestinal	39
CLIN10004	Critical Care Mod 2 (Respiratory) Clin	28
CLIN10005	Critical Care Mod 3 (Cardiovascular) Clin	24
CLIN10006	Critical Care Mod 5 (Neuroscience) Clin	24
CLIN10007	Critical Care Mod 6 (GI/GU) Clinical	8

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 availability of Critical Care theory courses.

### 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.

35048 FW Sep10 \$197.40

### 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.

35049 FW Sep11 \$169.20

### 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.

35050 FW Sep12 \$169.20

### 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.

35051 FW Sep13 \$56.40

# Health Sciences

## Registered Nurse - Advanced Cardiac Care Certificate (870)

See Distance Education for course offerings.

## Registered Practical Nurse-Maternal Newborn Nursing Certificate (040)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses

Prerequisites: NRSNG10055 and NRSNG10056 (Intro to Perinatal 1 & 2). Check course offerings under Perinatal Nursing Certificate.

Program of Studies

For program details and graduation requirements visit

[disted.mohawkcollege.ca/maternalnewbornnursing](http://disted.mohawkcollege.ca/maternalnewbornnursing)

**Mandatory Courses:**

	Hours
HSCI10163 NR - Initial Provider Certification	10
NRSNG10055 Introduction to Perinatal I	32.5
NRSNG10056 Introduction to Perinatal 2	32.5
NRSNGNSCA1 Perinatal RPN Maternal Care	32
NRSNGNSCA2 Perinatal Newborn & Family Care	32
CLIN10038 RPN Maternal Care Clin Experience	40
CLIN10039 RPN Newborn & Family Care Clin Exp	44

## Mental Health Nursing Certificate (930)

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

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 as advertised specific to course, using the learning management system eLearn.

Each term another theory course will be offered. HSCI10145 & HSCI10147 are prerequisites for the remaining theory courses.

NOTE: The clinical field experience will be available Winter Semester 2013. Please contact program manager for placement details. NOTE: Students are encouraged to be registered 1 week in advance of start dates so that faculty can contact with start up directions. Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on Mohawk website.

**Questions?**  
905-540-4247 ext 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

**Admission Requirements**

You are to submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, to the Program Manager prior to the introductory course registration. Please fax to 905-528-7706 INCLUDING PROGRAM NAME AND YOUR EMAIL ADDRESS.

Program of Studies

For program details and graduation requirements visit

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

**Mandatory Courses:**

	Hours
HSCI10095 Overview - Palliative Care PSW	30
COMM10106 Comm/Multicultural Considerations	30
HSCI10094 Loss, Grief & Caregiver Support	30
HSCI10096 Symptom Mgmt - PSW Scope of Practice	30
MGMT10057 Ethical Issues, Conflict Mgmt/Stress Mgmt	30
CLIN10041 Clinical Field Placement	30

**Advancements in the Mental Health**

**System HSCI10145**

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. One in class sessions on Sept 11/12, balance via eLearn.

35075 IH TU Sep11 6:30-9:30 12 \$253.80

**Interventions Supporting Recovery**

**HSCI10150**

Integrate knowledge of psychopharmacology and other treatment modalities/alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Course delivered via eLearn. Prerequisite: HSCI10145 & HSCI10147.

35076 IH WE Sep12 6:30-9:30 12 \$253.80

**Introspective Practice**

**HSCI10147**

Use reflective practices to explore the impact of one's values and beliefs in therapeutic partnership and gain self awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Course delivered via eLearn. Prerequisite: HSCI10145.

35081 IH TH Sep13 6:30-9:30 12 \$253.80

## Registered Nurse - Occupational Health Nursing Certificate (875)

See Distance Education for course offerings.

## Oncology Nursing Certificate (883)

See Distance Education for above programs.

## Registered Nurse - Nephrology Nursing Certificate (124)

Ontario College Graduate Certificate

Graduation Requirement: 6 courses

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](mailto:amy.boyer@mohawkcollege.ca)

**Need Help?**

AskMohawk at [ce.mohawkcollege.ca](http://ce.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 and graduation requirements visit

[ce.mohawkcollege.ca/nephrology nursing](http://ce.mohawkcollege.ca/nephrology nursing)

Purchase or order needed materials in advance of start date.

**THE NEPHROLOGY PROGRAM HAS BEEN TEMPORARILY SUSPENDED.**

## Perioperative Nursing Certificate (873)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

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](mailto:cehealth@mohawkcollege.ca)  
[goran.popovic@mohawkcollege.ca](mailto:goran.popovic@mohawkcollege.ca)

**Admission Requirements**

Current registration as a RN with the College of Nurses of Ontario, Mask Fit Testing and medical clearance.

You must apply and be accepted into the RN/RPN Perioperative Program.

Program of Studies

For program details and graduation requirements visit

[ce.mohawkcollege.ca/rn-operatingroom](http://ce.mohawkcollege.ca/rn-operatingroom)

**Mandatory Courses:**

	Hours
NRSNG10058 RN/RPN Intro to OR Nursing	48
HSCI10156 OR Lab Experience A	45
HSCI10158 OR Lab Experience B	40
HSCI10159 OR Lab Experience C	8
NRSNG10032 OR Principles and Prac 1 Theory	38
NRSNG10033 OR Principles and Prac 2 Theory	40
HSCINSC87 Anaesthesia/Assessment/Critical Care	42
CLIN10060 RN-Operating Room Clinical	150

**RN/RPN Introduction to Operating Room Nursing NRSNG10058**

Students are introduced to perioperative nursing principals and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

35098 IH WE Sep26 6:00-10:00 12 \$334.95

**Anaesthesia, Assessment & Critical Care HSCINSC87**

Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

35099 IH TH Oct4 6:00-10:00 10 \$296.10

**O.R. Laboratory Experience AHSCI10156**

In an operating room environment, the student will practise skills for the scrub nurse and circulating nurse role.

35100 OR TH Nov1 6:00-10:00 7 \$317.25  
SA 7:30-3:30

**R.N. Operating Room Clinical CLIN10060**

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

35040 FW Sep4 \$570.00

64	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Other Perioperative Courses

### Peri Anaesthesia Nursing NRSNGSC06

Develop nursing skills in pre-and-post-anesthesia and sedation practice in PeriAnesthesia environments such as Ambulatory Care, ICU, Preadmission Units, Labour and Delivery, Dental/Medical offices etc. Prerequisites: Arrhythmia Interpretation NRSNG 10060.

35096 IH WE Oct3 6:00-10:00 10 \$282.00

## Registered Nurse - First Assistant Graduate Certificate (921)

Ontario College Graduate Certificate

Graduation Requirement: 5 courses

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

Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/rnfa](http://ce.mohawkcollege.ca/rnfa)

Mandatory Courses:	Hours
NRSNG10039 RNFA Theory 1	39
NRSNG10040 RNFA Theory 2	39
NRSNG10041 RNFA Laboratory Experience	60
CLIN10046 RNFA Independent Internship	50
CLIN10042 RNFA Surgeon Mentored Intern	175

### 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.

35092 FW Sep4 \$346.75

### 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.

35093 FW Sep5 \$570.25

## Registered Nurse/Registered Practical Nurse Pediatric Nursing

This program, under development, is intended for nurses wishing to improve/enhance knowledge and skills in paediatric nursing, particularly in the community setting. Courses are being designed to provide an in depth study of content essential to the provision of effective nursing care with the paediatric population (infancy to young adult) and their families.

Prior Learning Assessment & Recognition

Exemption from NRSNG10057 - Paediatric Assessment course may be granted via PLAR for RNs and RPNs who have current work experience with assessment of paediatric clients.

## Paediatric Assessment: Infant to Young Adult NRSNG10057

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. 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. 3 in class sessions only, balance is online. Dates: Sept. 29, Oct. 27, and Dec. 1/12.

35029 IH SA Sep29 9:00-4:00 3 \$253.80

## Registered Nurse - Perinatal Nursing Certificate High Risk Obstetrics (877) or Neonatal (876)

Ontario College Graduate Certificate

Graduation Requirement: 7 courses (Neonatal) / 7 courses (High Risk Obstetrics)

Enhance your knowledge and skills in perinatal nursing care with a rigorous review of relevant material from conception to six weeks postpartum 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. Course manuals are online in eLearn in specific course home page. Please download and bring to first class.

Questions?

905-540-4247 ext. 26709 /  
donna.dunlop@mohawkcollege.ca  
905-540-4247 ext. 26736 /  
sharon.hamilton1@mohawkcollege.ca

Admission Requirements

Proof of current registration with the College of Nurses of Ontario as a Registered Nurse must be faxed to the Program Manager at 905-528-7706.

### PERINATAL NURSING CERTIFICATE CLINICAL COURSE INFORMATION:

Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption if in possession of a current agency NRP Certification.

Clinical courses may only be taken in the Spring/Summer term.

Clinical applications are to be submitted in January of the year in which students plan to do clinical courses.

Introduction to Perinatal Nursing 1 & 2, NRSNG 10055 & 10056, also see Distance Education section of the catalogue.

Program of Studies

For program details and graduation requirements visit

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

To obtain the High Risk Obstetrical Certificate you must successfully complete the following courses.

Mandatory Courses:	Hours
NRSNG10055 Introduction to Perinatal Nursing 1	32.5
NRSNG10056 Introduction to Perinatal Nursing 2	32.5
HSCI10163 NRP-Neonatal Resuscitation Cert	10
NRSNG10049 Obstetrical Nursing 1 (Adv)	30
NRSNG10051 Obstetrical Nursing 2 (Adv)	36
CLIN10002 Obstetrical Nursing 1 Clinical Exp	72
CLIN10003 Obstetrical Nursing 2 Clinical Exp	72

To obtain the Neonatal Certificate you must successfully complete the following:

Mandatory Courses:	Hours
NRSNG10055 Introduction to Perinatal Nursing 1	32.5
NRSNG10056 Introduction to Perinatal Nursing 2	32.5
HSCI10163 NRP Neonatal Resuscitation Cert	10
NRSNG10045 Neonatal Nursing 1 (Adv)	30
NRSNG10043 Neonatal Nursing 2 (Adv)	36
CLINNSCF2 Advanced Neonatal Nursing 1 Clin	72
CLINNSCF4 Advanced Neonatal Nursing 2 Clin	72

### PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

NRSNG10055 - Intro to Perinatal Nursing 1

NRSNG10056 - Intro to Perinatal Nursing 2

Challenge exams are available for introduction to Perinatal Nursing 1 & 2 for nurses (RN's & RPN's) 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 NRSNG10055

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. You are required to log on to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual is on line on specific course page in eLearn. NO CLASS OCT 6/12.

35056 IH FR Sep14 9:00-4:00 5 \$396.43

### Introduction to Perinatal Nursing Part 2 NRSNG10056

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: NRSNG10055. You are required to log on to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual is online on specific course page in eLearn. NO CLASS NOV.23/12

35059 IH FR Nov2 9:00-4:00 5 \$396.43

### Neonatal Resuscitation-Provider Certification HSCI10163

Become an NRP provider with this 10-hour practicum comprised of individual skill practice and integrated simulations of mega codes and newborn scenarios. Prerequisites: Present at practicum proof of successful completion of online NRP exam (dated within 1 month of practicum) Visit:

[www.cps.ca/nrp/OnlineExam](http://www.cps.ca/nrp/OnlineExam) for details.

(Exam requires self study, using Neonatal Resuscitation text (available for purchase at Titles or lending at IAHS Library)

35057 IH SA Nov24 9:00-5:00 1 \$226.71

35058 IH SA Nov24 9:00-5:00 1 \$226.71

Please register early - we need a minimum number of students to run our classes

# Health Sciences

## 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) (038)

Ontario College Certificate

Graduation Requirement: 25 courses

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](mailto:sharon.hamilton1@mohawkcollege.ca) [pboucher@pshsa.ca](mailto: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.

#### Program of Studies

For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours	
HRESRTC01	Effective Disability Mgmt Programs	9
CREDRTC02	Intro into the Return to Work Process	6.5
HRESRTC03	Physical impairments, Rehab and RTW	6.5
HRESRTC04	Mental Health, Rehab and RTW	9
HRESRTC05	Job Analysis	6.5
MISCRTC06	Role of Assessment	6.5
COMMRTC07	Comm and Interviewing Skills	6.5
COMMRTC08	Interviewing and Helping Skills	6.5
MGMTRTC09	Work with Groups/Prob Solving with Groups	6.5
COMFRTC10	Introduction to Conflict Resolution	9
MGMTRTC11	Managing Diversity in the Workplace	6.5
MGMTRTC12	Organizational and Mgmt Skills	6.5
LAWSRTC13	Legislation and Disability Mgmt	9
HRESRTC14	Workers' Compensation	6.5
INSRRTC15	Insurance and Other Benefits	6.5
MGMTRTC16	Disability Mgmt in Unionized Environ	6.5
HRESRTC17	Disability Mgmt from the HR Perspective	6.5
MGMTRTC18	Managing Change	9
SENSRTC19	Assistive Tech and Accommodation	6.5
HRESRTC20	Evaluation, Disability Mgmt and RTW	9
HLTHRTC21	Injury Prev and Health Promotion	6.5
MRKTRTC22	Mrkt, Communications and Education	6.5
INFORTC23	Information Management	6.5
LAWSRTC24	Ethics and Professional Conduct	6.5
CREDRTC25	Managing the Return to Work Process	9

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: To avoid course cancellations, must be registered 5 days prior to course date and no refunds/transfers 2 days prior to course start date. Thank you.

