



**Hot topics for winter**

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**Online Learning**  
WINTER 2012

# KNOW WHAT'S IT LIKE TO BE IN DEMAND.

## Centre for Continuing and Online Learning

**Algonquin College** offers a variety of **full-time online** programs to advance your career, no matter what your niche.

Earn your college Diploma or Graduate Certificate online with the flexibility to study wherever you please.

### DIPLOMA PROGRAMS

Business – Accounting  
Business – Marketing (Year 1)  
Business Administration – Accounting  
Business Administration – Human Resources  
Child and Youth Worker (Year 1) **NEW**  
Early Childhood Education  
Police Foundations (Year 1)

### GRADUATE CERTIFICATES

Autism and Behavioural Science  
Construction Project Management  
Forensic Accounting and Fraud Investigations **NEW**  
Technical Writer  
Performance Coaching

### CERTIFICATES

General Arts and Science – Pre-Business **NEW**

**GO FURTHER.**








































[algonquincollege.com/FTonline](http://algonquincollege.com/FTonline)

**ALGONQUIN**  
COLLEGE

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C = Certificate    D = Diploma    G = Graduate     = Full-time Online     = Part-time Online     = Print Based

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## **Online Learning offers you flexibility and choice.**

### **Choice**

With eight diplomas, 33 certificates, 10 graduate certificates, and over 675 online and print-based courses, Online Learning at Algonquin College is sure to offer what you need to reach your goals. We're continually introducing new programs and courses in growing career fields based on industry needs.

### **Flexibility**

It's never been easier to fit a course into your busy lifestyle. Enrol in online or print-based courses and study from home, the office, or wherever you are.

Whether it's accounting, military arts and science, human resources, autism studies or medical transcription, you can develop your skills and interests with all that Online Learning offers.

Whether you want to turn your certificate into a diploma, or your diploma into a degree, our credits are transferable. Algonquin College has several articulation agreements with colleges and universities around the country, including an agreement with Thompson Rivers University, making Online Learning a solid foundation no matter where you intend to go.

It's never been a better time to consider Online Learning.

## **Frequently asked questions**

### **What are the Admissions Requirements for an Online Learning course?**

To register in credit courses, you must be 19 years of age or older OR, if 18 years of age or less, possess an Ontario Secondary School Diploma or equivalent (unless otherwise stated in the program admission requirements).

Also, you should ensure that you have the required prerequisites. A prerequisite is a course (or other qualification) required for entry into another course.

### **How do I register for a course?**

You can register for a course by:

- 1) Online
- 2) Mail
- 3) Phone
- 4) Fax
- 5) In Person

**NOTE:** You must speak to a client service representative when registering by phone for Online Learning courses.

### **What would my employer do if they were paying for my training?**

If you are being sponsored, your employer must send an original letter on company letterhead including detailed information, to the Registrar's Office.

### **Can I register for multiple courses at the same time?**

You can register for as many courses as you wish, but note that if you register for multiple courses at the same time, all of the start and end dates may be identical depending on method of course delivery.

### **How are the courses offered?**

Instruction is available via:

- Online Delivery
- Print Delivery

**In order to receive your confirmation email, you MUST provide the Registrar's Office with your preferred email address.**

### **Online Delivery**

Study in your own home, your workplace or your community. Algonquin College is a member of OntarioLearn, a consortium of 22 Ontario Colleges that provide learning opportunities through the Internet. All you need is a personal computer (either a Pentium personal computer with a windows operating system or a comparable Macintosh system) a modem, and an Internet Service Provider (ISP). Most online courses are offered at the beginning of each semester. Refer to the Online Learning website [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL) for course descriptions, prices, start and end dates. Prior to the start of classes, students will receive an email with a user ID and a password, instructions to access courses, text book requirements, as well as start, end and refund dates. Emails are issued the business day following your registration, via confirmation email. Technical support is available 24x7 via a toll free help line. See your registration letter for details. **Basic computer and file management knowledge is required.**

### **Print Delivery**

Correspondence studies are a continuous intake, self-paced method of learning. You will receive a home study kit, assignment requirements and will be assigned a facilitator who



## Frequently Asked Questions

will be responsible for marking and providing some assistance through telephone consultations. Students have a maximum time limit of six months to complete print-based courses.

### *What is the difference between an online semestered and online monthly intake course?*

#### **Semestered Courses**

These courses start every semester and most run for 14 weeks. You have assignment deadlines to meet throughout the course. You must write the final exam by your course end date. You can register up to one week after the course start date.

#### **Monthly Intake Courses**

These courses start the first business day of each month, and most run for 14 weeks. You must complete all course requirements and your final exam by your course end date. You must register within the month prior to the course start date.

### *How long do I have to complete a course?*

#### **Online Courses**

The majority of the online courses are offered on a semester basis and start and end dates are indicated. You must complete the course, including your final exam within the indicated timeline. Refer to your confirmation letter for start and end dates.

#### **Print-Based Courses**

In recognition of mailing time, print-based learners have six months to complete a course including the final exam. While learners' circumstances may lend themselves to completion of a course in less time, learners are urged to submit one lesson or assignment at a time and await return of the marked assignment before submitting/sending the next one.

**Most courses have an exam that must be written at a college or with an approved proctor.**

### *How do I find out what text(s) are used for a particular course?*

#### **Online Courses**

Textbooks are not included in the online course fees and must be purchased separately. Textbooks can be purchased from our college bookstore at: 613-727-4723 ext. 7609 or online at: [bookstore.algonquincollege.com](http://bookstore.algonquincollege.com).

Textbook information will be included in the confirmation email you receive from the department.

#### **Print-Based Courses**

Textbooks are included in the package you will receive upon registration in the course.

### *Can I audit an Online Learning course?*

Audit status does not apply to online courses.

### *How can I withdraw from a course?*

Students wishing to withdraw from a course must inform the Registrar's Office at 613-727-0002 or 1-800-565-GRAD. Refer to the withdrawal date on your timetable to avoid receiving an F grade. Students withdrawing before the date receive a W on their transcript. Please note that a Withdrawal is not a Refund. There are no refunds for any course texts or materials when students are withdrawing.

### *What is the refund policy?*

#### **Online Courses**

A full refund is issued less the \$20.00 administration fee if a request is received by the Registrar's Office prior to the refund date listed on your confirmation letter.

#### **Print-based Courses**

You will receive a full refund less the \$20.00 administration fee if your request is received by the Registrar's Office within four weeks from the date of registration and if all course materials are returned with the request. Textbooks are refunded if returned in unmarked condition and the shrink-wrapped seal is unbroken. **There is no refund on material fees.**

### *Can courses successfully completed at another accredited institution be transferred to a program (exemption)?*

If you have successfully completed other college, university or professional association courses, you may be eligible for a Transfer of Credit (or exemption) for these courses on a course by course basis.

To apply for a Transfer of Credit, please contact the Registrar's Office at: 613-727-0002 or 1-800-565-4723 to obtain the forms and procedures or visit: [algonquincollege.com/RegistrarsOffice/forms/forms.htm](http://algonquincollege.com/RegistrarsOffice/forms/forms.htm). There is a \$10.00 fee for each Transfer of Credit requested.

### *What is the procedure for requesting an exam?*

Register directly for your final exam at: [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

If you do not receive confirmation for your exam registration, please check your junk and spam email folders.

If you have any questions regarding exam scheduling, please contact Moirae Parker at 613-727-4723 ext. 5206 or 1-888-684-4444 or email at: [OLexams@algonquincollege.com](mailto:OLexams@algonquincollege.com).

**Where do I write my exam?**

Most courses have an examination as part of the course requirements and these exams are held in Ottawa at the Woodroffe Campus on a monthly basis for monthly intake courses and at the end of the semester for semester courses. Students must apply to write the examination and bring photo identification to the exam room.

**How do I go about setting up exam invigilation?**

If you live outside the Ottawa area, you are required to make arrangements to write at a postsecondary institution. If one is not in reasonable proximity, please write at an educational institution such as a high school under the supervision of a full-time professor, teacher, or appropriate designate. You can submit your proctor information online at: [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

**Can I write an exam at any time?**

Online students are responsible for writing their exams by the course end date or by the first Saturday following the course end date. You must book your exam no later than three weeks before your course end date. Failure to show for your exam will result in an "F" grade. All of your lessons/assignments must be submitted before writing the final exam. If they are not submitted before writing the final exam, your exam will not be marked.

The examination schedule for students in the Ottawa area is as follows:

**Time:** Students have a maximum of three hours to complete their exam unless stated differently on exam document.

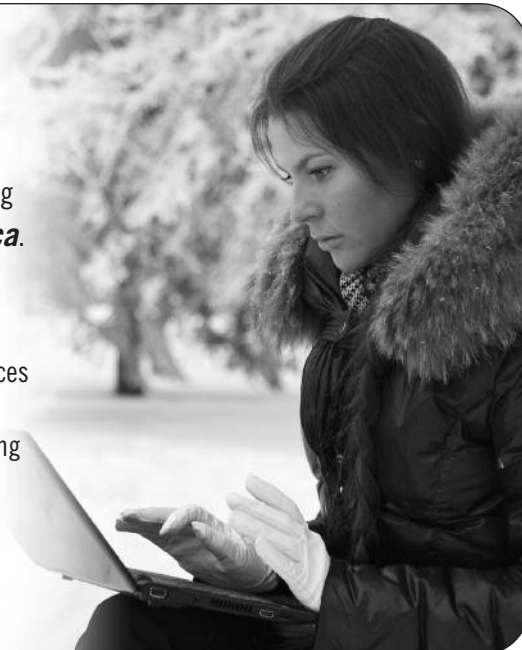
**Room:** Woodroffe Campus C144 and C346 (in the event the room number changes, we will post the revised room number.)