#### Effective Disability Management Programs

HRESRTC01  
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.

35063 IH SA Sep22 8:30-6:30 1 \$329.64

#### Introduction to Return-to-Work

Coordination CREDRTC02  
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.

35062 IH FR Sep21 12:00-6:30 1 \$262.54

#### 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.

35068 IH FR Nov23 12:00-6:30 1 \$262.54

#### Mental Health Issues, Rehabilitation

Services & Return-To-Work HRESRTC04  
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.

35069 IH SA Nov24 8:30-6:30 1 \$329.64

#### Disability Management In Unionized Organizations

MGMTRTC16  
Various aspects of labour relations impact disability management including the collective agreement and provincial labour relations act. Memorandums of agreement and letters of intent used in establishing programs and joint committees will be examined. Dispute resolution in a union setting will be explored.

35066 IH FR Dec14 12:00-6:30 1 \$262.54

#### Dis Man From The Human Resources

Perspective HRESRTC17  
Explore provincial employment standards acts that influence return to work in non-unionized organizations, policy and procedures development, and alternate dispute resolution and committee processes.

35067 IH SA Dec15 8:30-3:30 1 \$262.54

#### Injury Prevention And Health Promotion

HLTHRTC21  
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.)

35061 IH FR Sep28 12:00-6:30 1 \$262.54

#### Information Management INFORTC23

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.

35060 IH SA Sep29 8:30-3:30 1 \$262.54

#### Professional Conduct LAWSRTC24

Analyze ethical issues in disability management and the development and application of codes of ethics.

35064 IH FR Oct19 12:00-6:30 1 \$262.54

#### Managing The Return-To-Work Process CREDRTC25

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)

35065 IH SA Oct20 8:30-6:30 1 \$329.64

#### Food Services Certificate (816)

Ontario College Certificate

Graduation Requirement: 7 courses

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.

#### Program of Studies

For program details and graduation requirements visit

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

#### Mandatory Courses:

	Hours	
CULIHCF10	Intro to Institutional Food Services	30
CULIHCF20	Food Preparation 1	30
SAFEHCF30	Sanitation and Safety	30
SAFEHCF40	Food Service Mgmt Functions	30
CULIHCF50	Food Preparation 2	30
HLTHHCF60	Nutritional Care	30
WORKHCF02	Field Placement Component	60

All applicants require proficiency in English Language skills. Individuals for whom English is a second language must 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. Must purchase Manual at McMasterHospital, Titles Bookstore, Room 1G, prior to first class.

35035 IH TU Sep11 6:30-9:30 10 \$211.50

35036 IH TH Sep13 6:30-9:30 10 \$211.50

66	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## 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.

35037 IH TU Sep11 6:30-9:30 10 \$223.50  
35038 IH TH Sep13 6:30-9:30 10 \$223.50

## Food Services Fieldwork Requirement WORKHCF02

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

35039 FW \$405.75

## Medical Device Reprocessing Certificate (MDR) (927)

### Program of Studies

Mandatory Courses:	Hours
HSCI10121 Introduction to MDR	30
HSCI10122 MDR Laboratory Experience	42
HSCI10123 MDR Principles and Practices 1	30
HSCI10124 MDR Principles and Practices 2	30
HSCI10125 MDR Principles and Practices 3	30
CLIN10059 MDR Clinical Experience	150

## Introduction to (MDR) Medical Device Reprocessing HSCI10121

Students are introduced to the roles and environment of sterile processing.

35101 IH WE Sep19 6:00-10:00 7 \$211.50

## MDR Principles and Practices 1

### HSCI10123

Provides knowledge and technique necessary to assume responsibilities for decontamination and disinfection. Microbiology and Infection Control is the basis for this course. Involves 30 hours of in class theory.

35103 IH WE Nov7 6:00-10:00 7 \$211.50

## Clinical Experience Medical Device

### Reprocessing CLIN10059

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

35102 FW Sep4 \$570.00

**Need Grade 12 equivalency?**  
905-575-2029

## Personal Support Worker Certificate - 110

### Ontario College Certificate

#### Graduation Requirement: 13 courses

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.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

### Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/psw](http://ce.mohawkcollege.ca/psw)

Mandatory Courses:	Hours
HSCI10043 Health and Illness I	42
HSCI10044 Foundations of PSW I	42
CLIN10010 PSW Practicum I	196
PSYC2271 Developmental Psychology	42
COMMLL041 Communications	42
HSCI10045 Health and Illness II	30
HSCI10046 Dementia and Mental Health	30
HSCI10047 Palliative Care	25
HSCI10048 Foundations of PSW II	40
CLIN10011 PSW Practicum II (LAB)	70
INFO10037 Computers in PSW	21
CLIN10012 PSW Consolidation - A	48
CLIN10013 PSW Consolidation - B	80

The part time PSW Program will be offered September 2012. Interested candidates may apply now for the September intake. Please contact the Program Manager for an application form and further details.  
amy.boyer@mohawkcollege.ca.

## Foundations of Personal Support Worker 1 HSCI10044

Explore the role of the PSW, scope of practice, safety practices, problem solving client needs, planning care and ethical and legal issues.

35070 IH TH Sep13 6:30-9:30 14 \$296.10

### NEW!

## Gentle Persuasive Approaches in Dementia Care Workshop HSCI10164

Enhance your ability to provide care to individuals with dementia using gentle persuasive approaches and effective techniques in a respectful non-punitive and compassionate manner. Note: Students are required to purchase workshop materials at first class - \$15.00. PREREQUISITES: Health Science certificate, diploma or degree required. Please fax credentials to Amy Boyer at 905-528-7706

35077 IH SA Sep15 8:00-4:00 1 \$71.38  
35078 IH SA Sep29 8:00-4:00 1 \$71.38  
35079 IH SA Oct27 8:00-4:00 1 \$71.38  
35080 IH SA Nov17 8:00-4:00 1 \$71.38

## Health & Illness 1 HSCI10043

Examine the basic anatomy and physiology of the human body and common diseases associated with various body systems.

35071 IH TU Sep11 6:30-9:30 14 \$296.10

## PSW - Care Of The Client With Diabetes HSCI10084

Examine current concepts of care for the client with Type 1 and Type 2 Diabetes. Learn about meal planning and preparation, carbohydrate counting, glycemic indexes, oral, skin and foot care, medication, the effects of illness and stress, and complications related to Diabetes. IN CLASS SESSIONS - Oct 15, 22, Nov 12, and 26. Balance via eLearn.

35072 IH MO Oct15 6:30-9:30 7 \$148.05

## PSW Bridging to PN Program (758)

NOTE: Admission to the PSW - PN Bridging Program has been revised. Application details are found on the Mohawk website. Successful applicants ONLY are eligible to register for the 2 bridging courses.

### Questions?

905-540-4247 ext. 26736 /  
sharon.hamilton1@mohawkcollege.ca

For program details visit  
[ce.mohawkcollege.ca/psw2pn](http://ce.mohawkcollege.ca/psw2pn)

## Human Biology & Nursing Assessment HSCI10143

Further enhance your understanding of human anatomy and physiology, with particular attention to cell/tissue organization and the various body systems. Intended for accepted students in the PSW-PN Bridging Program. 45 hrs. NOTE: Startdate subject to change. Students will be notified.

35042 IH TU Sep11 5:00-8:00 15 \$317.25

## Transitional Concepts for Personal Support Worker Bridging HSCI10142

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. Intended for students accepted into the PSW-PN Bridging Program. NOTE: Start date subject to change. Students will be notified.

35043 IH TH Sep13 5:00-8:00 15 \$317.25

## Palliative Care for Personal Support Workers Certificate (941)

### Ontario College Certificate

#### Graduation Requirement: 6 courses

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.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on Mohawk website.

### Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:	Hours
HSCI10095 Overview - Palliative Care PSW	30
COMM10106 Comms/Multicultural Considerations	30
HSCI10094 Loss, Grief & Caregiver Support	30
HSCI10096 Symptom Mgmt - PSW Scope of Prac	30
MGMT10057 Ethical Iss, Conflict Mgmt/Stress Mgmt	30
CLIN10041 Clinical Field Placement	30

# Health Sciences

## Ethical Issues, Conflict Management/ Stress Management MGMT10057

Develop an understanding of the principles of health care ethics, with emphasis on the PSW's role. Explore various ethical dilemmas and responses. Topics also include strategies for dealing with stress and managing conflict.

35044 IH WE Sep26 6:30-9:30 10 \$221.50

## Overview of Palliative Care for Personal Support Workers HSCI10095

Understand the role that Palliative Care plays in promoting health - physical, psychological, social and spiritual well-being of individuals affected with illness and bereavement.

35045 IH WE Sep19 6:30-9:30 10 \$221.50

## 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.

35105 FW Sep17 \$211.50

## 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 is managed by OCP. See OCP website for details.

### Questions?

905-540-4247 ext. 26708 /  
[amy.boyer@mohawkcollege.ca](mailto:amy.boyer@mohawkcollege.ca)

### Admission Requirements

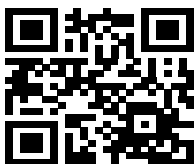
OCP certification or PEBC letter of completion to be faxed to the Program Manager at 905-528-7706. Include contact information with your fax. Registration restricted to applicants who have OCP or PEBC credentials.

## Management of Drug Distribution Systems Pharmacy Technician HSCI10140

Examine various drug distribution systems that prepare you to manage operations in different practice settings to ensure safe effective drug supply and distribution. Learn about distributive functions in institutional settings, common drug plans, adjudication challenges, inventory management elements and common business practices with emphasis on accurate product release within the role of the Pharmacy Technician.

35046 IH TU Sep11 6:30-9:30 13 \$289.95

Find your room number



## Professional Practice for Pharmacy Technician Bridging HSCI10136

Prepare for entry to practice in five main areas of focus: legal requirements, scope of practice, ethical principles, professionalism and communication skills. Through a variety of learning tools such as interactive case studies, assignments, quizzes and group work, you will enhance your ability to practice competently with the professional practice framework.

35047 IH TH Sep13 6:30-9:30 15 \$337.25

## Psychosocial Rehabilitation Certificate (016)

See Distance Education for course offerings.

Looking for a course?  
Search the index at the back  
of this catalogue.

## Gerontology Programs

To obtain a certificate, you must fill out a "Request for Certificate" form.

## Working with Dementia Clients - Multidiscipline Certificate (138)

Ontario College Certificate

Graduation Requirement: 6 courses

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.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

### Program of Studies

For program details and graduation requirements visit

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

### Mandatory Courses:

	Hours
HSCIDEM01 Overview of Dementia Care	24
COMMDEM02 Comm & Interpersonal Skills in Dementia	24
HMNSDEM03 Caregiving Skills	24
LAWSDDEM04 Ethics and Legalities 1	24
CLINDEM05 Clinical Field Placement with Clients	60

### Option Group 1 - Choose 1:

PSYC2271 Developmental Psychology	
SSCI108 Sociology 1	
HSCI10095 Overview of Palliative Care for PSW	
COMMLL041 Communications (Lang)	

See box at beginning of Health Sciences section regarding Medical Clearance.

NOTE: See PSW Program for NEW GPA workshop.

Contact the Program Manager for Clinical information.

## Communication & Interpersonal Skills In Dementia COMMDEM02

Develop dementia-specific communication skills, with emphasis on approaches to use, problem solving, cueing, working in teams, working with families, interagency partnering, confidentiality, change process and quality assurance.

35054 IH WE Sep12 6:30-9:30 8 \$184.20

## Ethics And Legalities 1 LAWSDEM04

Explore the current ethical issues in community based and long term care institutions, i.e. euthanasia, living wills, use of restraints, etc. Discussions on legal issues focusing on advocacy, power of attorney, residents rights, etc. Presented in a variety of formats, and the student will be encouraged to be aware of their beliefs and those of others.

35052 IH WE Nov7 6:30-9:30 8 \$184.20

## Clinical Field Placement With Clients CLINDEM05

Apply the skills learned in Dementia theory courses in a clinical setting.

35053 FW Sep14 \$405.75

## Dementia Studies - Multidiscipline Certificate (142)

Ontario College Certificate

Graduation Requirement: 8 courses

### 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.

Upon successful completion of program of study, students who are eligible to graduate are required to request the program certificate. The "Request for Certificate" form is available on the Mohawk website.

### Program of Studies

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

Details available on Mohawk website.

Contact the Program Manager for Clinical information.

### 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)

## Dementia Clinical/Placement CLINDEM08

Gain clinical experience

35055 FW Sep10 \$494.40

## Working with the Aged - Multidiscipline Certificate (019)

See Distance Education section for program information and course offerings.

68	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Health Sciences / Hospitality

## Gerontology - Multidiscipline Certificate (037)

Program of Studies

See Distance Education section for program information and course offerings.

## Gerontology - Other

**NEW!**

### Montessori Methods for Dementia TM HSCI10160

Explore the Montessori Methods for dementia, an innovative approach intended to enhance the quality of life for individuals with dementia. Purchase of "Montessori Methods for Dementia TM" textbook (\$50.85) and course materials (\$39.55) for a total of \$90.40 is required and purchased from instructor on the first evening of class. Exact change required.

35073 IH TU Oct2 6:00-9:30 8 \$211.50

### 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..

35074 IH TU Sep11 6:30-9:30 10 \$226.50

## Hospitality

### Professional Bartending Certificate (085)

Mohawk College Certificate

**Graduation Requirement: 13 courses**  
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.

**Program of Studies**

**For program details and graduation requirements visit**  
[ce.mohawkcollege.ca/bartending](http://ce.mohawkcollege.ca/bartending)

Mandatory Courses:	Hours
HOSPFB107 Mixology	35
HOSP10010 Be A Professional Server	18
HOSPFB008 Smart Serve Certification Course**	3
HOSPFB004 Wine Appreciation 1	21
HOSPFB005 Wine Appreciation 2	21
HOSP10008 Food Handlers Certificate	7
HSCI10086 CPR & First Aid Certificate	7
COMMSSC12 Communication Skills 1	12
COMMSSC46 Communications Skills 2	12
CONFSSP88 Dealing with Difficult People	12
MGMTSSPC7 Supervision Skills	12
MGMTSSPD7 Supervision Skills 2	12
EDUCSSPA1 Training Techniques	12

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

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

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 - 35 hrs.
- Be a Professional Server - 18 hrs.
- Wine Appreciation 1 - 21 hrs.
- Wine Appreciation 2 - 21 hrs.
- Smart Serve\*\* - 3 hrs.

\*\*The Smart Serve Certificate is mandatory for alcohol servers 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 21 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

**NEW!**

### Mixology HOSPFB107

Master the art and science of mixing cocktails for restaurant, bar, catering and banquet facilities in compliance with standards found in Hospitality Beverage Operations. Tasting and practice sessions are included. Liquor/product costs of \$75.00 included in course fee. Equivalent to: HOSPFB001 & HOSPFB002.

32432 FF MO Sep17 6:30-10:00 10 \$345.90

### 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)

32442 FF MO Sep17 6:30-10:00 10 \$207.54

### 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.

32335 FF TH Sep20 7:00-10:00 6 \$147.32

### 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 the course fee is \$50 for wines and upon successful completion, the Wine Council of Ontario Certificate of Merit. Bring 6 wine glasses to each class.

32336 FF WE Sep12 6:30-10:00 6 \$212.54

### Wine Appreciation 2 HOSPFB005

Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs of \$50 included in course fee.

32338 FF WE Oct24 6:30-10:00 6 \$212.54

### 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 \$19.00.

32426	FF	TU	Sep18	6:00-9:30	1	\$50.00
32427	BF	TU	Oct9	6:00-9:30	1	\$50.00
32428	FF	SA	Oct27	10:00-1:30	1	\$50.00
32429	FF	TU	Nov13	6:00-9:30	1	\$50.00

### 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 CULIGI737

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. Day class held at St. Mary's school, 209 MacNab St. N., Ham.

32347 OR WE Sep12 1:30-4:30 5 \$109.25

32340 FF TH Sep13 6:30-9:30 5 \$119.60

### Cake Decorating 2 CULIGI738

Learn icing flowers, flood work, basket weaves, brush embroidery and more. Supply costs (approx. \$40) are the responsibility of the participant. Prerequisite: Level 1

32348 FF TH Oct18 6:30-9:30 5 \$120.60

### Cake Decorating 3 CULIGI739

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.

32352 FF SA Nov17 9:00-2:00 3 \$121.10

### 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 21 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!**

# Hospitality / Human Services

## Cooking - Basic

**CULIG1138**

Join Chef Time Humble 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.

32353 FF MO Sep17 7:00-10:00 4 \$143.00

## Cooking - Beyond Basic

**CULIG1472**

A continuation of Cooking - Basic, join Chef Tim Humble and learn classic and modern methods of food preparation. Food costs of \$50 to be paid to the instructor on the first class.

32354 FF MO Oct15 7:00-10:00 6 \$190.00

## Gourmet Dining

**CULI10002**

Join Brent Neumann, Chef of the Horn of Plenty Gourmet Cafe and prepare six signature menus with international influences. Food costs of \$50 to be paid to the instructor at the first class.

32355 FF WE Sep19 7:00-10:00 6 \$198.00

## Weekend Food

### Bread - Bake it at Home

**CULI10059**

Learn to bake wheat based yeast breads at home using a variety of grains and seeds without additives or preservatives. Taste the difference! Food and materials costs of \$12 included in course fee.

32362 FF SA Nov10 10:00-4:00 1 \$87.00

**NEW!**

### Cupcakes: Decorate and Box

**CULI10061**

A unique opportunity to work with experts. You bring 2 dozen cupcakes to decorate/ice for yourself or family and friends. Package them in one-of-a-kind handmade boxes. Materials list: [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca)

32310 FF SA Nov3 10:00-2:30 1 \$90.20

**NEW!**

### Pita & Companion Dishes

**CULI10060**

Join Mason Galganov and learn to make pita and companion dishes from the Mediterranean, North Africa and North America. Food costs of \$17 included in course fee. Bring along your appetite.

32359 FF SA Oct20 10:00-5:00 1 \$94.00

### Peer Tutoring Available

905-575-1212 ext 3279

[peer.tutor@mohawkcollege.ca](mailto:peer.tutor@mohawkcollege.ca)

## Human Services

### Human Services - Other

Questions? 905-540-4247 ext. 20811

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

### 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](mailto:marco.felvus@mohawkcollege.ca) for additional details.

32248 FF SA/SU Oct20 9:30-4:30 2 \$292.44

### 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. Please bring your proof of registration to the class.

32216 FF SA Sep29 8:00-5:00 1 \$116.98

32221 FF SA Dec1 8:00-5:00 1 \$116.98

### Non-Violent Crisis Intervention-Recertification

**CONFHE108**

Crisis Prevention Institute NVCI Recertification. To be eligible for this course you must have completed the full certification within the last 2 calendar years. Participants must wear comfortable clothing and rubber soled, flat shoes (no sandals). The Workbook must be purchased from the Campus Store PRIOR to the class. You must bring your valid certification card to class.

31966 FF SA Nov17 9:00-1:00 1 \$80.32

## Community Leadership

### Community Studies - Other Courses

#### Questions?

905-540-4247 ext.20811 /

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

905-575-1212 ext. 3345 /

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

### Project Planning and Grant Proposal Writing

**PLAN10014**

Walk through the process of developing a grant proposal, from project planning and budgeting, to application, to potential funders.

Course material will be covered via on line delivery using eLearn.

32030 OR Sep24 \$211.50

### Event Planning Techniques Certificate (122)

#### Ontario College Graduate Certificate

#### Graduation Requirement: 10 courses

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?

905-540-4247 ext. 20811 /

[cehumserv@mohawkcollege.ca](mailto:cehumserv@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.

#### Program of Studies

For program details and graduation requirements visit

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

### Mandatory Courses:

Hours

HOSPFB008	Smart Serve Certification	3
HSCIRLA09	Introduction to Special Events	12
RECLRLA01	Logistics	36
RECLRLA02	Program Applications	36
RECLRLA04	Event Administration	36
RECLRLA07	Event Marketing	30
RECLRLA08	Event Sponsorship	30
WORKRLA06	Special Events-Field Work	100

### Option Group 1 - Choose 1:

MGMT10086	Volunteer Management for Events	36
MGMTSSP24	Volunteer Management 1	60

### Option Group 2 - Choose 1:

HMNSSSFR1	Fundraising/Development	30
HMNSSSNPN	Public Rel Fund & Special Events	30
PLAN10009	Wedding Planning	30
TRVLT415	Intro to Convention & Meeting Planning 30	

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, MGMT10086, HMNSSSNPN, HMNSSSFR1, or TRVLT415. Class dates: Saturday Sept 8, Monday Sept 10 and Thursday Sept 13.

31987 FF SA Sep8 9:00-3:00 3 \$92.88  
MO/TH 6:00-9:00

### Event Administration

**RECLRLA04**

Acquire practical skills in budget development, human resource management, legal issues and business administration skills. Prerequisite: RECLRLA01 or RECLRLA02.

31972 FF TU Sep18 6:00-9:00 12 \$278.64

### Logistics

**RECLRLA01**

Focus on logistical details and governmental guidelines concerning site preparation, food services, security, licensing, accessibility, traffic, and communication. Prerequisite: HSCIRLA09.

31973 FF MO Sep17 6:00-9:00 12 \$278.64

### Fundraising/Development

#### Associate Certificate (128)

#### Mohawk College Certificate

#### Graduation Requirement: 5 courses

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?

905-540-4247 ext.20811/

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

905-575-1212 ext. 3345 /

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

#### Program of Studies

For program details and graduation requirements visit

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

### Mandatory Courses:

Hours

HMNSSSFR1	Fundraising/Development	30
OR		
MISCSNPM	Resource Development	30
HMNSSSFR2	Annual Giving	30
HMNSSSFR3	Major Gifts & Planned Giving	30
HMNSSSNPN	Pub Relations Fund & Special Events	30
MGMTSSP24	Volunteer Management 1	60

70

How to read course details:

**CRN\***

31810

**Location**

FF

**Day(s)**

WE

**Start**

Sep12

**Times**

6:30-9:30

**#Sessions**

6

**Fee**

\$139.32

Volunteer Management 1 (MGMTSSP24) is being offered under the Volunteer Management Certificate.

## Leadership and Management in the Not-for-Profit Sector Certificate(181)

Mohawk College Certificate

Graduation Requirement: 7 courses

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?

905-540-4247 ext 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
PLAN10000 Mission, Vision, Values Workshop	6
COMMSNPL Leadership & Communications	30
HRESSSNPH Practical Human Resource Mgmt	30
MGMTSSNP1 Board & Staff Responsibilities	30
MGMTSSNP3 Strategic & Long-Range Planning	30
MISCSNPM Resource Development	30
PLANSNPK Operational Plan Nonprofit	30

Mission, Vision, Values Workshop

PLAN10000

Examine the principles and framework for the operation of not-for-profit organizations. A prerequisite for all other courses in the Certificate.

32009 FF SA Nov3 9:00-4:00 1 \$114.73

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.

32431 FF WE Sep26 6:30-9:30 10 \$232.20

Volunteer Management Certificate (095)

Mohawk College Certificate

Graduation Requirement: 3 courses

Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
MGMTSSP24 Volunteer Management 1	60
MGMTSSP43 Volunteer Management 2	60
MGMTSSP63 Volunteer Management 3	60

Volunteer Management 1 MGMTSSP24

Examine the fundamentals of volunteer management, including philosophy, recruitment, orientation, training & recognition. Saturday classes will be September 15, October 20, November 10 and November 24. In addition to classes, this course consists of 36 hours online via eLearn.

32007 FF SA Sep15 9:00-4:00 4 \$447.15

## Helping Professions

Addictions/Concurrent Disorders

Acknowledgement of Completion

Graduation Requirement: 3 courses

Gain an understanding of addictions, co-occurring addictions, mental health issues and disorders.

Questions?

905-540-4247 ext. 20811/  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

Admission Requirements

Completion of a Human Services Diploma.

Program of Studies

For program details and graduation requirements visit [ce.mohawkcollege.ca/acd](http://ce.mohawkcollege.ca/acd)

Mandatory Courses:

	Hours
HMNS10034 Intro to Concurrent Disorders	27
HMNS10037 Introduction to Mental Health	27
HMNS10039 Introductions to Addictions	27

Introduction to Mental Health

HMNS10037

Learn about mental health disorders including prevalence, assessment and treatment options. Explore recent trends in mental health service delivery.

31938 FF WE Sep12 6:30-9:30 9 \$208.98

Bereavement Counselling Certificate (073)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

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?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

Contact the Program Manager regarding future offerings.

**Sign up now!**

Check the inside of the back cover to find out how.

Career Consultant Certificate (076)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

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 will be required to submit an updated resume. You must apply at least one week prior to start-up.

Program of Studies

For program details and graduation requirements visit

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

Mandatory Courses:

	Hours
CREDCAR01 Theories of Career Development	39
CREDCAR02 Career Development Resources	39
CREDCAR03 Career Search: Tools & Techniques	39
CREDCAR04 Individual Helping Relationships	39
CREDCAR05 Group Facilitation Skills	39
CREDCAR06 Career Devel Measure & Assess	39
CREDCAR07 Socio-economic Change & Response	39
CREDCAR08 Diversity in the Workplace	39

Diversity In The Workplace CREDCAR08

Prepare yourself for advising clients with specific needs, examine barriers to employment and The Ontario Human Rights Code, and Conflict Resolution. September 15, 29, October 13, 27, November 10, 24.

32132 FF SA Sep15 9:00-4:00 6 \$301.86

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.

32131 FF WE Sep12 6:00-9:00 13 \$301.86

Concepts in Bereavement Support Certificate (071)

Ontario College Certificate

Graduation Requirement: 6 courses

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.

# Human Services

## Questions?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

For program details and graduation requirements visit  
[ce.mohawkcollege.ca/bereavementsupport](http://ce.mohawkcollege.ca/bereavementsupport)

Contact the Program Manager regarding future offerings.

## Counselling Techniques Certificate (802)

Mohawk College Certificate

Graduation Requirement: 8 courses

Develop counselling skills. Most program participants are employed in agencies or offices where skills in interviewing or information giving are required.

## Questions?

905-540-4247 ext. 20811/  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 905-575-1212 ext. 3345 /  
[lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

Program of Studies

For program details and graduation requirements visit

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

## Mandatory Courses: Hours

Mandatory Courses:	Hours
COMMTC101 Interaction & Communications	42
COUNTC103 Interviewing Skills in Counselling	42
COUNTC104 Individual Counselling	42
COUNTC105 Group Counselling	42
COUNTC208 Issues & Ethics in Counselling	42
PSYC55156 Introductory Psychology	42
PSYC55271 Developmental Psychology	42
PSYC55106 Report Writing for Behavioural Sciences	42

## Interaction And Communications

### COMMTC101

Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.