**YOUR GATEWAY TO ONLINE LEARNING.**

You can now access all Online Learning courses through [www.ealgonquin.ca](http://www.ealgonquin.ca).

All you need is your student number and password to access your Online Learning online course information, student resources and tools. Your student number and password are listed on your Online Learning confirmation letter.

For technical help or password problems contact [ol@algonquincollege.com](mailto:ol@algonquincollege.com).



**Examination Schedule – Winter 2012**

January 14	9:00 a.m. and 1:30 p.m.
January 15	9:00 a.m. and 1:30 p.m.
February 11	9:00 a.m. and 1:30 p.m.
February 12	9:00 a.m. and 1:30 p.m.
March 10	9:00 a.m. and 1:30 p.m.
March 11	9:00 a.m. and 1:30 p.m.
April 14	9:00 a.m. and 1:30 p.m.
April 15	9:00 a.m. and 1:30 p.m.
April 21	9:00 a.m. and 1:30 p.m.
April 22	9:00 a.m. and 1:30 p.m.

**How do I find my final grade?**

View your grades through ACSIS [www.acsis.algonquincollege.com](http://www.acsis.algonquincollege.com) the Algonquin College Student Information System. If you require a print copy or require your student number to log in, please contact the Registrar's Office at 613-727-0002 or 1-800-565-GRAD.

**NEW NAME FOR DISTANCE EDUCATION**

As Distance Education has now expanded to include the delivery of both part-time and full-time online programs, the name has changed to **ONLINE LEARNING.**

## Arts and Design/Media

### Creative Writing Part-time Online



Enrol in this certificate program and explore your writing potential in a practical, constructive, and goal-oriented academic environment. Learn the basics of writing, the structure of language, concepts in aesthetic criticism, and the key steps involved in the writing process. Emphasis is placed on developing an individual writing style as students produce works in various genres.

To qualify for this certificate, you must complete the program within three years.

**Note:** Program electives chosen must total a minimum of 90 hours.

**For further information,** email Online Learning at [OL@algonquincollege.com](mailto:OL@algonquincollege.com)

#### Program of Study

- ENL0013 \* Understanding Literature
- ENL0011 \* Writing Grammatically
- ENL0012 \* Essentials of Writing Fiction

#### Electives chosen must total a minimum of 90 hours

- ENL0006 \* Poetry Writing
- ENL5029 \* Romance Writing
- ENL0014 \* Writing Short Stories
- ENL0036 \* Writing Mysteries
- ENL0033 \* Writing Children's Fantasy: Introduction

### IMPORTANT

The information in this course guide was accurate at the time of publication. Algonquin College has the right to change, cancel or modify any course or program, including fees, timetables, instructors, or campus location, at any time.

For the most current and updated information, please visit our website at [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

### Social Media Part-time Online



Social media is a dynamic innovative field that is quickly shifting traditional business and communication practices. In this certificate program, learners explore five key areas related to social media: theory and foundations, designing social media strategies, monitoring and evaluation, digital communication, and applied social media practices for organizations.

Learners collaborate and explore how social media is applied to marketing, corporate branding, fundraising, social media campaigns and within organizations to support employee engagement, retention, and corporate communication. Through case-studies, online discussions and assignments, learners develop the skills and competencies required to effectively utilize social media tools specifically and Web 2.0 tools generally. Graduates of this program broaden their practice, expand career opportunities and stay current in emergent trends in social media.

To qualify for this certificate, the program must be completed in two years.

**For further information,** please contact Susan Murphy at [murphys@algonquincollege.com](mailto:murphys@algonquincollege.com).

#### Program of Study

- COM0011 \* Introduction to Social Media
- COM0012 \* Developing a Social Media Strategy
- COM0013 \* Monitoring and Measurement
- COM0014 \* Digital Communication
- COM0015 \* Applied Social Media in Business

*"After 25 years in business and 17 years of running my own company, I was burned out-but didn't realize it. I sorely needed an infusion of energy and inspiration, and that's what you provided.*

*I'm now enrolled in the Digital Communication course and I'm considering taking the other courses in the program. I'm updating my website and getting Google alerts on telecom (my main niche), writing and small business marketing. For the first time in quite a while, I'm thinking about my business and managing it more rather than simply being carried along by it."*

- Penny Lange, Social Media Student

### Writing for Publication Part-time Online



Are you an aspiring writer or professional who enjoys sharing your stories, ideas or information with others? If so, enrol in this certificate program and learn how to hone your writing skills. Students gain an understanding of the writing, editing, and proofreading processes and complete a practical component by publishing their own work. In addition, the curriculum offers various literary genre electives to help students explore their individual interests and develop their writing talent.

To qualify for this certificate, you must complete the program within three years.

**Note:** Electives must total a minimum of 48 hours.

**For further information,** contact [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

#### Program of Study

- ENL5028 \* Writing for Publications I
- ENL5033 \* Writing for Publication II
- ENL5109 \* Grammar for Writing Professionals

#### Elective: choose 2

- ENL0033 \* Writing Children's Fantasy: Introduction
- ENL0018 \* Writing for the Web
- ENL0036 \* Writing Mysteries
- ENL0014 \* Writing Short Stories
- ENL0006 \* Poetry Writing
- ENL5029 \* Romance Writing
- ENL0017 \* Writing a Business Manual
- ENL0038 \* Introduction to Self-Publishing
- ENL0039 \* Introduction to Non-Fiction

### ACADEMIC AND CAREER ENTRANCE (ACE)

ACE courses are available on a semestered-basis.

For registration or for further information regarding ACE Online Learning courses, please contact Chris Benson at 613-727-4723 ext. 2079 or [bensonc@algonquincollege.com](mailto:bensonc@algonquincollege.com).

[www.algonquincollege.com/OL](http://www.algonquincollege.com/OL)



## Arts and Design/Media cont'd.

### Personal Interest Courses

HOR5125	* Annuals for the Garden and Container Gardening
ART0008	* Art History and Theory
HOR5100	* Basic Botany
ENL5100	* Creative Writing Workshop-Beginners
ENL5108	* Creative Writing-Intermediate
ENL0054	* Documentary Scriptwriting
ENL5041	* Dramatic Scriptwriting
ART5000	* Drawing Realistic Subjects in Coloured Pencil
ART0007	* Drawing Realistic Subjects in Pencil
DAT0115	* Ensuring Successful Printing Results
ENL0037	* Expressive Writing
HOR5122	* Flowering Bulbs for the Garden
HOR5116	* Flowering Shrubs for the Landscape
FOR0002	* Forest Mensuration
FOR0001	* Forest Pathology
HOR5102	* Hardy Perennials for Gardens
ENL0009	* Introduction to Children's Literature
ENL0008	* Myths and Legends
ENL0029	* News Writing I
ENL0030	* Print Media Introduction
ENL0010	* Science Fiction
HOR5124	* The Healthy Garden
ENL0044	* Travel Writing
GEN2020	* Westerns: A Study in the Film Genre

## Business and Management

### Accounting Part-time Online



If you are looking to expand your accounting experience, advance in your professional career, or simply gain a thorough understanding of accounting principles, this certificate program provides an intensive and complete curriculum. Students can apply the courses as exemptions and credits towards the Certified General Accountants Association of Canada (CGA) professional certification.

To qualify for this certificate, you must complete 12 compulsory courses within six years.

Complete details on the CGA Transfer of Credit Policy.

The successful completion of the certificate program plus four related non-accounting courses can lead to satisfying the minimum educational requirements for FI-1 positions in the Financial Administration Group with the Treasury Board of Canada Secretariat.

Upon completion of this program, you can continue studies to complete the two-year Business - Accounting diploma program by completing courses as specified by the department. Interested students should contact the coordinator.

**For further information,** contact Coordinator, Lee-Ann McDougall 613-727-4723 ext. 2232 or [mcdougll@algonquincollege.com](mailto:mcdougll@algonquincollege.com).

### Program of Study

ACC2201	* Financial Accounting I
BUS2301	* Business Computer Applications
ACC2202	* Financial Accounting II
ACC2204	* Intermediate Accounting I
ACC2205	* Intermediate Accounting II
ACC2344	* Taxation I
ACC2152	* Financial Accounting Computer Applications I
ACC2354	* Managerial Accounting I
ACC2355	* Managerial Accounting II
ACC2384	* Microcomputer Applications in Accounting
ACC2364	* Financial Management
ENL1813	* Communications I

## VIRTUAL ASSISTANT **NEW**

Develop an organized and successful home business, working remotely for a wide variety of clients as a **Virtual Assistant**. Students become knowledgeable in online and offline marketing strategies, creating a business plan, and developing their business website.

For more information, see page 20.



# Business and Management

## Applied Management Part-time Online



Interested in learning about basic management concepts and principles? If so, this certificate program provides students with the skills and knowledge needed to oversee personnel administration. The curriculum includes core courses on human resources, industrial relations, and training and development. To qualify for this certificate, you must complete the program within three years.

**Note:** The Applied Management certificate is designed to introduce students to basic management concepts and principles. Students will acquire skills and knowledge needed to oversee personnel administration. To successfully complete the program, participants must complete four compulsory courses and two elective courses. Students who have completed approved courses under the CFCCN (Canadian Forces Community College Network) may be exempt from the electives. Please contact your local coordinator on base.

**For further information,** contact [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

MGT2381	*	Human Resources Management
MGT2380	*	Industrial Relations
MGT2384	*	Training and Development
COM0006	*	Communication and Conflict Management

### Elective: choose 2

MGT2310	*	Management Principles
MGT2388	*	Compensation Management
MGT5164	*	Introduction to Project Management
MGT2382	*	Organizational Behaviour
MGT0072	*	Culture and Conflict: Impact and Influence

## Bookkeeping Part-time Online



If you are looking to start a career in accounting/bookkeeping or you are currently working in an entry-level accounting position and would like to enhance your skills, this certificate program provides students with a strong understanding of accounting principles and bookkeeping techniques. This program provides students with hands-on training using popular accounting software tools, as well as imparts practical techniques for accounting processes in both manual and computerized environments.

This program is the first in a series of programs that builds upon one another providing the opportunity for the student to work toward completing a diploma in accounting. To qualify for this certificate, you must complete the program within three years.

**Note 1:** Courses in the Bookkeeping certificate program are recognized as part of the Certified Bookkeeper Designation (CIB). The three remaining courses required for the CIB can also be completed at Algonquin College. For more on CIB, see page xx.

**Note 2:** Upon completion of this program, you can continue studies to complete the Accounting certificate program by completing courses as specified by the department. Interested students should contact the coordinator.

**For further information,** contact Coordinator, Lee-Ann McDougall 613-727-4723 ext. 2232 or [mcdougll@algonquincollege.com](mailto:mcdougll@algonquincollege.com).

### Program of Study

ACC2201	*	Financial Accounting I
ACC2202	*	Financial Accounting II
BUS2301	*	Business Computer Applications
ACC2152	*	Financial Accounting Computer Applications I
ACC2384	*	Microcomputer Applications in Accounting
ACC2344	*	Taxation I

## Business – Accounting Full-time Online or Part-time Online



This two-year online Ontario College Diploma program prepares students to work in various areas of accounting including financial accounting, managerial accounting, taxation, and auditing. The curriculum is designed to broaden the business background of students and to expand their theoretical knowledge of economics, law, finance, and statistics. Students are also exposed to a number of accounting and business computer software packages.

The program of study focuses on student-centered learning while working in a technology-enhanced environment. Students solve accounting problems using the laptop computer in the classroom, which enhances the collaborative learning environment. In the fourth level, qualified students can participate in an optional work placement, which provides practical, on-the-job experience in the accounting departments of Ottawa-based businesses and in the public and private sectors. Depending upon academic achievement, graduates may be granted some credits toward the requirements of the Certified General Accountants (CGA) Association program of professional studies. Students should be aware that they must have a Bachelor degree prior to receiving certification as a CGA.

### Notes

- Graduates may be granted some credits (depending upon academic achievement) toward the requirements of the Certified General Accountants' (CGA) Association program of professional sales.
- Students in the Part-time program offering may transfer into the Full-time program offering and all Part-time courses credited are applied to the Full-time program.
- For more information regarding the CGA designation, refer to the CGA website at [www.cga-ontario.org](http://www.cga-ontario.org)
- ACC0044 is not available for online students.
- The part-time online program does not require students to complete the admission process. Courses may be registered on an individual basis.

### Admission Requirements

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

## Business – Accounting cont'd.

### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

### Program Eligibility (Full-time Online & Part-time Online)

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C or equivalent).

### Application Information (Full-time Online\*)

\*The part-time online program does not require an application process.

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at

<https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information**, contact Coordinator, Lee-Ann McDougall 613-727-4723 ext. 2232 or [mcdoug@algonquincollege.com](mailto:mcdoug@algonquincollege.com).

### Program of Study

Individual course registration is only available to part-time students accepted into the program.

#### Level: 01

ACC2201	✳	Financial Accounting I
BUS2301	✳	Business Computer Applications
ENL1813	✳	Communications I
LAW1732	✳	Business Law I
QUA2220	✳	Statistics I

#### Level: 02

ACC2202	✳	Financial Accounting II
ACC2343	✳	Spreadsheet Applications
ECO2200	✳	Economic Issues
ENL1823	✳	Communications II
FIN2221	✳	Business Finance

#### Level: 03

ACC2204	✳	Intermediate Accounting I
ACC2233	✳	Management Accounting I
ACC2243	✳	Taxation
ACC2253	✳	Accounting Computer Applications

#### English General Education Elective: choose 1

ENL1725		Popular Canadian Literature
ENL1726		Artistic Expression
ENL1798	✳	Critical Thinking
ENL1825		Communication Dynamics
ENL1829		The Power of Public Speaking

#### Level: 04

ACC0048	✳	Principles of Auditing
ACC2205	✳	Intermediate Accounting II
ACC2234	✳	Management Accounting II

#### Elective: choose 1

ACC0040	✳	Canadian Business Issues
ACC0044		Accounting Experience

#### Choose one from equivalencies:

GED1214C General Education Elective  
See page 47 for General Education Elective list.

## SO MUCH MORE than just numbers.

Enhance your business knowledge and experience by gaining a new understanding of the principles of accounting. Algonquin College offers several Accounting programs through Online Learning to help meet your needs:

**Bookkeeping** (Certificate) page 8

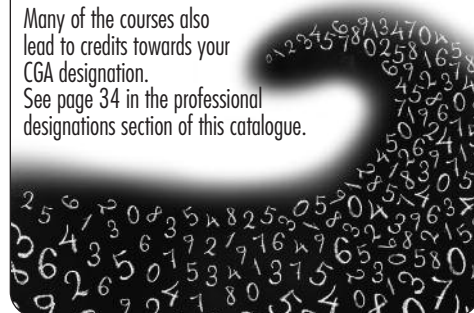
**Accounting** (Certificate) page 7

**Business Administration – Accounting** (Advanced diploma) page 10

**Business - Accounting** (Diploma) page 8

**Business Studies – Accounting** (Certificate) page 13

Many of the courses also lead to credits towards your CGA designation. See page 34 in the professional designations section of this catalogue.



# Business and Management

## Business Administration Full-time Online or Part-time Online



### Majors available online

- Accounting
- Human Resources

The Business Administration program provides students with the business expertise and employable skills required for a rewarding career. In the six levels of study, students gain a solid foundation in all of the business functions, as well as the communication, planning, teamwork, and analytical skills that are in high demand by the business community. Through an active advisory committee of business professionals and close relationships with employers, the program is continuously updated to meet the current demands of today's organizations. These relationships provide students with networking opportunities, as well as bringing business people into the classroom to share their experiences. In the first three levels, students learn the fundamentals of business. In the final three levels, students select their major area of study from the following Majors; Accounting or Human Resources.

### Notes

- Students in the Part-time program offering may transfer into the Full-time program offering and all Part-time courses credited are applied to the Full-time program.
- The part-time online program does not require students to complete the admission process. Courses may be registered on an individual basis.

### Admission Requirements

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

#### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior-level and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR

- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

#### Program Eligibility (Full-time Online & Part-time Online)

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C or equivalent).

#### Application Information (Full-time Online\*)

\*The part-time online program does not require an application process. Course registration is available on an individual basis.

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information on the Accounting stream**, please contact Coordinator Lee Ann McDougall at 613-727-4723 ext. 2232 or [mcdougl@algonquincollege.com](mailto:mcdougl@algonquincollege.com).

**For further information on the HR stream**, please contact Carol Ann Samhaber at 613-727-4723 ext. 5260 or [samhabc@algonquincollege.com](mailto:samhabc@algonquincollege.com).

#### Program of Study

Programs at Algonquin College are delivered using a variety of instruction modes. Courses may be offered in the classroom or lab, entirely online, or in a hybrid mode which combines classroom sessions with online learning activities. Upon registration, each student is provided with an Algonquin email account which is used to communicate important information about program or course events.

#### Courses in the program are grouped into three areas:

- Core requirements – 19 courses
- Major requirements – 10 courses
- Electives – 4 courses (2 English, 2 General Elective)

The core requirements are designed to provide students with a sound understanding of the different business disciplines and to develop analytical and communication skills for decision making. Following the core requirements students begin to study courses from their chosen area of specialization. It is recommended that students complete the core requirements prior to choosing one of the majors. Students must follow all course prerequisites.

In addition, students may choose from a range of electives. These electives not only complement their specialized studies, but further develop the student's communication and analytical skills.

Although the program is designed for maximum student choice, resource constraints and timetable conflicts may not permit complete freedom.

#### Cooperative Education Option

Students may participate in a co-op placement through the on campus offering subject to Program Chair approval.

#### Core Requirements

There are 19 courses common to all students in the Business Administration program. Students must follow all course prerequisites.

## Business – Administration cont'd.

### Program of Study:

Individual course registration is only available to part-time students accepted into the program.