32034 FF TH Sep13 6:30-9:30 14 \$325.08

## Interviewing Skills In Counselling

### COUNTC103

Examine basic interviewing methods, procedures and behaviours, and their application in the counseling work situation.

32035 FF WE Sep19 6:30-9:30 14 \$325.08

## Social Service Worker Diploma (215)

Ontario College Diploma

Graduation Requirement: 30 courses

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?

905-540-4247 ext.20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@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 and graduation requirements visit

[www.mohawkcollege.ca/215](http://www.mohawkcollege.ca/215) or  
[ce.mohawkcollege.ca/socialserviceworker](http://ce.mohawkcollege.ca/socialserviceworker)

## Field Placement Prep and Community Awareness HMNSS10008

Prepare for real-world, field placement experiences by developing job search materials and interviewing skills. Adopt professional practice behaviours and examine community resources to use in future field placements.

This is a required pre-requisite course for field placement.

31967 FF TH Sep13 6:30-9:30 10 \$216.72

## Introduction To Group Dynamics

### HMNSSO127

Year 1 & 2. Explore stages of group development, communication patterns & interpersonal dynamics in small groups.

Participate in small groups as a forum for exploring your role, communications and interpersonal dynamics.

31968 FF WE Sep12 6:30-9:30 14 \$325.08

## Political Advocacy For Social Service Workers HMNSSO335

Year 3 & 4. Examine various aspects of Canadian politics & the impact the political climate has on social work programs & consumers. Emphasis will be on the role of the social worker as an advocate for consumers.

31969 FF TH Sep13 6:30-9:30 14 \$325.08

## Social Service Worker Practice I

### HMNSSO126

Year 1 & 2. Become acquainted with the contemporary political, economic, psychosocial and legal realities, which form the environmental context for social service delivery in Ontario.

31970 FF MO Sep10 6:30-9:30 10 \$216.72

## Social Service Worker Practice III

### HMNSSO334

Year 3 & 4. Focus on the casework process with clients from intake to termination. Learn specific tasks associated with client service delivery including recording, problem solving, intervention and be exposed to a variety of client situations and appropriate social work intervention.

31971 FF TU Sep11 6:30-9:30 10 \$216.72

## Therapeutic Recreation Certificate (280)

Mohawk College Certificate

Graduation Requirement: 5 courses

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?

905-540-4247 ext.20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@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.

## Program of Studies

For program details, graduation requirements and application form visit

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

## Mandatory Courses: Hours

Mandatory Courses:	Hours
RECL10011 Therapeutic Rec - Foundation	42
RECL10012 Therapeutic Rec - Assessment	36
RECL10013 Thera Rec - Prog Design & Delivery	36
RECL10014 Therapeutic Recreation - Research	36
WORK10048 Therapeutic Rec - Practicum	300

## 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.

32084 FF MO Sep10 6:00-9:00 14 \$325.08

## Therapeutic Recreation - Assessments

### RECL10012

Learn to utilize therapeutic recreation assessment tools to determine an individual's strengths, needs and interests. Discover how to establish the priorities and direction of a TR intervention plan and needs based programs. Trial a variety of commercial assessment tools and design your own comprehensive assessment.

31965 FF TU Sep11 6:00-9:00 12 \$278.64

## Private Security / Investigators

## Questions?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
 519-759-7200 ext. 7210 /  
[lisa.brown16@mohawkcollege.ca](mailto:lisa.brown16@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 / Investigators

### 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.

31868 FF SA/SU Oct20 8:00-6:00 5 \$381.25

### 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).

31861 FF SA/SU Sep22 8:00-6:00 4 \$309.60

31867 FF SA/SU Oct20 8:00-6:00 4 \$309.60

72	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

## Tundra - Close Protection

Learn the skills required to become a Close Protection Officer through a program developed in partnership with Tundra Strategies, a Global provider of Close Protection and Security Operations. The Tundra/Mohawk Close Protection course has been developed from years of operational experience received from working within Government, Diplomatic and Private Organizations that perform Close Protection and Covert Surveillance operations around the world.

Tundra Provides one of the most comprehensive private Close Protection courses available by using a training program that focuses on the key fundamentals and supporting skill requirements, conducted through a system of progressive courses that continue to add new teaching points while building on previously learned skills. This program provides more than 250 hours of instruction and employs the use of simulation -based firearms scenarios, Judgemental training through the use of the Virtra Combat Simulator and multi-faceted classroom and practical teaching methods.

Tundra's instructors are former Canadian Special Operations Personnel with documented Close Protection experience at the diplomatic and government levels.

### Questions?

**Program Secretary, Sharon Hamilton**  
905-540-4247 ext. 26736 /  
[sharon.hamilton1@mohawkcollege.ca](mailto:sharon.hamilton1@mohawkcollege.ca)  
[www.tundragroup.ca](http://www.tundragroup.ca) / [info@tundragroup.ca](mailto:info@tundragroup.ca)

### Admission Requirements

You must have completed a criminal record check and vulnerable sector check from the RCMP or equivalent agency.

You must complete and submit a personal information form for evaluation.

For program details and course specific prerequisites, please contact [info@tundragroup.ca](mailto:info@tundragroup.ca).

### Program of Studies

Courses:	Hours
LAWS10117 Close Protection Pistol	42
LAWS10118 Close Protection Driving-Basic	16
LAWS10119 Close Protection Medic-Basic	26
LAWS10120 Close Protection Course 1	42
LAWS10121 Close Protection Course 2	42
LAWS10122 Close Protection Course 3	42
LAWS10123 Close Protection Course 4	42

These courses take place at the Tundra facility located at 1393 Centre Line Road, Clearview, Ontario (south of Wasaga Beach & West of Barrie). Class times are scheduled 8AM to 5:30PM most days however this program is very scenario and planning based so students must understand they will be expected to work odd hours and they will have homework that will need to be completed every night.

### Close Protection (CP) Pistol LAWS10117

Covers the fundamentals of tactical pistol and applies it to the requirements and application of a Close Protection Officer for any environment. Prerequisite: Close Protection Course 1.

31899 OR MO-FR Sep3 8:00-5:30 5 \$1496.10

### Close Protection Course 1 LAWS10120

An introduction to Close Protection Operations focusing on the fundamentals of Close Protection through the use of both classroom and practical applications. Also includes operational planning and the use of simulation-based firearms scenarios.

31904 OR MO-FR Sep10 8:00-5:30 5 \$1846.10

### Close Protection Course 2 LAWS10121

Builds on the fundamentals of Close Protection Course 1 and focuses on counter surveillance, threat identification and motorcade operations as it pertains to Close Protection Operations. Prerequisite: Close Protect 1.

31905 OR MO-FR Sep17 8:00-5:30 5 \$1571.10

### Close Protection Course 3 LAWS10122

Continues to build on the fundamentals of Close Protection, but focuses on Threat Management and Integrating Support Functions (defensive marksman, canine, surveillance). Prerequisite: Close Protection Course 1 & 2.

31907 OR MO-FR Sep24 8:00-5:30 5 \$1271.10

### Close Protection Course 4 LAWS10123

An advanced course focusing on leading a Close Protection team, mission planning and analysis and scenario driven training. Prerequisite: Close Protection Course 1,2 & 3.

31908 OR MO-FR Oct1 8:00-5:30 5 \$1271.10

### Close Protection Driving-Basic

#### LAWS10118

Focuses on the basic security driving skills necessary to operate effectively as a driver in a Close Protection team or motorcade.

Prerequisite: Close Protection Course 1.

31901 OR MO/TU Oct8 8:00-5:30 2 \$832.80

### Close Protection Medic-Basic

#### LAWS10119

Apply the basics of Tactical Combat Casualty Care to the requirements of a Close Protection team operative in any environment. Prerequisite: Close Protection Course 1.

31902 OR WE-FR Oct10 8:00-5:30 3 \$1158.30

## Working with Children & Youth

### Child & Youth Worker Diploma (610)

#### Ontario College Advanced Diploma

#### Graduation Requirement: 28 courses

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?

905-540-4247 ext.20811/  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@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 and graduation requirements visit

[www.mohawkcollege.ca/610](http://www.mohawkcollege.ca/610) or  
[ce.mohawkcollege.ca/cyw](http://ce.mohawkcollege.ca/cyw)

### Assessment And Treatment Strategies

#### In CYW

#### HMNSCC458

Year 3 & 4. Provides a forum for discussion to assist students to integrate theory (from previous & present courses) with practice. Study case assessment, service planning, case formulation, treatment planning and develop report writing skills & applied treatment skills as the primary CYW with a client, within a multidisciplinary team. Course material will be covered on line. Prerequisites: HMNSCC358, COUNCC359, HMNSCC362, HSCICC327.

32061 OR Sep10 \$296.10

### Community Interventions & Resources

#### HMNSCC553

Year 3 & 4. Review systems and other community change theories, learn methods of identifying gaps in service, access community resources, communication networks, professional networks, referral procedures and strategies for change. Course material will be covered via 39 hours in class and 3 hours on line delivery. Prerequisites: HMNSCC457, HMNS458, WORKCC455.

32044 FF TU Sep11 6:30-9:30 14 \$325.08

### Interviewing & Counselling COUNCC359

Year 1 and 2. Learn to effectively conduct interview and counselling sessions, to maximize the potential for achieving treatment goals. Demonstrate the ability to establish relationships that utilize a variety of micro-counselling skills, and learn to create and modify the therapeutic environment to suit individual client needs. Prerequisites: MGMTCC153, HMNSCC257, WORKCC255

32045 FF WE Sep12 6:30-9:30 14 \$325.08

### 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.

32046 FF TH Sep13 6:30-9:30 14 \$325.08

### Field Work Practicum 1 WORKCC255

Contingent on completion of required course work.

32062 FW \$644.11

### Field Work Practicum 2 WORKCC455

Contingent on completion of required course work.

32063 FW \$733.58

### Field Work Practicum 3 WORKCC655

Contingent on completion of required course work.

32064 FW \$793.04

### Early Childhood Education Diploma (213)

#### Ontario College Diploma

#### Graduation Requirement: 22 courses

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?

905-540-4247 ext. 20811 /  
[cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)

# Human Services

## 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 and graduation requirements visit

[www.mohawkcollege.ca/213](http://www.mohawkcollege.ca/213) 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.

## Child Development & Behaviour 1 EDUCEC121

Year 1 & 2. Study the theories and principles of child development as well as neuro-research findings affecting the prenatal and early developmental process.

31937 FF WE Sep12 7:00-10:00 14 \$325.08

## Inclusion in the ECE Classroom EDUCEC301

Examine attitudes toward children with special needs and the concept of inclusion and integration of children with special needs. Explore, examine and practice integrated and class-wide adaptive programming. Develop an awareness of diversity around the area of exceptionality.

31934 FF TU Sep11 7:00-10:00 14 \$325.08

## Issues In ECE EDUCEC428

Year 3 & 4. Focus on expanding your awareness and understanding of topics such as child abuse, research into the impact of quality in child care, the importance of advocacy, and other current issues.

31935 FF TH Sep13 7:00-10:00 12 \$270.90

## Parent Teacher Child Relationship 1 EDUCEC128

Year 1 & 2. Focus on a variety of observation techniques to enhance your work with children, families and co-workers.

31936 FF MO Sep10 7:00-10:00 14 \$325.08

## Early Childhood Education - Leadership and Administration Certificate (932)

Mohawk College Certificate

Graduation Requirement: 7 courses

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?

905-540-4247 ext. 20811 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@mohawkcollege.ca)  
905-575-1212 ext. 3345 / [lynn.james@mohawkcollege.ca](mailto:lynn.james@mohawkcollege.ca)

## Admission Requirements

An ECE Diploma or equivalent.

## Program of Studies

For program details and graduation requirements visit

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

## Mandatory Courses: Hours

COMM10174	Comm & Relation in Early Learn & Care	30
EDUC10053	ECE - Leadership & Development	30
EDUC10054	Regulations, Facilities & Governance	30
EDUC10057	Family & Community Engagement	30
EDUC10058	ECE - Leadership in Action	30
FINC10005	Fin Mgmt & Plan in Early Learn & Care	30
HRES10018	Hum Res - Early Learning & Care	30

## ECE - Leadership in Action EDUC10058

Explore the importance of leadership, professionalism and advocacy in Early Learning and Care.

32032 FF TU Sep25 6:30-9:30 10 \$232.20

## Family and Community Engagement EDUC10057

Investigate creating family friendly environments and the importance of developing partnerships and strong community relationships. Explore strategies to support a culture of respect for all families, promote family involvement, and utilize community resources.

32033 FF MO Sep24 6:30-9:30 10 \$232.20

## 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.

32031 FF SA Sep29 9:00-12:00 10 \$232.20

## Early Childhood Education Resource Teacher Certificate (813)

Ontario College Graduate Certificate

Graduation Requirement: 8 courses

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?

905-540-4247 ext.20811 / [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 2014.

## Program of Studies

For program details and graduation requirements visit

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

## Mandatory Courses:

EDUCRT001	Introduction to Resource Teaching	36
HMNSRT011	Individual Development Plan 1	36
HMNSRT031	Working With Families	36
HMNSRT041	Individual Development Plan 2	36
HMNSRT061	Advocacy In Schools & Community	36
LIBRRT071	Co-Ordinating Resources	36
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

## Introduction To Resource Teaching EDUCRT001

Examine the history and evolution of the resource teacher's role in licensed childcare, community outreach and clinical settings. Focus on speech and language diagnoses and development of health care plans.

31958 FF MO Sep10 6:30-9:30 12 \$278.64

## Individual Developmental Planning 2 HMNSRT041

Build additional skill in establishing individual development plans for children in a group setting. Topics include incorporating information from parents and professionals, goal setting, problem-solving and reports. Prerequisite: HMNSRT011.

31956 FF MO Sep10 6:30-9:30 12 \$278.64

## Field Practicum 1 WORKRT021

Combine theory and practice in 105 hours of supervised field placement in an integrated setting. Work as a team member with staff to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT011.

31953 FW \$465.10

## Field Practicum 2 WORKRT051

Combine theory and practice while working with young children and their families. Prepare individual long-term developmental plans using input from staff, clinicians and families acquired through home visits. Prerequisites: RT041, RT021.

31955 FW \$524.00

## Educational Assistant Diploma (727)

Ontario College Diploma

Graduation Requirement: 28 courses

Obtain the knowledge, skills and aptitudes to work with and support children with special needs in a classroom or educational environment.

## General Questions?

905-540-4247 ext. 20811 / [cehumserv@mohawkcollege.ca](mailto:cehumserv@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 and graduation requirements visit

[www.mohawkcollege.ca/727](http://www.mohawkcollege.ca/727) or [ce.mohawkcollege.ca/ea](http://ce.mohawkcollege.ca/ea)

Courses are offered online through OntarioLearn and under other Certificates. Check the index.

74	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Languages & Communications

## Languages & Communications

For Academic Upgrading information please see 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)

#### Please Note: IMPORTANT CHANGES

Fall 2012 marks the introduction of two new COMM courses in Continuing Education. COMM11040 Communication is equivalent to COMMMLL041 Communications (Langs) and brings students with basic skills to college level foundational skills. (COMMMLL041 is still available in day school but is not being offered in CE.) COMM10265 Critical and Innovative Thinking is a new second-level communications course (replacing COMM10034 Active Citizenship). COMMMLL041 (or equivalent) is a prerequisite for COMM10265.

#### ESL (English as a Second Language) Students:

Students who register in COMM11040 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMMLL043 or COMMMLL044) would be more suitable. COMMMLL044 is now a prerequisite, not an equivalent, for COMM11040.

ESL students wishing to register in COMMMLL044 beginning Tuesday, September 18 must have one of the following prerequisites: COMMMLL043 or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking. To verify your eligibility and obtain clearance to register in this course, contact: [crearts@mohawkcollege.ca](mailto:crearts@mohawkcollege.ca) or 905 575-2025.

You may be advised to complete language-based assessment. Please call 905 575-1212 ext. 3569 to arrange an ESL Language Assessment.

#### Questions?

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

### AC - Communications, Part B COMMMLL044

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, COMMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

31809 FF TU/TH Sep18 6:30-10:30 14 \$394.78

### Communication D COMM11040

This is an introductory college level English course. Through a variety of assignments, successful students in Communication 11040 develop the reading, writing, critical and analytical skills essential to them as communicators in college and upon graduation. This course teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

31806 FF MO/WE Sep10 6:30-10:30 14 \$420.79

31807 FF TU/TH Sep11 6:30-9:30 14 \$420.79

31808 FF SA Sep22 8:30-1:30 11 \$420.79

### Critical and Innovative Thinking

#### COMM10265

Explore the growing global influence of innovation and critical thinking in the 21st century. Develop an advanced understanding of your individual role in the workplace and collaborate in the exploration of roles, responsibilities and issues relevant to the workplace through critical thinking and social innovation. Gain advanced communication skills and complete an e-portfolio related to your future employment.

31802 FF MO Sep10 7:00-9:00 14 \$216.72

31804 FF TH Sep13 7:00-9:00 14 \$216.72

31805 FF SA Sep15 10:00-12:00 14 \$216.72

### English as a Second Language

#### LINC-(Language Instruction for Newcomers to Canada)

Free to eligible individuals. Prerequisite: Language assessment from LINC Assessment Centre.

Levels 1 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.  
Mon. to Fri. New students start classes on Mondays.

#### LINC for Youth (18 to 25) - Project Based Courses

Photography (CLB 1-3)  
Videography (CLB 4-7)

#### LINC 6 Intensive

Preparation for post-secondary admission  
9 a.m. to 2:30 p.m. - Mon. to Fri.-  
Sept. 4 to Dec. 14, 2012

#### Part-Time Discrete Skills Courses

Listening (CLB 5) Mon. & Wed.  
2:30 p.m. to 5:00 p.m.  
Start Date: Sept. 5, 2012  
Writing (CLB 5) Tues. & Thurs.  
2:30 p.m. to 5:00 p.m.  
Start Date: Sept. 4, 2012

#### EWC - (CLB 6/7) Enhanced Workplace Communication

Free part-time classes. Wednesday - 10 weeks  
- Start Date: September 26, 2012

#### ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals

Free full-time classes. Mon. To Fri. -  
9:00 a.m. to 2:00 p.m.  
Workplace mentorships - 2 credit post-secondary course. September 4, 2012

### GAS-English for Academic Purposes

PREREQUISITE FOR THE EAP Program: Language assessment. You are expected to purchase class texts. Bursary may be available for citizens and residents who qualify.

#### Questions?

905-575-2421/

[mary.franco@mohawkcollege.ca](mailto:mary.franco@mohawkcollege.ca)

#### Watch for our Winter 2013 catalogue

Available in print on  
Tuesday, November 20

### 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.

31916 FF WE Sep5 \$235.00

### 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.

31917 FF WE Sep5 \$235.00

### 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.

31918 FF WE Sep5 \$235.00

### 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.

31919 FF WE Sep5 \$235.00

### Applied Listening for College

#### COMM10207

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.

31920 FF WE Sep5 \$235.00

### Applied Reading for College COMM10205

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.

31921 FF WE Sep5 \$235.00

### Applied Speaking for College

#### COMM10206

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.

31922 FF WE Sep5 \$235.00

#### Need Help?

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

# Languages & Communications

## Applied Writing for College COMM10208

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.

31923 FF WE Sep5 \$235.00

## Academic Listening Skills COMM10213

Build listening comprehension skills at Canadian Language Benchmark 7 appropriate for conversations, interview and lectures. Develop pre-listening and note-taking strategies necessary for academic success.

31925 FF WE Sep5 \$235.00

## Academic Reading Preparation

### COMM10210

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 reasearch and citations also receive emphasis.

31928 FF WE Sep5 \$235.00

## Academic Speaking Skills COMM10212

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.

31930 FF WE Sep5 \$235.00

## Academic Writing Preparation

### COMM10211

Develop writing skills at Canadian Language Benchmark 7 with emphasis on prewriting, proofreading and editing for academic success. Focus on paragraphing strategies, grammar, clarity and message unity in paragraphs and short essays.

31932 FF WE Sep5 \$235.00

## Special Evening Courses - ESL

### IELTS Preparation Workshop

#### COMM10261

Intended for students requiring information for either the General or Academic IELTS examination. Participate in sample tasks for reading, writing, listening & speaking modules tested in examination & receive clarification on the expectations & procedures of the examinations. Obtain assistance in completing the test application forms.

31782 FF TU Sep11 6:00-9:00 1 \$45.00

31794 FF TU Oct9 6:00-9:00 1 \$45.00

31796 FF TU Nov6 6:00-9:00 1 \$45.00

31836 FF TU Dec4 6:00-9:00 1 \$45.00

### Listening and Speaking Skills for IELTS

#### COMM10262

Focus on the development of listening & speaking skills for taking either the Academic or General IELTS exam. Review specific tips, strategies & expectations for the listening & speaking modules. Obtain advice on your gaps in these skills in relation to the test expectations. A significant amount of time will be devoted to the hands on tasks, sample questions and realistic practice of the exam.

31837 FF TU/TH Sep25 6:00-8:30 2 \$75.00

31839 FF TU/TH Oct23 6:00-8:30 2 \$75.00

31840 FF TU/TH Nov20 6:00-8:30 2 \$75.00

31841 FF TU/TH Dec18 6:00-8:30 2 \$75.00

## Reading & Writing - IELTS COMM10263

5 hours focusing on the development of reading and writing skills for taking the Academic IELTS exam. Review specific tips, strategies and expectations for the reading and writing modules and obtain advice on your gaps in these skills in relation to the test expectations. A significant amount of time will be devoted to hands on tasks, sample questions and realistic practice for the exam.

31842 FF TU/TH Sep18 6:00-8:30 2 \$75.00

31844 FF TU/TH Oct16 6:00-8:30 2 \$75.00

31846 FF TU/TH Nov13 6:00-8:30 2 \$75.00

31847 FF TU/TH Dec11 6:00-8:30 2 \$75.00

Find your room before  
you come on campus  
Visit [ce.mohawkcollege.ca](http://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.

31982 FF TU Sep11 7:00-10:00 13 \$301.86

## 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.

31983 FF TH Sep13 7:00-10:00 13 \$301.86

## Conversational Mandarin Chinese

### LANGLLA16

Explore Chinese culture and basic vocabulary and grammar of Mandarin, the official language of Mainland China and Taiwan.

31998 FF TU Sep11 7:00-10:00 13 \$301.86

## Italian 1

### LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.

31985 FF MO Sep10 7:00-10:00 13 \$301.86

31986 FF TH Sep13 7:00-10:00 13 \$301.86

## Italian 2

### LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.

32433 FF TU Sep11 7:00-10:00 13 \$301.86

## Practica Italian 1

### LANGLLD09

Practice oral and written skills covered in Conversational Italian 1. Not a credit course.

Prerequisite: Italian Conversational 1 or permission from the instructor.

31988 FF WE Sep12 7:00-10:00 6 \$193.00

## Practica Italian 2

### LANGLLD10

Benefit from practice of oral and written skills developed in Conversational Italian Level 2.A non-credit course.

31989 FF WE Oct24 7:00-10:00 6 \$193.00

## Japanese-Conversational 1 LANGLLA17

Gain an introduction to Japanese culture and basic language with emphasis on pronunciation, vocabulary and grammar for typical conversational situations.

31990 FF MO Sep10 6:30-9:30 13 \$301.86

## 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. Course dates: Oct. 13, 14, 20, 21 and Nov 10, 11.

32543 FF SA/SU Oct13 9:00-5:00 5 \$301.86

## Spanish For Beginners LANGLLE01

Develop your conversational skills for everyday communication. Good for travelers.

31991 FF MO Sep10 7:00-10:00 13 \$301.86

31992 FF TU Sep11 7:00-10:00 13 \$301.86

31993 FF WE Sep12 7:00-10:00 13 \$301.86

31994 FF TH Sep13 7:00-10:00 13 \$301.86

31996 FF SA Sep15 9:30-12:30 13 \$301.86

## Spanish-Conversational 1 LANGLLA04

Focus on rapid learning of spoken, idiomatic Spanish. Some written work included.

Prerequisite: Spanish for Beginners or equivalent.

31995 FF MO Sep10 7:00-10:00 13 \$301.86

## Spanish-Conversational 2 LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

31997 FF WE Sep12 7:00-10:00 13 \$301.86

## Certificate of Competence in the French Language (829)

Mohawk College Certificate

Graduation Requirement: 8 courses

(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

### Program of Studies

For program details and graduation requirements visit

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

Prerequisites must be met.

Mandatory Courses:		Hours
LANGFR003	La Pratique du Francais 1	39
LANGFR004	La Pratique du Francais 2	39
LANGFR005	La Pratique du Francais 3	39
LANGFS032	Parlons Francais 1	39
LANGFR006	La Pratique du Francais 4	39
LANGFS033	Parlons Francais 2	39
LANGFR007	La Pratique du Francais 5	39
LANGFS071	Parlons Francais 3	39

### 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.

76

How to read course details:

CRN\*  
31810

Kanyen'keha Mohawk Language and Culture LANG10073  
32550 FF WE Sep19 6:00-9:00 14 \$325.08

#Sessions

6

Fee

\$139.32

# Languages & Communications

A non-Refundable fee will be charged.

**Exam Date: Wednesday, September 5, 2012**  
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, 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.

31766	FF	MO	Sep10	6:30-9:30	13	\$301.86
31767	FF	TU	Sep11	6:30-9:30	13	\$301.86
31768	FF	WE	Sep12	6:30-9:30	13	\$301.86
31769	FF	SA	Sep15	9:00-12:00	10	\$301.86

## La Pratique du Francais 2 LANGFR004

Benefit from additional practice in everyday conversational patterns. Basic knowledge of French essential. Prerequisite: FR003.

31770	FF	MO	Sep10	6:30-9:30	13	\$301.86
31771	FF	TH	Sep13	6:30-9:30	13	\$301.86
31772	FF	SA	Sep15	9:00-12:00	13	\$301.86

## 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.

31773	FF	WE	Sep12	6:30-9:30	13	\$301.86
31774	FF	SA	Sep15	9:00-12:00	13	\$301.86

## 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.

31775	FF	MO	Sep10	6:30-9:30	13	\$301.86
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## La Pratique du Francais 5 LANGFR007

Reaffirmez votre connaissance de la langue francaise et developpez votre interaction orale en situation de petits groupes.