#### Level 01

ACC2310	* Accounting Concepts I
BUS2301	* Business Computer Applications
ECO2305	* Microeconomics
ENL1813	* Communications I
LAW1702	* Business Law
MKT2315	* Marketing I

#### Level 02

ACC2311	* Accounting Concepts II
BUS2302	* Information Technology and the Business Student
ECO2306	* Macroeconomics
ENL1823B	* Communications II
MKT2316	* Marketing II
QUA2311	* Quantitative Methods I

#### Level 03

BAI2300	* Global Business Environment
FIN2303	* Introduction to Finance
MGT2320	* Material and Operations Management
MGT2381	* Human Resources Management
QUA2321	* Quantitative Methods II

### Choose 1 English Elective

#### MAJOR REQUIREMENTS:

It is recommended that students complete the core requirements prior to choosing one of the following majors. Students must follow all course prerequisites.

#### Accounting

Students wishing to select Accounting as a major need a minimum grade of "C" in both ACC2310 and ACC2311 or Coordinator approval.

#### Level 04

ACC2312	* Accounting Concepts III
ACC2343	* Spreadsheet Applications
ACC2385	* Microcomputer Applications in Accounting
FIN2304	* Business Finance

### Choose 1 General Education Elective

#### Level 05

ACC2344	* Taxation I
ACC2353	* Intermediate Financial Accounting I
ACC2354	* Managerial Accounting I
MGT2313	* Business Planning

#### Level 06

ACC2355	* Managerial Accounting II
ACC2363	* Intermediate Financial Accounting II
ACC2364	* Financial Management
ACC2366	* Auditing Principles and Procedures

### Choose 1 General Education Elective

#### Choose 1 English Elective

#### Human Resources

#### Level 04

FIN2304	* Business Finance
MGT2359	* Laws of the Workplace
MGT2382	* Organizational Behaviour
MGT2393	* Recruitment and Selection

### Choose 1 General Education Elective

#### Level 05

MGT2313	* Business Planning
MGT2380	* Industrial Relations
MGT2384	* Training and Development
MGT2388	* Compensation Management
MGT2396	* Occupational Health and Safety

#### Level 06

MGT2391	* Human Resources Planning
MGT2394	* Human Resources Research and Information Systems
MGT2399	* Employee Relations

### Choose 1 General Education Elective

#### Choose 1 English Elective

### Elective: Choose 1 with Department Approval

FLD2400	Field Placement
MGT2398	* Human Resources Professional Career Preparation

#### ELECTIVES

Students are required to complete two English electives and two General Education electives.

### ENGLISH ELECTIVES: Two courses are required

ENL1725	Popular Canadian Literature (G)
ENL1726	Artistic Expression (G)
ENL1798	* Critical Thinking (G)
ENL1825	Communication Dynamics (G)
ENL1829	The Power of Public Speaking (G)

### General Education Online Elective Pool:

#### Two courses are required.

See page nine for General Education Elective course list.

### Transfer to University

There are a number of articulation agreements between Algonquin College School of Business and universities across Canada and abroad which are intended to facilitate the pathway to university degree completion for Business Administration graduates. We invite you to find out about the current opportunities by visiting:

[www2.algonquincollege.com/business/articulation-agreements](http://www2.algonquincollege.com/business/articulation-agreements)

#### COURSE DESCRIPTIONS

Descriptions for all courses may be found on our website at:  
[algonquincollege.com/OL](http://algonquincollege.com/OL).



## Business – Marketing Full-time Online or Part-time Online



### (Year one only)

This two-year Ontario College Diploma program provides students with specialization in marketing and a strong general education in business. The first year of the program is delivered in an online format and the second year is on campus. Students receive an application-oriented education in all aspects of marketing from product conception to product consumption. In addition, students build mobile computing skills by interacting in collaborative fashion with peers, project clients and course leaders. This collaborative environment allows graduates to immediately contribute in a meaningful way to an organization's marketing program using modern information technology tools.

Students also benefit from the application of computing technology in the program through enhanced research abilities, collaborative learning, computer proficiency and improved communications skills. The program consists of four levels and is designed to provide both marketing theory and applied learning, culminating with a comprehensive marketing plan project with an industry client in the fourth level.

Marketing-related studies include marketing to the consumer and business marketplace environment, marketing planning and decision-making, and global marketing. Marketing communications, marketing research, professional selling, sales management, and e-marketing and distribution are also covered in the curriculum. Learning assignments involve case studies, online discussion boards and research, role-playing, practical assignments and ongoing project work with industry partners.

### Notes

- All graduates of the program qualify to receive the Canadian Professional Sales Association Sales Certificate based on the learning outcomes achieved through the program.
- The part-time online program does not require students to complete the admission process. Courses may be registered on an individual basis.
- Only year one is available online. Year two is available on campus.

### Admission Requirements

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

#### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

#### Program Eligibility (Full-time Online & Part-time Online)

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C or equivalent).

#### Application Information (Full-time Online\*)

\*The part-time online program does not require an application process. Courses may be registered on an individual basis.

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, please contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Avenue  
Ottawa, Ontario K2G 1V8  
Phone: 613-727-0002 or 1-800-565-4723  
Fax: 613-727-7632  
email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For more information**, contact Jennifer Monk, Program Coordinator at 613-727-4723 ext. 2561 or [monkj@algonquincollege.com](mailto:monkj@algonquincollege.com).

#### Program of Study

Individual course registration is only available to part-time students accepted into the program.

#### Level: 01

ACC2222	✳	Financial Information for Marketing
BUS2301	✳	Business Computer Applications
ENL1813	✳	Communications I
MKT2209	✳	Skills Transferable to Business
MKT2211	✳	Marketing I

#### Level: 02

ENL1823	✳	Communications II
LAW2205	✳	Contemporary Political and Legal Issues in Canadian Society
MKT2212	✳	Marketing II
MKT2282	✳	Professional Selling
QUA2221	✳	Statistics

#### Level: 03

MKT2214		Global Marketing
MKT2283		Sales Management
MKT2284		Marketing Research
MKT2291		Integrated Marketing Communications I

#### Choose one from equivalencies:

GEDO214E	✳	General Education Elective*
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\* See page nine for General Education Elective course list.

## Business – Marketing cont'd.

### Level: 04

GED2234	Contemporary Ethical Issues
MKT2213	Skills for the Workplace
MKT2221	e-Marketing and Distribution
MKT2260	Business Intelligence and Planning
MKT2261	Marketing Plan Project Field Work
MKT2292	Integrated Marketing Communications II New Media

## Business Marketing Management

### Part-time Online



If you want to gain the essential marketing and management knowledge and abilities required to make effective business decisions, enrol in this certificate program. The long-term viability and profitability of a business depends on the ability of a marketing department to apply creative and critical thinking to its marketing strategy and to conduct business in a socially responsible manner. To successfully market in today's competitive environment, marketers must be experts in all areas of the marketing discipline ranging from research, to sales, to integrated marketing communications. This program helps students develop these applied skills and to view the customer as the centre of focus for the entire organization.

To qualify for this certificate, you must complete 12 courses within six years.

**Note:** As a substitute for course MKT2308, students may register for BAI2300 or BAI2310. Attaining a CSP designation is available through the Canadian Professional Sales Association (CSPA).

**For further information,** contact the CSPA Sales Institute at 1-888-267-CSPA ext. 252 or visit their website at [cpsa.com](http://cpsa.com).

**For the online delivery,** please contact Program Coordinator: Renne Staples [staplei@algonquincollege.com](mailto:staplei@algonquincollege.com) or 613-727-4723 ext. 7506.

### Program of Study

MKT2211	* Marketing I
MKT2212	* Marketing II
MKT2322	* Selling for Success
MKT2324	* Advertising and Promotion Management
MKT2307	* Applied Marketing Research
MKT2308	* Developing and Managing Global Markets

MKT2221	E-Marketing and Distribution
ENL5012	* Business Writing Strategies

### Elective: choose 4

MKT2320	* Developing Winning New Products
MGT5164	* Introduction to Project Management
MKT2310	* Retail Management
ACC2201	* Financial Accounting I
BUS2301	* Business Computer Applications
MGT2381	* Human Resources Management
QUA2311	* Quantitative Methods I

## Business Studies

### Part-time Online



If you are looking for a career in an organization with on-the-job training programs or plan to operate your own business, this certificate program provides a broad background in all aspects of business administration. Students develop skills in accounting, communication, microcomputers, and gain an awareness of management, marketing, economics, and business law. Courses may also be credited towards other College certificates and diplomas. To qualify for this certificate, you must complete eight core courses and four courses in the major subject (or three in the major subject, plus one elective) within six years.

**For further information,** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study:

#### Core Requirements (all streams)

ACC2201	* Financial Accounting I
BUS2301	* Business Computer Applications
ECO2305	* Microeconomics
ENL1813	* Communications I
LAW1702	* Business Law
MGT2310	* Management Principles
MKT2211	* Marketing I
QUA2311	* Quantitative Methods I

#### Accounting Stream Elective: choose 3

ACC2202	* Financial Accounting II
ACC2204	* Intermediate Accounting I
ACC2205	* Intermediate Accounting II
ACC2354	* Managerial Accounting I
ACC2364	* Financial Management

## Management Studies Stream Elective: choose 3

MGT2320	* Material and Operations Management
MGT2380	* Industrial Relations
MGT2381	* Human Resources Management
MGT2382	* Organizational Behaviour
MGT2384	* Training and Development
MGT2388	* Compensation Management
MGT2391	* Human Resources Planning
MGT5164	* Introduction to Project Management

## Marketing Stream Elective: choose 3

MKT2212	* Marketing II
MKT2307	* Applied Marketing Research
MKT2308	* Developing and Managing Global Markets
MKT2322	* Selling for Success
MKT2323	* Marketing Channels
MKT2324	* Advertising and Promotion Management
RET2200	* Overview of Retailing

## All Streams Elective: choose 1

ECO2306	* Macroeconomics
ENL1823	* Communications II
FIN2304	* Business Finance
FIN2320	* Personal Finance
MGT2396	* Occupational Health and Safety
QUA2321	* Quantitative Methods II

## IMPORTANT

The information in this course guide was accurate at the time of publication. Algonquin College has the right to change, cancel or modify any course or program, including fees, timetables, instructors, or campus location, at any time.

For the most current and updated information, please visit our website at [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

# Business and Management

## Business Writing Part-time Online



Interested in improving your writing skills to enhance your career opportunities? This certificate program prepares students to become productive, confident and effective communicators in today's computerized business world. The curriculum covers Basic English writing skills and introduces students to the major styles of professional business documents, project management techniques and resource communication strategies. In addition, students can concentrate on a specific writing genre, such as web development, business manuals or marketing material. To qualify for this certificate, you must complete two compulsory courses and six elective courses within four years.

**For further information,** please email  
[OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

- ENL0011 \* Writing Grammatically
- DAT0016 \* Desktop Publishing for Business

### Elective: choose 2

- ENL1798 \* Critical Thinking
- ENL1977 \* Technical Communications
- ENL5107 \* Research and Reporting
- ENL5012 \* Business Writing Strategies

### Elective: choose 4

- ENL5114 \* Writing a Proposal
- ENL0017 \* Writing a Business Manual
- ENL0018 \* Writing for the Web
- ENL0019 \* Writing Sales Material
- ENL0020 \* Job-Search Skills
- ENL0021 \* Writing a Business Plan
- ENL0022 \* Writing a Marketing Plan

## Client Relations Part-time Online



Learn the strategies and techniques to solidify and enhance your client relations skills and build positive, lasting relationships with clients. This certificate program prepares students to develop teams of staff dedicated to excellent service delivery, to identify, mitigate, and avoid confrontational situations with internal and external clients, and to create and promote an effective corporate service culture. To qualify for this certificate, you must complete the program within three years. Graduates can seek employment in the service sector including retail, hospitality, contact centres and business offices.

**Note:** MGT2382 Organizational Behaviour has replaced the elective course MGT2382E Organizational Behaviour.

**For further information,** please email  
[OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

- CAL0001 \* Building and Maintaining Customer Relationships
- COM0001 \* Creating a Corporate Service Culture
- CAL5009 \* Strategies for Fostering Client Loyalty
- CAL5010 \* Developing Client Service Teams

### Elective: choose 2

- LFS5506 \* Ethical Decisions in Leadership
- MGT5115 \* Management/Leadership Skills
- MGT2310 \* Management Principles
- MGT2382 \* Organizational Behaviour
- MGT0072 \* Culture and Conflict: Impact and Influence

## Conflict Management Part-time Online



Learn how conflict develops and manifests itself among individuals, teams, and organizations. In this certificate program, students explore the five key areas of conflict management: theory and diagnostics, communication, conflict and culture, conflict across generational differences, and conflict in teams. Drawing on personal and professional experiences, students apply tools and strategies for resolving and managing conflict and gain an understanding of how diversity, such as gender, culture, and age, plays a role in conflict situations. To qualify for this certificate, you must complete the program within three years.

**For further information,** please email  
[OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

- MGT0071 \* Introduction to Conflict Theory
- COM0006 \* Communication and Conflict Management
- MGT0072 \* Culture and Conflict: Impact and Influence
- COM0005 \* Generational Diversity and Conflict
- MGT0073 \* Managing Conflict in Teams

## Forensic Accounting and Fraud Investigations



### Full-time Online or Part-time Online

If you are interested in joining the growing field of forensic accounting and fraud investigations, this Ontario College Graduate Certificate program provides you with the professional skills and practical techniques to detect and prevent fraud in today's business world. Learn how to investigate and analyze financial evidence, apply computer techniques to investigations, and understand the theories of ethics and criminology.

#### Notes:

- Endorsed by the Association of Certified Forensic Investigators of Canada (ACFI).
- As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.
- Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

#### Admission Requirements

##### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

##### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

#### Program Eligibility (Full-time Online & Part-time Online)

Students are required to provide proof of a university degree or three year college diploma in a related business area, or proof of sufficient work experience in the accounting, auditing, or investigative fields. Examples of work experience recognized would be accounting, internal auditing, financial auditing, fraud examinations, investigation work, loss prevention and security reviews, financial risk analysis, compliance auditing, regulatory examinations, and law enforcement work.

#### Application Information (Full-time Online & Part-time Online)

This program requires an application process. Please fill out an application form <http://www.algonquincollege.com/ccol/ForensicAccounting.pdf> for proof of sufficient work experience submit current resume/cv and a letter from an employer attesting to your related experience. Please forward application documentation to:

Program Coordinator  
Forensic Accounting and Fraud Investigations Program  
Algonquin College  
1385 Woodroffe Ave, Room P209  
Ottawa, ON KEG 1V8

For more information, please contact  
[OL@algonquincollege.com](mailto:OL@algonquincollege.com) or 1-888-684-4444.

#### Program of Study

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

#### Series: 01

- BUS5008 \* Introduction to Forensic Accounting and Fraud Investigations
- LAW5049 \* Legal Components in a Forensic Investigation
- DAT0108 \* Computer Forensics and Data Mining
- ACC5030 \* Detection and Prevention of Fraud
- PSY0016 \* Criminology and Ethics
- DAT0109 \* Technology Fraud Investigations

#### Series: 02

- ACC5031 \* Forensic Accounting and Fraud Investigations - Advanced
- ENL5035 \* Interviewing and Presentation of Evidence
- ACC5032 \* Money Laundering and Asset Tracing
- ENL5036 \* Communication - Report Writing and Witness Testimony
- ACC5033 \* Governmental, Small Medium Enterprise (SME) and Not-For-Profit Frauds
- ACC5034 \* Analysis and Critique of Current Fraud Cases

#### FIND US ON FACEBOOK



Algonquin College – Distance Education

\* Offered this semester

## General Arts and Science – Pre Business



### Full-time Online or Part-time Online - Starting Fall 2012

The one-year General Arts and Science - Pre-Business Studies Ontario College Certificate program is designed for students who are interested in pursuing a career in the business field. Students in this program complete the prerequisite for the College's three-year Business Administration program while exploring their interests and aptitudes, assessing their career choices and experiencing college delivery of course material. Students who successfully complete the two semesters of this Ontario College Certificate program are eligible to be admitted to Level 03 of Algonquin's Business Administration program. Students receive credit for 10 courses from the first three Levels of the Business Administration program. They must complete three outstanding courses from Level 02 during the third Level of the program.

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

#### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

#### Program Eligibility (Full-time Online & Part-time Online)

- English, Grade 12 (ENG4C or equivalent).
- Mathematics, Grade 12 (MAP4C or equivalent).

#### Application Information (Full-time Online\*)

\*The part-time online program does not require an application process. Courses may be registered on an individual basis.

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario  
N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

#### Program of Study

##### Level: 01

ACC2310	Accounting Concepts I
BUS2301	Business Computer Applications
ENL1813G*	Communications I
ENV0010	Environmental Citizenship
MAT0014	Mathematics for Technology I
MKT2315	Marketing I

##### Level: 02

ECO2305	Microeconomics
ENL1823G*	Communications II
FIN2303	Introduction to Finance
LAW1702	Business Law
MAT0015	Mathematics for Technology II
MKT2316	Marketing II

\*ENL1813 (online) is equivalent to ENL1813G (on campus).

## Human Resources Management



### Part-time Online

The Human Resources Management certificate provides students with the essential human resources competencies. Students learn about human resources planning, recruitment and selection, compensation design and administration, training and development, industrial relations, employee relations, health and safety and employment law. To qualify for this certificate, you must complete the program within six years.

**Note 1:** Total elective hours must be a minimum of 90 hours.

**Note 2:** MGT2359 Laws of the Workplace has replaced LAW2380 Laws of the Workplace.

**Note 3:** The following courses are HRP/CHRP designation approved courses: ACC5015, MGT2380, MGT2381, MGT2382, MGT2384, MGT2388, MGT2391, MGT2393 and MGT2396.

Effective January 1, 2011, the HRP/CHRP will require an undergraduate degree as one of the criterion to earn the CHRP.

**For more information** regarding the CHRP designation, please go to [www.hrp.ca](http://www.hrp.ca).

For more information on the program, contact Reagan Wollin at 613-727-4723 ext. 7501 or [swollini@algonquincollege.com](mailto:swollini@algonquincollege.com).