31776	FF	TH	Sep13	6:30-9:30	13	\$301.86
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## Parlons Avancee 1 LANGFS077

Further build your communication skills and communication through discussion.

31777	FF	TU	Sep11	6:30-9:00	12	\$232.20
32434	FF	FR	Sep14	9:30-12:00	12	\$232.20

## Parlons Francais 1 LANGFS032

Develop vocabulary and grammatical structures for everyday situations, with emphasis on oral communication. Prerequis: FR005 La pratique du francais 3.

31779	FF	WE	Sep12	6:30-9:30	13	\$301.86
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## 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.

31780	FF	TU	Sep11	6:30-9:30	13	\$301.86
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## 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.

31781	FF	TH	Sep13	6:30-9:30	13	\$301.86
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## 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.

### Questions?

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 pronoms.

31764	FF	TU	Sep11	6:30-9:30	10	\$232.20
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## La Grammaire Avancee 2 LANG10052

A continuation of La Grammaire Avancee 1.

31765	FF	TH	Sep13	6:30-9:30	10	\$232.20
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## 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.

### Program of Studies

For program details visit

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

### Mandatory Courses:

	Hours
LANG10031	Intro to Spoken Language Interpreting 30
LANG10032	Consecutive Interpreting 30
LANG10033	Skills Development - Sight Translation 30
LANG10034	Skills Development - Simultaneous 30
LANG10035	Setting Specific Interpreting 36
LANG10036	Capstone Course-Skills Integration 30

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 SESSIONS

Thursday, August 16, 2012 - 6:30 - 8:00 pm

OR

Tuesday, August 28, 2012 - 6:30 - 8:00 pm

OR

Thurs, September 13, 2012 - 6:30 - 8:00 pm

FENNELL CAMPUS - J-WING - ROOM J103  
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 1/2 MONTHS

Start Date: September 4 - December 15  
Offered during the evening hours and some Saturdays

Tuition Cost: \$1439.51 for 6 courses (does not include competency testing cost)

Attend one of the Orientation Sessions or contact Bonnie Pataran for course schedule

Prior to registering for the Capstone Course, Skills Integration 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 will run Sept. 29, Oct. 6, 13, 20, 27. Revision of dates if necessary.

32460	FF	MO/WE	Sep24	6:30-9:30	10	\$232.20
32461	FF	SA	Sep29	9:00-3:30	5	\$232.20

## 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 will run Nov. 10, 17, 24, Dec. 1, 8. Revision of dates if necessary.

32462	FF	MO/WE	Nov5	6:30-9:30	10	\$232.20
32463	FF	SA	Nov10	9:00-3:30	5	\$232.20

## Writing for Publication Certificate (123)

Mohawk College Certificate

### Graduation Requirement: 5 courses

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

# Languages & Communications / Leisure Education

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?]**  
**05-575-2025 / [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.

## Program of Studies

For program details and graduation requirements visit

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

To receive the certificate you must take a total of 5 courses: 2 Required, 2 Optional, and an additional course chosen from either Required or Optional Courses.

Required Courses:	Hours
COMM10120 The Dynamics of Plot	39
COMM10141 The Dynamics of Character	39
COMMLL904 Creative Writing	39
COMMLLP01 Grammar For Writers	39
LANGLL936 Novel Writing 1	39
COMM10000 Intro To Creative Non-Fiction	39
COMMLLT03 Writing For Publication 1 (online)	42
COMMLLT09 Writing For Publication 2 (online)	42
COMMLLT02 Grammar For Writing Prof (online)	42

Visit the website above for a complete list of optional courses

**ACKNOWLEDGEMENT OF COMPLETION -SERIES.** To further your studies - please visit the website for details

Writing for Stage and Screen 1 and 2 can be used in the PERFORMING ARTS CERTIFICATE

**The Dynamics of Character COMM10141**  
 Create memorable characters that are the heart of great storytelling. Workshop the techniques necessary for vivid characterization, dialogue, description and backstory. Analyze great characters from Madame Bovary to Seinfeld.  
**32477 FF MO Sep10 7:00-10:00 13 \$301.86**

**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.  
**32471 FF TU Sep11 7:00-10:00 13 \$301.86**

**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.  
**32474 FF TU Sep11 7:00-10:00 13 \$301.86**

**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.  
**32478 FF TU Sep11 7:00-10:00 13 \$301.86**

**Writing Poetry COMMLLP04**  
 Combine sound, memory, image and sensuality with strong technique to elevate your poetry. Learn how to edit your work. Expand your subject matter. Study devices and genres from the classic to the contemporary.  
**32476 FF WE Sep12 7:00-10:00 13 \$301.86**

**Creative Writing COMMLL904**  
 Learn or review the building blocks of fiction writing. Enhance your understanding of plot and character development, setting, dialogue, backstory, point of view, and the concept of "show, don't tell".  
**32472 FF WE Sep12 7:00-10:00 13 \$301.86**

**Writing Family History and Memoirs COMML10111**  
 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.  
**32475 FF TH Sep13 7:00-10:00 13 \$301.86**

**Writing For Children COMMLLP05**  
 Explore children's literature. Develop the unique skills needed to produce stories, poems, and articles for primary and grade-school children. Topics include getting ideas, getting published and marketing your work.  
**32473 FF TH Sep13 7:00-10:00 13 \$301.86**

## Leisure Education

### LEISURE EDUCATION...SOMETHING FOR EVERYONE

Why not add something new to your life? Consider various leisure opportunities. Look for Fencing, Coaching, Wilderness and Adventure 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.  
**32398 FF FR Sep21 6:00-10:00 2 \$135.00**  
 SA 9:00-5:00  
**32404 FF FR Nov23 6:00-10:00 2 \$135.00**  
 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.  
**32408 FF FR Oct12 6:00-10:00 2 \$135.00**  
 SA 9:00-5:00

**Making Ethical Decisions SPRT10021**  
 Successful completion of this workshop, fully equips coaches to handle virtually any ethical situation with confidence. MED helps coaches identify the legal, ethical and moral implications of difficult situations that present themselves in the world of team and individual sport. Manual included.

**32403 FF FR Sep21 6:00-10:00 1 \$60.00**  
**32405 FF FR Nov23 6:00-10:00 1 \$60.00**

**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. Manual included.  
**32410 FF FR Dec7 6:00-10:30 1 \$75.00**

**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.  
**32411 FF SA Dec8 9:00-5:00 1 \$115.00**

**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. Manual included.  
**32412 FF FR Dec14 6:30-10:00 2 \$130.00**  
 SA 9:00-3:00

### Leisure - Wilderness

**Map and Compass/GPS Workshop RECL10006**  
 Learn to navigate in the great outdoors, using map & compass and global positioning systems.  
**32052 FF SA Oct20 10:00-3:00 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.  
**32053 FF SA Oct13 9:00-5:00 1 \$135.00**

### 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  
**32050 OR WE Sep12 7:30-9:30 1 \$30.00**

### 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.  
**32051 OR SA Sep15 8:30-12:00 1 \$40.00**

78	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Languages & Communication / Math/Statistics

## Fitness Theory

Questions?  
905-540-4247 ext.20811 /  
[barbara.hamill@mohawkcollege.ca](mailto:barbara.hamill@mohawkcollege.ca)  
Deanna Lawson-Langford  
905-522-9922 ext. 118  
[deanna.lawson-langford@mohawkcollege.ca](mailto:deanna.lawson-langford@mohawkcollege.ca)

A DIFFERENT MANUAL IS REQUIRED FOR EACH COURSE. Theory is \$56.50 and Group is \$40, to be paid by cheque in week 1.  
\*\* Personal Training to be discussed 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.  
31869 FF WE Sep12 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: Ottawa Street YWCA, 52 Ottawa St. North. Prerequisite: Fitness Theory.  
31881 OR SU Oct14 9:00-2:30 5 \$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.  
31877 FF MO Sep10 7:00-10:30 13 \$457.29

## 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)

## Business Mathematics Of Finance MATH10037

Understand simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101.  
31951 FF TU Sep11 6:00-9:30 12 \$325.08

## 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. Prerequisite: MATHMA101.  
31963 FF WE Sep12 6:00-10:00 14 \$420.79

## Mathematics - Lecture Courses

Questions?  
905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[zoram.pocuca@mohawkcollege.ca](mailto:zoram.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.  
31751 FF MO/WE Sep12 6:00-9:00 19 \$420.79

## Math Learning Centre Courses

Questions?  
905-575-2139 / [ceengty@mohawkcollege.ca](mailto:ceengty@mohawkcollege.ca)  
[helen.dakin@mohawkcollege.ca](mailto:helen.dakin@mohawkcollege.ca)

For details visit  
[ce.mohawkcollege.ca/mathematics-statistics](http://ce.mohawkcollege.ca/mathematics-statistics)

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.

**Please Note: Material is based on a Windows operating environment.**

## Applied Packaging Design PCKG10002

Develop the understanding of Equations, Percents, Geometry and Mensuration, Unit Conversions and Trigonometry. 4 month (56 hour).  
32227 FF WE Sep12 6:00-9:00 \$420.79  
32228 FF MO Sep24 6:00-9:00 \$420.79  
32229 FF TH Oct11 6:00-9:00 \$420.79  
32230 FF TU Oct23 6:00-9:00 \$420.79  
32231 FF MO Nov12 6:00-9:00 \$420.79  
32232 FF WE Dec5 6:00-9:00 \$420.79

## Differential Calculus MATHMA383

Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.  
32225 FF WE Sep12 6:00-9:00 \$325.08  
32224 FF MO Sep24 6:00-9:00 \$325.08  
32219 FF TH Oct11 6:00-9:00 \$325.08  
32220 FF TU Oct23 6:00-9:00 \$325.08  
32223 FF MO Nov12 6:00-9:00 \$325.08  
32222 FF WE Dec5 6:00-9:00 \$325.08

## 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).  
32276 FF WE Sep12 6:00-9:00 \$420.79  
32203 FF MO Sep24 6:00-9:00 \$420.79  
32204 FF TH Oct11 6:00-9:00 \$420.79  
32205 FF TU Oct23 6:00-9:00 \$420.79  
32206 FF MO Nov12 6:00-9:00 \$420.79  
32207 FF WE Dec5 6:00-9:00 \$420.79

## 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.  
31623 FF WE Sep12 6:00-9:00 \$325.08  
32167 FF MO Sep24 6:00-9:00 \$325.08  
32168 FF TH Oct11 6:00-9:00 \$325.08  
32169 FF TU Oct23 6:00-9:00 \$325.08  
32170 FF MO Nov12 6:00-9:00 \$325.08  
32171 FF WE Dec5 6:00-9:00 \$325.08

## Mathematics MATH10020

Study Quadratics, Analytic Geometry, Logarithms, Empirical Equations, and Algebra. 4 month (42 hour). Prerequisite: MATH10012.  
32245 FF WE Sep12 6:00-9:00 \$325.08  
32246 FF MO Sep24 6:00-9:00 \$325.08  
32247 FF TH Oct11 6:00-9:00 \$325.08  
32249 FF TU Oct23 6:00-9:00 \$325.08  
32250 FF MO Nov12 6:00-9:00 \$325.08  
32251 FF WE Dec5 6:00-9:00 \$325.08

## Mathematics MATH10024

Explore Algebra, Quadratics, Analytic Geometry, Logarithms, Systems of Equations & Differential Calculus. 4 month (42 hour). Prereq: MATHMS173.  
32252 FF WE Sep12 6:00-9:00 \$325.08  
32253 FF MO Sep24 6:00-9:00 \$325.08  
32254 FF TH Oct11 6:00-9:00 \$325.08  
32255 FF TU Oct23 6:00-9:00 \$325.08  
32256 FF MO Nov12 6:00-9:00 \$325.08  
32257 FF WE Dec5 6:00-9:00 \$325.08

## 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).  
31624 FF WE Sep12 6:00-9:00 \$325.08  
32172 FF MO Sep24 6:00-9:00 \$325.08  
32173 FF TH Oct11 6:00-9:00 \$325.08  
32174 FF TU Oct23 6:00-9:00 \$325.08  
32175 FF MO Nov12 6:00-9:00 \$325.08  
32176 FF WE Dec5 6:00-9:00 \$325.08

## 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).  
31625 FF WE Sep12 6:00-9:00 \$420.79  
32233 FF MO Sep24 6:00-9:00 \$420.79  
32177 FF TH Oct11 6:00-9:00 \$420.79  
32178 FF TU Oct23 6:00-9:00 \$420.79  
32179 FF MO Nov12 6:00-9:00 \$420.79  
32180 FF WE Dec5 6:00-9:00 \$420.79

## Mathematics MATHMS150

Study Algebra, Right Triangle Trigonometry and Graphing and Systems of Equations. 4 month (42 hour). Prerequisite: Grade 12 Math (C or U).  
31627 FF WE Sep12 6:00-9:00 \$325.08  
32187 FF MO Sep24 6:00-9:00 \$325.08  
32188 FF TH Oct11 6:00-9:00 \$325.08  
32189 FF TU Oct23 6:00-9:00 \$325.08  
32190 FF MO Nov12 6:00-9:00 \$325.08  
32191 FF WE Dec5 6:00-9:00 \$325.08

## 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).  
31629 FF WE Sep12 6:00-9:00 \$420.79  
32198 FF MO Sep24 6:00-9:00 \$420.79  
32199 FF TH Oct11 6:00-9:00 \$420.79  
32200 FF TU Oct23 6:00-9:00 \$420.79  
32201 FF MO Nov12 6:00-9:00 \$420.79  
32202 FF WE Dec5 6:00-9:00 \$420.79

## Mathematics MATHMS248

Cover Analytic Geometry, Basic Statistics, Quadratics, Geometry and Mensuration, and Graphing and Systems of Equations. 4 month (56 hour). Prerequisite: MATHMS171.  
32278 FF WE Sep12 6:00-9:00 \$420.79  
32279 FF MO Sep24 6:00-9:00 \$420.79  
32280 FF TH Oct11 6:00-9:00 \$420.79  
32281 FF TU Oct23 6:00-9:00 \$420.79  
32282 FF MO Nov12 6:00-9:00 \$420.79  
32283 FF WE Dec5 6:00-9:00 \$420.79

# Math/Statistics / Social Sciences

## Mathematics

**MATHMS377**  
Concentrate on Analytic Trigonometry, Empirical Equations and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATHMS271.