#### Program of Study

MGT2359	✳	Laws of the Workplace
MGT2381	✳	Human Resources Management
MGT2382	✳	Organizational Behaviour
MGT2388	✳	Compensation Management
MGT2393	✳	Recruitment and Selection
MGT2396	✳	Occupational Health and Safety
MGT2397	✳	Employee Relations
MGT2384	✳	Training and Development
MGT2380	✳	Industrial Relations
MGT2391	✳	Human Resources Planning



## Human Resources Management cont'd.

### Elective: choose 2

ACC2201	*	Financial Accounting I
ACC2354	*	Managerial Accounting I
ACC5015	*	Finance and Accounting (HRPA)
ENL1829	*	The Power of Public Speaking
MGT5164	*	Introduction to Project Management
ENL5012	*	Business Writing Strategies
HOS2228	*	Wine, Food and Culture
MGT7330	*	Trends in Today's Workplace

## Leadership in Practice Part-time Online



Interested in improving your technical, interpersonal, and leadership capabilities? This certificate program provides students with exposure to the leading edge concepts and approaches to enhance their individual leadership skills. The curriculum covers issues such as strategic leadership, conflicts between organizational and personal leadership styles, and strategies for success in leadership positions. Employment opportunities for graduates may include entry and mid-level management and supervisory positions within the public and private sectors.

To qualify for this certificate, you must complete the program within four years.

**Note:** Previous management experience will be an asset before pursuing this program.

**For further information,** please email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

LFS5501	*	Developing Leadership Capacity
LFS5502	*	Leading and Managing Relationships in Organizations
LFS5503	*	Leadership and Communication
LFS5504	*	Building Strategic Competency for Change
LFS5505	*	Leadership and Personal Mastery

### Elective: choose 3

LFS5506	*	Ethical Decisions in Leadership
LFS5507	*	Leadership in a Team Environment
LFS5508	*	Leadership and People Management
LFS5510	*	Financial Management for Leaders
LFS5511	*	Women in Leadership: Developing Your Potential
LFS5512	*	Resolving Conflict

## Management Studies Part-time Online



The Management Studies certificate program explores human resources management, finance, accounting, marketing, operations and small business management. If you currently have management responsibilities or have some work experience and hope to assume a management role, this certificate applies up-to-date management theories and concepts to workplace situations.

To qualify for this certificate, you must complete the program within six years.

**For further information on the program,** contact Renee Staples at 613-727-4723 ext. 7506 or [staplei@algonquincollege.com](mailto:staplei@algonquincollege.com).

### Program of Study

MGT2381	*	Human Resources Management
MGT2320	*	Material and Operations Management
FIN2304	*	Business Finance
ACC2201	*	Financial Accounting I
MKT2211	*	Marketing I

### Elective: choose 5

ENL5012	*	Business Writing Strategies
MGT2346	*	Introduction to E-Business
MGT5164	*	Introduction to Project Management
RET2211	*	Retail Management
MGT2393	*	Recruitment and Selection
MGT2232	*	Entrepreneurship and Innovation
MGT2397	*	Employee Relations
MKT2212	*	Marketing II
BAI2300	*	Global Business Environment

### Elective: choose 2

BUS2301	*	Business Computer Applications
ECO2305	*	Microeconomics
ENL1825	*	Communication Dynamics
QUA2311	*	Quantitative Methods I
LAW1702	*	Business Law
ENL1829	*	The Power of Public Speaking
MKT2322	*	Selling for Success

## PROJECT MANAGEMENT INSTITUTE

Algonquin College is a PMI® Registered Education Provider. REPs are approved by PMI to provide world-class project management training.

Algonquin College's **Project Management** certificate provides knowledge and skills to deliver high-quality, well-defined project solutions.

All courses in the **Project Management** certificate qualify for Professional Development Units for PMPs to maintain credentials.

See page 19 for details.

**For more information,** contact Elke Harder at 613-727-4723 ext. 5205 or [hardere@algonquincollege.com](mailto:hardere@algonquincollege.com).



## Military Arts and Science Part-time Online



If you are a non-commissioned member (NCM) of the Canadian Forces or an individual who is interested in military affairs, this Ontario College Diploma program provides you with a comprehensive knowledge of the essential skills required to function effectively in the modern military or in large corporations. The curriculum covers applied communication, leadership capabilities, critical thinking skills, problem-solving techniques, security and psychological studies, and management principles.

To qualify for your diploma, you must complete the program within 10 years.

Notes: The delivery of this online program is made possible by an innovative partnership between OntarioLearn (Algonquin College consortium member), the Royal Military College (RMC), and the Canadian Defence Academy. Upon successful completion of this program, graduates may be provided with advanced standing in the Bachelor of Military Arts and Science offered at the Royal Military College.

### Application Information

Applications to this program must be submitted to the:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario  
N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their guidance office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca) or from the Registrar's office of any Ontario College of Applied Arts and Technology.

**Note:** International applicants applying from out of country may obtain an "International Student Application Form" and instructions by contacting the Client Service Officer, International, at the Registrar's Office.

An \$85 application fee must accompany the application form.

For further information on the admissions process, please contact:

Registrar's Office, Algonquin College  
1385 Woodroffe Avenue  
Ottawa, Ontario K2G 1V8  
613-727-0002 or 1-800-565-4723  
Fax 613-727-7632

Military personnel may be eligible for exemptions within this program if they have successfully completed military training courses, have been posted overseas and through their current military ranking. Please note that courses MAS1000, MAS1002, MAS1003, MAS2001 and MAS2002 are completed through Royal Military College (RMC). Accepted students in this program will be provided the required proof of acceptance and registration instructions upon request.

**For further information**, please contact the Online Learning Administrative Coordinator Sharon Rendle at [rendles@algonquincollege.com](mailto:rendles@algonquincollege.com) or 613-727-4723 ext. 5592.

### Program of Study

#### Series: 01

- ENL0011 \* Writing Grammatically
- ENL1813 \* Communications I
- MAS1000 \* Canadian Military History: a Study of War and Military History 1867 to Present
- PSY1754 \* Psychology Introduction
- MAS2002 \* Management: Principles and Practices in a Canadian Defence Setting

#### Series: 02

- LFSS507 \* Leadership in a Team Environment
- MAS1002 \* The Law of Armed Conflict
- MGT5164 \* Introduction to Project Management

#### Elective: choose 1

- ACC2201 \* Financial Accounting I
- MAT8300 \* Technical Mathematics
- QUA2311 \* Quantitative Methods I

#### Choose one from equivalencies:

- GED1800 \* General Education Elective\*

\* See page nine for General Education Elective course list.

#### Series: 03

- ENL1823 \* Communications II
- MGT0071 \* Introduction to Conflict Theory
- MAS2001 \* The Canadian Forces and Modern Society: Civics, Politics and Intl Relations
- MGT5142 \* Organizational Studies

#### Elective: choose 1

- LFSS501 \* Developing Leadership Capacity
- LFSS503 \* Leadership and Communication
- MGT0057 \* Operations Planning Process
- MGT2310 \* Management Principles
- MGT5115 \* Management/Leadership Skills
- SSC5012 \* Racism and Discrimination

#### Series: 04

- ENL1798 \* Critical Thinking
- MAS1003 \* Technology, Society and Warfare
- PEP0011 \* Principles of Ethical Reasoning
- PSY0014 \* Learning, Thinking and Problem Solving

#### Choose one from equivalencies:

- GED1800 \* General Education Elective\*

\* See page nine for General Education Elective course list.

## NEW NAME FOR DISTANCE EDUCATION

As Distance Education has now expanded to include the delivery of both part-time and full-time online programs, the name has changed to **ONLINE LEARNING.**

## Office Operations and Business Practices



### Part-time Online

If you are interested in acquiring the skills and knowledge to work in a computerized business environment, enrol in this certificate program.

Students learn how to use the standard microcomputer applications, as well as ACCPAC, which is one of the most popular business accounting software programs in the industry.

To qualify for this certificate, students must complete six compulsory courses and two electives within three years.

**For further information on the program**, please contact Barb Asselin at 613-727-4723 ext. 7441 or [asselib@algonquincollege.com](mailto:asselib@algonquincollege.com).

### Program of Study

ENL5012	*	Business Writing Strategies
BUS2301	*	Business Computer Applications
ACC5022	*	Accpac for Windows Small Business Series General Ledger
ACC5023	*	Accpac for Windows Small Business Series Accounts Receivable
ACC5024	*	Accpac for Windows Small Business Series Accounts Payable
CAL0001	*	Building and Maintaining Customer Relationships

### Elective: choose 2

ACC2201	*	Financial Accounting I
OFF5102	*	Office Technology and Procedures
BUS2302	*	Information Technology and the Business Student

## Professional Sales



### Part-time Online

Achieving success in the sales profession can be challenging, but it can also be very rewarding. In this certificate program, students gain an understanding of the fundamentals of the marketing and sales industries and focus on strengthening their marketing, communication, and selling skills. As a result, students develop an awareness of the needs and expectations of clients in order to foster solid business relationships.

To qualify for this certificate, you must complete five core courses and two electives within four years.

**For further information on the program**, please contact Renee Staples at 613-727-4723 ext. 7506 or [staplei@algonquincollege.com](mailto:staplei@algonquincollege.com).

### Program of Study

CAL0001	*	Building and Maintaining Customer Relationships
MKT2211	*	Marketing I
MKT2212	*	Marketing II
ENL5012	*	Business Writing Strategies
MKT2322	*	Selling for Success

### Elective: choose 2

CAL5009	*	Strategies for Fostering Client Loyalty
ACC2201	*	Financial Accounting I
LAW1702	*	Business Law
MGT0025	*	Ethical Issues in Business
MGT0072	*	Culture and Conflict: Impact and Influence

## Project Management



### Part-time Online

If you are interested in improving your performance working in the project management environment, this certificate program provides you with the skills to deliver higher quality, well-defined project solutions. Learn how to set realistic goals, improve processes, and foster a cohesive and cooperative project team. The program can also better prepare you for the Project Management Professional (PMP) credential administered by the Project Management Institute (PMI).

The basis for the program content and standards is the Guide to the Project Management Body of Knowledge developed by PMI, which is an international association of professionals specializing in the art and science of project management and sets a standard of excellence for the profession.

To qualify for this certificate, you must complete the program within four years.

**Note:** If you are a certified Project Management Professional (PMP), you are automatically exempt from MGT5164 Introduction to Project Management.

### Additional Learning Option

In addition to the online and on-campus evening courses, an accelerated on-campus delivery is available this fall. Find out more at [algonquincollege.com/pm](http://algonquincollege.com/pm).

**For further information**, contact Coordinator Elke Harder at 613-727-4723 ext. 5205 or [hardere@algonquincollege.com](mailto:hardere@algonquincollege.com).

### Program of Study

MGT5164	*	Introduction to Project Management
MGT5079	*	Project Definition and Planning
MGT5083	*	Project Management and the Human Interface
MGT5084	*	Project Management Scheduling Software
MGT5085	*	Project Risk Control and Quality Management
MGT5086	*	Contracting and Procurement in Project Management
MGT5087	*	Directed Studies in Project Management

## Property Management Foundations

### Part-time Online



The business and real estate industries are expected to grow due to the needs of a growing population and business expansions. Property managers are responsible to operate real estate property, usually on behalf of the owner. As such, they often fill the role of liaison between a variety of stakeholders including the owners, tenants, staff and service providers. Learners gain the practical training and knowledge required to manage private residential rental properties focusing on key functional areas. Learners develop communication and client service skills, as well as an understanding of key concepts in property management and the use of applicable legislation.

This program is of interest to those seeking an entry-level position in residential property management or to individuals currently employed in the field seeking formal training.

To qualify for this certificate, you must complete the program within three years.

**For further information,** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

CAL0001	*	Building and Maintaining Customer Relationships
ENL5012	*	Business Writing Strategies
MGT0064	*	Property Management and Administration I
ACC0009	*	Accounting for Property Managers
LAW5055	*	Landlord and Tenant Law

## Small Business Accounting

### Part-time Online



If you are looking for an entry-level position in a small business or plan to run your own business, enrol in this certificate program and learn the theory and practice of introductory financial accounting. Focusing on the key functional areas of accounting and financial management, students gain the basic knowledge to manage the accounting needs of a small business using the QuickBooks accounting program.

To qualify for this certificate, you must complete the program within three years.

**For further information,** contact Coordinator Lee-Ann McDougall at 613-727-4723 ext. 2232 or [mcdougll@algonquincollege.com](mailto:mcdougll@algonquincollege.com).

### Program of Study

ACC0004	*	Quickbooks Introduction
ACC2201	*	Financial Accounting I
ACC2300	*	Quickbooks Advanced
ACC2202	*	Financial Accounting II
MGT2303	*	Financial Management for Small Business

## Virtual Assistant

### Part-time Online



Through this online, 15-week College Certificate program, students develop the skills necessary to set up a home office in their demonstrated area of expertise and to work remotely for a wide variety of clients as a Virtual Assistant. This unique program assists students in determining their niche market and developing a business plan, list of services and collateral to support this market. Students develop a website for their new business complete with graphics, audio, video, lead management, social media and search engine optimization techniques. Students become well versed in aspects of offline and online marketing strategies. The work placement simulation of the program may assist each graduate in an effort to obtain and deliver jobs distributed through a virtual work environment.

**For further information,** please contact Barb Asselin at [asselib@algonquincollege.com](mailto:asselib@algonquincollege.com) or 613-727-4723, ext. 7441

### Program of Study

(all courses are available for winter 2012)

OFF1000	Business Administration for the Virtual Assistant
OFF1001	Media Alternatives for the Virtual Assistant
MKT1000	Marketing Alternatives for the Virtual Assistant
OFF1002	Web Development for the Virtual Assistant
WKT1000	Virtual Work Placement



For more information on Online Learning, contact [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

## IS ONLINE LEARNING FOR YOU?

If you prefer to study at your own pace in the comforts of your home or office, or if you live a distance from our campus, these courses are for you. Online Learning students should have self-discipline and good reading, writing, and analytic skills.

In addition to the study skills necessary for post-secondary learning, there are some specific skills that you will require to be a successful distance learner. These include:

- Extra emphasis on goal setting
- Self-discipline and time management
- Ability to monitor your own progress
- Willingness to ask for help when needed
- Dedication to search for information
- Computer skills
- Excellent communication skills
- Ability to work independently

**Personal Interest Courses**

FIN0008	✳	Contemporary Practices in Financial Planning
HLT0169	✳	Medical Terminology - Level 2 (Pronunciation)
SSC5102	✳	Introduction to Small Business and Entrepreneurship
MGT0054	✳	QMS Process Auditing
MGT5162	✳	Customs Administration 2
MKT5055	✳	Principles of Sales
ACC0008	✳	Auditing II
LAW0025	✳	Wills & Estates Practice and Procedure
LAW0008	✳	Legal Terminology
ACC5035	✳	ACCPAC Order Entry Level I
MGT0055	✳	Purchasing I
MGT5177	✳	Environmental Services
DAT0067	✳	Publisher
FIN0007	✳	Comprehensive Practices in Risk and Retirement Planning
MKT2327	✳	Management of Organizational Strategic and Marketing Plans
FAE1342	✳	Event Management Strategies
MKT2220	✳	e-Business and Supply Chain Management
ACC0006	✳	Taxation II
MGT5161	✳	Customs Administration I
ACC5036	✳	ACCPAC Order Entry Level 2
LAW5054	✳	Corporate Practice and Procedure
LAW0024	✳	Real Estate Practice and Procedure II
MGT0056	✳	Inventory I
MGT2312	✳	Strategic Management
LAW5051	✳	Law Office Accounting
MGT5165	✳	Brokerage & Logistics 2
ACC5037	✳	ACCPAC Payroll
MGT5163	✳	Brokerage & Logistics 1
ECO2321	✳	Labour Economics
ACC5039	✳	Payroll Administration
MGT0049	✳	Small Business Operations and Legal Issues

**CHILD AND YOUTH WORKER  
NEW FOR FALL 2012**

**Make a difference in your community.**

Prepare to develop and implement a wide range of prevention, intervention and treatment strategies to facilitate positive change in children, youth and their families. Using a concurrent delivery model, this unique program allows students to apply theoretical concepts of healthy development, therapeutic programming, child and youth work interventions and counselling in their field placement experiences.

See page 23.



HLT0141	✳	Medical Transcription Fundamentals
MGT0044	✳	Statistical Methods of Quality Assurance
HLT0142	✳	Medical Transcription Styles & Practices
LAW0023	✳	Real Estate Practice and Procedure I
LAW5052	✳	Introduction to Legal Office Practice and Procedures
MGT0074	✳	Customs Brokerage Services
MGT2302	✳	Global Logistics
FIN0010	✳	Mortgage Broker Licensing
MGT5168	✳	Benefits Administration
MGT0032	✳	Fundamentals of Quality Assurance
LAW0028	✳	Canadian Law
LAW0029	✳	Canadian Law and Provincial Legislation

**IMPORTANT**

The information in this course guide was accurate at the time of publication. Algonquin college has the right to change, cancel or modify any course or program, including fees, timetables, instructors, or campus location, at any time. For the most current and updated information, please visit our website at [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

✳ Offered this semester



## Community and Social Services

### Autism and Behavioural Science Full-time Online or Part-time Online



Interested in working as an instructor therapist in an Intensive Behavioural Intervention (IBI) program? This Ontario College Graduate Certificate program provides you with a firm grounding in the principles and practices of Applied Behaviour Analysis (ABA); specifically, in the application of ABA to IBI with children with Autism Spectrum Disorders (ASD). The curriculum covers the range of evidence-based practices in autism treatment, the characteristics of ASD, as well as child development and augmentative communication systems. Graduates of the program work predominantly with children and career opportunities may include ASD treatment teams, school boards, community agencies and family settings.

#### Notes

- A grade of at least C- is required in each course in order to be successful in the program.
- Acknowledged/accepted applications specify a six (6) year time period to complete all program requirements.
- Individual course registration is not available for full-time online programs.

#### Admission Requirements (Full-time Online & Part-time Online)

##### Program Eligibility

Applicants are required to provide proof of successful completion of two-year Ontario College Diploma (minimum) or equivalent, or an approved diploma or degree program in a related discipline: behavioural science, early childhood education, child and youth worker, developmental services worker, social services worker, sociology, psychology, child studies and education. Prior to clinical experience, students are required to complete an Algonquin College Health Assessment form and/or an Immunization Form. As well, all students are required to provide evidence of approved certification in Non-Violent Crisis Prevention/Intervention as a prerequisite to the Field Placement component of this program. GENO184 - Non-Violent Crisis Prevention Intervention is offered at the Woodroffe campus in the Fall and Winter semesters. Please contact the coordinator for more information.