32284	FF	WE	Sep12	6:00-9:00	\$325.08
32213	FF	MO	Sep24	6:00-9:00	\$325.08
32214	FF	TH	Oct11	6:00-9:00	\$325.08
32215	FF	TU	Oct23	6:00-9:00	\$325.08
32217	FF	MO	Nov12	6:00-9:00	\$325.08
32218	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics 1

**MATH10011**  
Focus on Equations, Basic and Intermediate Algebra, Right Triangle Trigonometry, Quadratics, and Complex Numbers. 4 month (42 hour). Prerequisite: Grade 12 (C or U) or MATH MA002 or equivalent.

32226	FF	WE	Sep12	6:00-9:00	\$325.08
32234	FF	MO	Sep24	6:00-9:00	\$325.08
32235	FF	TH	Oct11	6:00-9:00	\$325.08
32236	FF	TU	Oct23	6:00-9:00	\$325.08
32237	FF	MO	Nov12	6:00-9:00	\$325.08
32238	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics 1

**MATH10012**  
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).

32239	FF	WE	Sep12	6:00-9:00	\$325.08
32240	FF	MO	Sep24	6:00-9:00	\$325.08
32241	FF	TH	Oct11	6:00-9:00	\$325.08
32242	FF	TU	Oct23	6:00-9:00	\$325.08
32243	FF	MO	Nov12	6:00-9:00	\$325.08
32244	FF	WE	Dec5	6:00-9:00	\$325.08

## 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).

31620	FF	WE	Sep12	6:00-9:00	\$325.08
32148	FF	MO	Sep24	6:00-9:00	\$325.08
32153	FF	TH	Oct11	6:00-9:00	\$325.08
32154	FF	TU	Oct23	6:00-9:00	\$325.08
32155	FF	MO	Nov12	6:00-9:00	\$325.08
32156	FF	WE	Dec5	6:00-9:00	\$325.08

## 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).

31621	FF	WE	Sep12	6:00-9:00	\$325.13
32157	FF	MO	Sep24	6:00-9:00	\$325.08
32158	FF	TH	Oct11	6:00-9:00	\$325.08
32159	FF	TU	Oct23	6:00-9:00	\$325.08
32160	FF	MO	Nov12	6:00-9:00	\$325.08
32161	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics 2

**MATH10053**  
Focus on Boolean Algebra, Analytic Geometry, Sine Wave Analysis, Logarithms and Differential Calculus. 4 month (42 hour). Prerequisite: MATH 10011 or equivalent.

32270	FF	WE	Sep12	6:00-9:00	\$325.08
32271	FF	MO	Sep24	6:00-9:00	\$325.08
32272	FF	TH	Oct11	6:00-9:00	\$325.08
32273	FF	TU	Oct23	6:00-9:00	\$325.08
32274	FF	MO	Nov12	6:00-9:00	\$325.08
32275	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics 2 (Motive Power Technqs)

**MATHMA009**  
Develop skills with Equations, Graphing and Systems of Equations and Trigonometry. 4 month (42 hour). Prerequisite: MATHMA008.

31622	FF	WE	Sep12	6:00-9:00	\$325.08
32162	FF	MO	Sep24	6:00-9:00	\$325.08
32163	FF	TH	Oct11	6:00-9:00	\$325.08
32164	FF	TU	Oct23	6:00-9:00	\$325.08
32165	FF	MO	Nov12	6:00-9:00	\$325.08
32166	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics 2 For Construction

**Technician MATHMS244**  
Study Equations, Graphing and Systems of Equations, Analytic Geometry, Basic Statistics and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS144.

32277	FF	WE	Sep12	6:00-9:00	\$325.08
32208	FF	MO	Sep24	6:00-9:00	\$325.08
32209	FF	TH	Oct11	6:00-9:00	\$325.08
32210	FF	TU	Oct23	6:00-9:00	\$325.08
32212	FF	MO	Nov12	6:00-9:00	\$325.08
32211	FF	WE	Dec5	6:00-9:00	\$325.08

## Mathematics for Computer Studies

**MATH10042**  
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).

32264	FF	WE	Sep12	6:00-9:00	\$420.79
32265	FF	MO	Sep24	6:00-9:00	\$420.79
32266	FF	TH	Oct11	6:00-9:00	\$420.79
32267	FF	TU	Oct23	6:00-9:00	\$420.79
32268	FF	MO	Nov12	6:00-9:00	\$420.79
32269	FF	WE	Dec5	6:00-9:00	\$420.79

## 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).

31626	FF	WE	Sep12	6:00-9:00	\$325.08
32181	FF	MO	Sep24	6:00-9:00	\$325.08
32182	FF	TH	Oct11	6:00-9:00	\$325.08
32184	FF	TU	Oct23	6:00-9:00	\$325.08
32185	FF	MO	Nov12	6:00-9:00	\$325.08
32186	FF	WE	Dec5	6:00-9:00	\$325.08

## 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).

31628	FF	WE	Sep12	6:00-9:00	\$420.79
32192	FF	MO	Sep24	6:00-9:00	\$420.79
32193	FF	TH	Oct11	6:00-9:00	\$420.79
32195	FF	TU	Oct23	6:00-9:00	\$420.79
32196	FF	MO	Nov12	6:00-9:00	\$420.79
32197	FF	WE	Dec5	6:00-9:00	\$420.79

## Mechanical Intermediate Algebra

**MATH10029**  
Focus on Logarithms, Complex Numbers, Sine Wave Analysis, Analytic Geometry and Oblique Triangle Trigonometry. 4 month (42 hour). Prerequisite: MATHMS165 or equivalent.

32258	FF	WE	Sep12	6:00-9:00	\$325.08
32259	FF	MO	Sep24	6:00-9:00	\$325.08
32260	FF	TH	Oct11	6:00-9:00	\$325.08
32261	FF	TU	Oct23	6:00-9:00	\$325.08
32262	FF	MO	Nov12	6:00-9:00	\$325.08
32263	FF	WE	Dec5	6:00-9:00	\$325.08

## 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).

31612	FF	WE	Sep12	6:00-9:00	\$368.07
31613	FF	MO	Sep24	6:00-9:00	\$368.07
31614	FF	TH	Oct11	6:00-9:00	\$368.07
31615	FF	TU	Oct23	6:00-9:00	\$368.07
31616	FF	MO	Nov12	6:00-9:00	\$368.07
31617	FF	WE	Dec5	6:00-9:00	\$368.07

## 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).

31618	FF	WE	Sep12	6:00-9:00	\$519.55
32065	FF	MO	Sep24	6:00-9:00	\$519.55
32066	FF	TH	Oct11	6:00-9:00	\$519.55
32140	FF	TU	Oct23	6:00-9:00	\$519.55
32141	FF	MO	Nov12	6:00-9:00	\$519.55
32142	FF	WE	Dec5	6:00-9:00	\$519.55

## 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).

31619	FF	WE	Sep12	6:00-9:00	\$368.07
32143	FF	MO	Sep24	6:00-9:00	\$368.07
32144	FF	TH	Oct11	6:00-9:00	\$368.07
32145	FF	TU	Oct23	6:00-9:00	\$368.07
32146	FF	MO	Nov12	6:00-9:00	\$368.07
32147	FF	WE	Dec5	6:00-9:00	\$368.07

# 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?

905-575-1212 ext. 3547 /  
joanna.sargent@mohawkcollege.ca  
905-575-2025 / ccreates@mohawkcollege.ca

### World of Abnormal Psychology

refer to Distance Education section

80	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Social Sciences / General Interest

## Introductory Psychology PSYC5156 (E)

Benefit from in-depth study of learning, motivation, perception and the dynamics of personality.

31977 FF TU Sep11 6:00-9:15 13 \$325.08  
31978 FF TU Sep11 6:00-9:15 13 \$325.08

## Developmental Psychology PSYC5271 (E)

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality.

31975 FF TU Sep11 6:00-9:15 13 \$325.08  
31974 FF WE Sep12 6:00-9:15 13 \$325.08

## Sociology 1 SSCISS108 (E)

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings.

31980 FF MO Sep10 6:00-9:15 13 \$325.08  
31979 FF WE Sep12 6:30-9:30 14 \$325.08

## Sociology 2 SSCISS109 (E)

Further develop your understanding of the interrelationship between the individual and society, and between different social groups.

31981 FF TU Sep11 6:30-9:15 14 \$325.08

## 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.

31976 FF WE Sep12 6:00-9:15 13 \$325.08

## Environmental Sustainability

### SSCI10037 (E)

Engaging some of the most urgent concerns of our time, students will explore sustainable issues with regard to the environment. Study will be current and up-to-date, and will include a consideration of the complexity of the issues involved and social context of sustainability, as well as sustainability as it relates to energy, food, water, population, transportation, housing and architecture, global warming and of course, Canada's role and response to these issues.

32194 FF WE Sep12 6:00-9:15 14 \$325.08

## Success Strategies CREDAS101

Success Strategies is a pre-requisite course for graduation in the General Arts & Science Program. You will have an opportunity to explore career options, and develop skills in the following areas: thinking, essay writing, research, and effective learning.

32183 FF MO Sep10 6:00-9:00 14 \$325.08

## General Interest

### Questions?

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

## Dancing

### NEW!

## Intro to Latin Dance DANC10005

Join Sean Quinlan, choreographer and competitive Latin Dancer in learning the foundations of the four most popular Latin Dances: Merengue, Salsa, Bachata & Cha Cha. Location: Germania Banquet Centre, 863 King St. E.

32394 OR WE Sep19 7:00-8:30 8 \$138.00

## Home Renovation for Women

CHCHTV Reno Expert Pamela Stiles 5 Time "Readers Choice Award" Winner Home Reno Expert at Home Depot You can now receive an Acknowledgment of Completion for successfully completing 5 courses in Home Reno for Women (Men Welcome). Of interest to Home Renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS. Material costs included in the course fee.

## Tools and How to Use Them BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety. CRN 32317 at St. Mary's, 209 MacNab St. N., Hamilton.

32317 OR TU Sep18 9:00-12:00 4 \$94.60  
32364 FF TU Sep18 7:00-10:00 4 \$102.88

## Basic Maintenance BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let Pamela show you step by step on how to get the job done. CRN 32366 at St. Mary's, 209 MacNab St. N., Hamilton.

32366 OR TU Oct16 9:00-12:00 4 \$94.60  
32365 FF TU Oct16 7:00-10:00 4 \$102.88

## Kitchens BLDG10074

Practical hands-on instruction to your re-new kitchen. From design to building and hanging cabinets, hardware and tiling a backsplash, let Pamela show you the "ins and outs" of refinishing your kitchen. CRN 32368 at St. Mary's, 209 MacNab St. N., Hamilton.

32368 OR TU Nov13 9:00-12:00 4 \$94.60  
32367 FF TU Nov13 7:00-10:00 4 \$102.88

## Basic Plumbing BLDG10072

Step by step instruction from fixing a leaky faucet to installing a toilet and everything in between. Pamela will show you how to save \$\$\$ when you know what to look for. Maintenance and improvement for all your basic plumbing.

32425 FF SA Oct13 9:00-3:00 2 \$102.88

## Life and Career Skills

Setting and Achieving Goals and Assertiveness Training for Professionals - Levels 1, 2 and 3 can be included in the WORKPLACE LEADERSHIP CERTIFICATE - Business section.

Upon successful completion of the Assertiveness Training for Professionals Levels 1, 2 and 3 you will receive an Acknowledgement of Completion. Gain a solid foundation of the skills of assertiveness, including self-management skills and skills to deal with challenging individuals and structures within employment settings. These skills are foundational to employment retention and progression in today's challenging and changing world of work.

## 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. Receive an Acknowledgment of Completion.

32369 FF WE Sep12 6:30-9:30 4 \$92.88

## 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 within group situations, be an effective group leader and team member.

32370 FF WE Oct10 6:30-9:30 4 \$92.88

## Assertiveness for Professionals 3

### PERS10011

Building on the skills developed in Level 1 & 2, receive additional training in emotional management, cognitive restructuring, with particular emphasis on assertiveness within organizational structures and the changing work environment.

32371 FF WE Nov7 6:30-9:30 4 \$92.88

### NEW!

## Making Money Make Sense FINC10025

Learn how to use your money wisely at any age. Topics included are: Credit Cards, Bad Debt, Cash Flow, Credit Reports, Real Estate and Mortgages, Taxes, Equity and Partnerships.

32373 FF SA Oct20 9:00-5:00 2 \$160.00

### NEW!

## NEW TO CANADA - Use Your Money Wisely FINC10024

Learn how to use your money wisely. Topics included are: Savings Accounts, Credit Card Interest, Cash Flow, Credit Reports, Bad Debt, Budgets, Renting, Government Programs to Buy Real Estate, Mortgages, Taxes, and Partnerships. Takes place at St. Mary's.

32372 OR WE Sep26 9:00-5:00 1 \$80.00

## 55 Plus

The following courses and workshops may be of interest to you:

- \* Painting/Watercolours
- \* Paris in Depth
- \* 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
- \* Jewellery - Construction

Refer to the index for more information.

### Give the Gift of Education!

Gift Certificates available  
905-385-4295

# General Interest / Bridging Programs / Community Training Solutions

CHCH Reno Expert Pamela Stiles  
5 Time "Readers Choice Award" Winner  
Home Reno Expert at Home Depot

You can now receive an Acknowledgement of Completion for successfully completing 5 courses in Home Reno for Women (Men Welcome). Of interest to home renovators, Apartment Superintendents and Townhouse Maintenance Committees. Emphasis on what YOU can do and when to call in the EXPERTS.

A \$10 material fee, to be paid to the instructor at the first class.  
Prerequisite: Membership  
Location: Sackville Hill Seniors' Centre, 780 Upper Wentworth St. Hamilton.  
\*Tools and How to Use Them  
\*Basic Plumbing  
\*Painting and Decorating  
\*Basic Maintenance  
\*Kitchens

**Tools and How to Use Them BLDG10075**  
Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Also, tool maintenance and safety.  
32363 OR TU Sep18 9:00-12:00 4 \$84.60

**Basic Maintenance BLDG10073**  
Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let Pamela show you step by step on how to get the job done.  
32318 OR TU Oct16 9:00-12:00 4 \$84.60

**Kitchens BLDG10074**  
Practical hands-on instruction to your re-new kitchen. From design to building and hanging cabinets, hardware and tiling a backsplash, let Pamela show you the "ins and outs" of refinishing your kitchen.  
32320 OR TU Nov13 9:00-12:00 4 \$84.60

**St. Mary's Special Offerings**  
A Selection of daytime offerings being held at St. Mary's School, 209 MacNab Street North. To find detailed course listings refer to the index.

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

**Cake Decorating 1 CULIG1737**  
32347 WE Sep12-Oct10 1:30-4:30p \$109.25

**Sewing Introduction TEXTHC027**  
32466 TU/WE Sep18-Sep19 9:30a-2:30p \$70.50

**Tools and How to Use Them BLDG10075**  
32317 TU Sep18-Oct9 1:30-4:30p \$94.60

**Painting 1 ARTPD211**  
32098 MO Sep24-Dec3 1:00-4:00p \$211.50

**Quilting - Basic Introduction TEXTHC319**  
32503 TU Sep25 9:00a-4:00p \$65.47

**New to Canada? Use Your Money Wisely FINC10024**  
32372 WE Sep26 9:00a-5:00p \$80.00

**Sewing Window Treatments - Part 1 CREA10103**

32480 TU Oct2-Oct23 9:30a-12:30p \$84.60

**Dressmaking 1 - Level 1 FASHDM110**  
32375 WE Oct3-Nov14 9:30a-3:00p \$211.50

**Basic Maintenance BLDG10073**  
32366 TU Oct16-Nov6 1:30-4:30p \$94.60

**Kitchens BLDG10074**  
32368 TU Nov13-Dec4 1:30-4:30p \$94.60

## Bridging Programs for Immigrants

### Occupation-Specific Language Training for Human Services Certificate

Mohawk College Certificate

Graduation Requirement: 5 courses

180 hours of 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 Human Services field (ECE, Education, Child & Youth Worker etc.) Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

Questions?  
905-575-1212 ext. 3805 / [patrice.palmer@mohawkcollege.ca](mailto:patrice.palmer@mohawkcollege.ca)

There are no fees for these courses.

Courses offered in Spring 2013

### Occupation-Specific Language Training for Health Sciences Certificate

Mohawk College Certificate

Graduation Requirement: 5 courses

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 Health Sciences field (Nursing, PSW, Medical Radiation Technology, etc.). Open only to Permanent Residents and Protected Persons. CLB assessment at the YMCA required prior to registration.

Courses offered in Spring 2013

### Occupation-Specific Language Training - Business (942)

Mohawk College Certificate

Graduation Requirement: 5 courses

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.

Previous experience or training required in Sales and Marketing and Entrepreneurship. This course will be 50% in-class and 50% online.

**Workplace Communication Skills for Business 1 COMM10251**

Occupational language training for Business.  
32435 FF TU/SA Sep25 7:00-10:00 6

**Workplace Communication Skills for Business 2 COMM10252**

Occupationally specific language training for Business  
32436 FF TU/SA Oct16 7:00-10:00 6

**Workplace Communication Skills for Business 3 COMM10253**

Occupational language training  
32437 FF TU/SA Nov20 7:00-10:00 6

## 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](mailto:muzeria.nuredini@mohawkcollege.ca)  
[www.mohawkcollege.ca/communitytraining](http://www.mohawkcollege.ca/communitytraining)

Visit our NEW Community Welcome Centre, Room J137, Fennell Campus, for the following services;

### College & Career Preparation

[www.mohawkcollege.ca/ccp](http://www.mohawkcollege.ca/ccp)

#### 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 and English. Ask us about Biology, Physics and Chemistry upgrading.

#### Skilled trades

Benefit from targeted academic preparation for apprenticeship training.

#### 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.

Questions?  
Hamilton 905-575-2029  
Brantford 519-758-6083  
or 905-575-1212 ext. 6083

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

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

82	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Community Training Solutions / MCE Corporate Training & Partnerships

## 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 day program, at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

### 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.

### Questions?

905-575-2308 / toll free 1-866-891-2011.

## Community Employment Services

Visit the 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  
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.  
Tuesdays 8:30 a.m. to 7:00 p.m.
- East Hamilton/Stoney Creek at STARRT Institute  
Hours Monday-Friday 8:30 a.m. to 4:30 p.m.  
Thursdays 8:30 a.m. to 7:00 p.m.

### Questions?

905-575-2177 / toll free 1-866-891-2011  
[jobs@mohawkcollege.ca](mailto:jobs@mohawkcollege.ca)

**This Employment Ontario program is funded in part by the Government of Canada.**

## 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  
- Hamilton Mountain at Fennell campus  
- East Hamilton/Stoney Creek at STARRT Institute

**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)

## 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 AND LEADERSHIP 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**

For program details visit  
[www.manufacturingleadership.com](http://www.manufacturingleadership.com)

## Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills & earn a professional MMP designation with this eight-module program from the Plant Engineering & Maintenance Association of Canada.

### Questions?

905-667-6230 / [L MacDonald@mcecor.com](mailto:L MacDonald@mcecor.com)

## 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.

31798 FF SA/SU Sep22 9:00-5:00 2 \$332.20

## Predictive Maintenance Technologies MECHMMP06

Discover how predictive maintenance dovetails with maintenance. Focus on various predictive maintenance & condition-based maintenance technologies. Fee includes text & course materials.

31801 FF SA Oct20 9:00-5:00 4 \$595.25

## 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. Recertification required after 5 years, 2 days, 16 hours.

### Questions?

905-667-6230 / [L MacDonald@mcecor.com](mailto:L MacDonald@mcecor.com)

For program details/registration visit

[www.mcecor.com](http://www.mcecor.com)

## 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?

905-667-6230 / [L MacDonald@mcecor.com](mailto:L MacDonald@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.

Full-time Welder Operator Certificate Program: 24 weeks (Mon.- Fri./6 hours per day). New Programs Start: Sept., Nov., Jan., Mar., May & July. 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. Customized Training Solutions are available with Daily/Weekly sessions to upgrade skills or practice for upcoming tests.

### Questions?

905-575-1212 ext.5046 /  
[alan.fair@mohawkcollege.ca](mailto:alan.fair@mohawkcollege.ca)

# MCE / Associated Professional Programs / Important Information

## Financial Planning Certificate (185)

Mohawk College Certificate

**Graduation Requirement: 4 courses**

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.

**For information on program completion contact 905-667-6230 / 1-877-670-6230**

For program details/registration visit [www.mcecor.com](http://www.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@apicshamilton.org](mailto:info@apicshamilton.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.

31933 FF WE Sep26 7:00-10:00 10 \$610.64

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

### 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.

32152 FF TU Sep18 7:00-10:00 12 \$700.70

### 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 co-operation 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 \$990.00 each

#### Liquid Penetrant Levels 1 & 2

Thursdays, starting September 13, 2012 and  
Thursdays, starting January 17, 2013

#### Magnetic Particle Levels 1 & 2

Tuesdays, starting September 11, 2012 and  
Tuesdays, starting January 15, 2013

#### Radiography Level 1

Wednesdays, starting September 12, 2012 and  
Wednesdays, starting January 16, 2013

#### Engineering, Materials and Components (EMC)

Mondays, starting September 10, 2012 and  
Mondays, starting January 14, 2013

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

### Canadian Institute of Bookkeeping

See Distance Education section for course offerings.

**More Information?**

Canadian Institute of Bookkeeping at  
[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.

**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)

Courses are offered via equivalencies only. The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses. Check the index for offerings. For details visit [ce.mohawkcollege.ca/CIM](http://ce.mohawkcollege.ca/CIM)

## 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.

## Important Information

## Registration Information

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.

84	How to read course details:	CRN*	Location	Day(s)	Start	Times	#Sessions	Fee
		31810	FF	WE	Sep12	6:30-9:30	6	\$139.32

# Important 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 or 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.**

## 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 cutoff 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 C.E. 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-\$5.89, CanCopy-\$0.01 The Academic Service Fee-\$0.55, Student Activity Fee-\$0.48, 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, MasterCard, or debit.

### INTERNATIONAL STUDENTS

All international students require approval from International Education (The Square Room C102 Fennell Campus) before registering for Continuing Education courses. International fees for CE courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate.

### REPLACEMENT CERTIFICATE/DIPLOMA FEE

A fee of \$30 applies for replacement of a College certificate or diploma. Visit The Square at Fennell Campus to make your request and payment.

### Financial Aid

Ministry funded Ontario Special Bursaries are no longer available for Continuing Education students.

Limited tuition assistance support is available for students who complete an online profile. Check out the Financial Assistance website at [www.mohawkcollege.ca/continuingeducationprofile](http://www.mohawkcollege.ca/continuingeducationprofile) for information on completing the profile and for details on awards available for continuing education students. For more information call 905-575-2133 or 519-759-7200, x2133. You can also visit the Square at Fennell campus or the Student Services office at your campus.

### Income Tax Receipts

In March 2013, students registered in 2012 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.

### Notes:

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 The Square at Fennell Campus, or Student Services at the Institute for Applied Health Sciences, STARRT Institute, or Brantford Campus.

### 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.

**Earn your certificate while you work.  
CE makes it happen!**

# Important Information

## Credentials

Below are definitions for the credentials listed below each program title in this catalogue:  
Mohawk College Certificate: Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

Ontario College Certificate: Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

Ontario College Diploma: Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

Ontario College Advanced Diploma: Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

Ontario College Graduate Certificate: Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

Acknowledgement of Completion: Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

## 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 Square 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 Associate 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 Square at Fennell Campus, MCACES-Room F114 or Student Services

at Brantford, STAART or IAHS campuses. 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) / 905-575-2395

### 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.

### 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 be eligible for graduation, students are expected to demonstrate mastery of current competencies outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College

may require a student to repeat a subject area. Generally, most courses will be considered current if they have been completed within the past 5 years. The decision to impose more rigorous currency standards in specific programs will be made by the Grading and Promotion Standards Committee, in response to an application for review by the Associate Dean responsible for the Program of Studies in question.

### Residency Requirements

To qualify for a Mohawk College certificate or diploma or applied degree, students using advanced standing and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College. When students are completing Mohawk College courses through distance education at another College, residency requirements will be considered on a case-by-case basis.

## Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education 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 or  
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
- Autism Spectrum Disorder
- Mental Health Condition

### 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**  
**STAART: Room A118 / 905-575-1212 ext 5401**  
[accessiblelearningservices@mohawkcollege.ca](mailto:accessiblelearningservices@mohawkcollege.ca)

Early registration is recommended. Attendance in person at a Group Information and Registration Session or completion of the Group Information and Registration eLearn module available on MoCoMotion is a required first step for accessing services. Please check our website information for more information: [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, Clothing, Gifts

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.

## 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 unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses.

### Refund Policy - Textbooks

Sales receipts must be provided with all items. Refund Period - two weeks from date of purchase with receipt. A restocking charge may apply at the discretion of the bookstore manager. 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.

Students in certain 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.

LIKE us on Facebook for great deals and updates!

## 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 C102 (The Square). 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

### We are here to help!

assignment resources	bookable group space
subject guides	computers (PC and Mac)
silent study space	videos (watch online!)
e-resources	printing & copying
technical support	laptops for loan (FE & IH)

### Locations

Cummings Library ~ Fennell H-Wing ~ 905-575-2077  
Collaboratory ~ Fennell H-Wing ~ 905-575-2076  
bizHUB ~ Fennell i-Wing ~ 905-575-2444  
Brantford ~ 519-758-6019  
IAHS ~ McMaster Campus ~ 905-540-4247 x26835  
STARRT ~ 905-575-2504

<http://brain.mohawkcollege.ca>

connect. learn. succeed.

## 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 69 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.

For information visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

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.

### 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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