#### Police Records Check Documentation

Successful completion of clinical placement is a requirement for graduation from the Autism and Behavioural Science program. Agencies that provide placement opportunities require you to have a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS). Your acceptance for placement is at the discretion of the agency. If you register in the program without a clear PRCSVS and as a result are unable to participate in placement, you will not be able to graduate.

#### Clinical Placement Eligibility

To be eligible for placement, you must submit proof of a clear PRCSVS, which will be retained on your departmental file and used only for purposes related to your placement. You will be required to disclose the contents of the PRCSVS, including all notations, to the placement agencies. It is your responsibility to obtain the PRCSVS from your local Police Department prior to the deadline identified by your Department and to pay any associated costs. It may take a long time to obtain this documentation; please submit your application as early as possible. Should you require further information, contact the Academic Manager. Field Placements are completed at pre-approved agencies/institutions in consolidated blocks of time in order to meet placement learning outcomes. Prior to clinical experience, students are required to complete an Algonquin College Health Assessment Form and/or an Immunization Form.

#### Application Information

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at

<https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information**, please contact Julie Caissie at 613-727-4723, ext. 7317 or [caissiej@algonquincollege.com](mailto:caissiej@algonquincollege.com).

#### Full-time Program of Study

**Individual course registration is only available to part-time students accepted into the program.**

##### Level: 01

FAM0040	✳	Introduction to Applied Behaviour Analysis
FAM0041	✳	Introduction to Autism Spectrum Disorder (ASD)
FAM0045	✳	Working with Families and Teams
FAM0046	✳	Ethics and Professionalism
FAM0049	✳	Specialized Instructional Strategies

##### Level: 02

FAM0044	✳	Treating Challenging Behaviours
FAM0047	✳	Behavioural Skill Building
FAM0048	✳	Parent and Staff Training
FAM0025	✳	Field Placement I

##### Level: 03

FAM0051	✳	Transition Planning and Implementation
FAM0026	✳	Field Placement II

#### Part-time Program of Study

##### Series: 01

FAM0015	✳	Introduction to Applied Behaviour Analysis
FAM0016	✳	Introduction to Autism Spectrum Disorder (ASD)
FAM0018	✳	Working with Families and Teams

**Autism and Behavioural Science cont'd.**

- FAM0019 ✳ Ethics and Professionalism
- FAM0023 ✳ Specialized Instructional Strategies

**Series: 02**

- FAM0017 ✳ Treating Challenging Behaviours
- FAM0020 ✳ Behavioural Skill Building
- FAM0021 ✳ Parent and Staff Training
- FAM0025 ✳ Field Placement I

**Series: 03**

- FAM0024 ✳ Transition Planning and Implementation
- FAM0026 ✳ Field Placement II

**Child and Youth Worker**



**Full-time Online or Part-time Online (Year 1 only) Starting Fall 2012**

This three-year Ontario College Advanced Diploma program prepares students to develop and implement a wide range of prevention, intervention and treatment strategies to facilitate positive change in children, youth and their families. Using a concurrent delivery model, this unique program allows students to apply theoretical concepts of healthy development, therapeutic programming, child and youth work interventions and counselling in their field placement experiences. During the program, students complete four terms of field placement which is supported through coursework, tailor-made seminar classes and comprehensive onsite supervision.

Supplemented with additional knowledge in outdoor activity facilitation, group work and specific client populations, graduates are positioned to work in a wide variety of clinical, community and educational settings. Graduates may be employed as frontline child and youth counsellors, residential workers, educational assistants and community support workers.

**Notes**

- Applicants with a university degree in the social sciences or a two-year college diploma in a human services program (such as Developmental Service Worker, Social Service Worker, or Early Childhood Education) may be admitted directly into the second year of the program (Level 03). To be considered for Advanced Standing, applicants must submit acceptable proof of at least 300 hours of documented paid or volunteer experience with children and/or youth in a recognized community agency.

**Admission Requirements**

**College Eligibility (Part-time Online)**

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

**College Eligibility (Full-time Online)**

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

**Program Eligibility (Full-time Online and Part-time Online)**

- English, Grade 12 (ENG4C or equivalent) with a minimum grade of 65% or higher.

**Health Requirements**

Applicants must provide evidence of full and complete immunizations. The Algonquin College Health Services will review the student's record of immunization and provide authorization for entry into field placement. Some field placement agencies may require the Hepatitis B vaccine and the Influenza vaccine.

**Note:** Students who do not comply with the immunization requirements will not be allowed into field placement and as such may not be able to complete the placements required for graduation from the program. The physical and emotional health of each applicant to the program must be such that he or she can successfully cope with the program of instruction including the demands of field placement. Individuals who have concerns about their ability to meet these requirements should contact the coordinator of the CYW program prior to submitting an application.

**Police Records Check Documentation**

On the first day of classes in year two and three (level 03 and level 05), you must provide the College with a Police Records Check for Service with the Vulnerable Sector (PRCSVS). If this documentation is not submitted on time, you will not be placed and your registration in the program will be jeopardized. Successful completion of field placement is a requirement for graduation from the Child and Youth Worker program. Agencies that provide placement opportunities will require you to have a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS). Your acceptance for placement is at the discretion of the agency. If you register in the program without a clear PRCSVS and as a result are unable to participate in placement, you will not be able to graduate and will be asked to withdraw.

**Field Placement Eligibility**

To be eligible for placement, you must submit proof of a PRCSVS, which will be retained on your departmental file and used only for purposes related to your placement. You will be required to disclose the contents of the PRCSVS, including all notations, to the placement agencies. It is your responsibility to obtain the PRCSVS from your local Police Department prior to the start of classes. It may take a long time to obtain this documentation; please submit your application as early as possible. Should you require further information, contact the Program Chair. In year 2 and 3 (levels 03 and 05) students are required to submit prior to the first day of classes proof of standard First Aid and Level C CPR certification. Students must obtain this training and submit this documentation prior to being assigned a field placement.

**Application Information (Full-time Online\*)**

\*The part-time online program does not require an application process. Courses may be registered on an individual basis.

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

✳ Offered this semester

## Child and Youth Worker cont'd.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

## Program of Study

### Level: 01

ENL1813S	Communications I
FAM0001	Principles of Psychology
FAM1054	Introduction to Child and Youth Work
FAM1058	Field Preparation Seminar I
FAM1258	Child and Youth Workers Online
FAM1702	Children and Youth in Contemporary Society

### Level: 02

ENL1902F	Professional Communication for Child and Youth Workers
FAM0011	Sexual Issues
FAM1066	Child Development
FAM1067	Children in Care and the Law
FAM1255	Field Preparation Seminar II
FAM1259	Diversity in Canadian Society

## Early Childhood Education Full-time Online or Part-time Online



This two-year Ontario College Diploma program prepares students to become educators of young children in a variety of early learning settings. The program provides students with the knowledge and skills necessary to work with families and other professionals to support children's learning and development. It emphasizes the development of inclusive play-based curriculum for children from birth to age 12. Students in the program benefit from opportunities to observe the application of best practices in the onsite lab school and to apply their knowledge in real-world settings as they participate in field placements.

### Notes

- Individual course registration is not available for full-time online programs.
- ECE is a physically demanding profession. Individuals entering this profession must be able to lift children, materials and equipment, and to move quickly between areas in the room and outside in order to ensure children's safety.

### Admission Requirements

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

#### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

### Program Eligibility (Full-time Online and Part-time Online)

- English, Grade 12 (ENG4C or equivalent) with a minimum grade of 65%.

### Health Requirements (Full-time Online and Part-time Online)

Applicants must provide evidence of full and complete immunizations. The Algonquin College Health Services will review the student's record of immunization and provide authorization for entry into field placement. More information in this regard will be mailed to successful applicants. Some field placement agencies may require the Hepatitis B vaccine and the Influenza vaccine.

### Police Records Check Documentation (Full-time Online and Part-time Online)

Successful completion of field placement is a requirement for graduation from the Early Childhood Education program. Agencies that provide placement opportunities may require you to have a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS). Your acceptance for placement is at the discretion of the agency. If you register in the program without a clear PRCSVS and as a result are unable to participate in placement, you will not be able to graduate.

### Field Placement Eligibility

To be eligible for placement, you must submit proof of a PRCSVS, which will be retained on your departmental file and used only for purposes related to your placement. You will be required to disclose the contents of the PRCSVS, including all notations, to the placement agencies.

**CHECK OUT OUR WEBSITE**



[www.algonquincollege.com/OL](http://www.algonquincollege.com/OL)

## Early Childhood Education Cont'd.

### Application Information (Full-time Online and Part-time Online)

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at

<https://web.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information on the full-time program**, please contact Christine Wojcik, Program Coordinator, at 613-727-4723, ext. 5041 or [wojcik@algonquincollege.com](mailto:wojcik@algonquincollege.com).

**For further information on the part-time program**, please contact Tricia Kassotis, Program Coordinator, at 613-727-4723, ext. 7485 or [kassott@algonquincollege.com](mailto:kassott@algonquincollege.com).

## Program of Study

Individual course registration is only available to part-time students accepted into the program.

### Level: 01

ENL1813S	*	Communications I
FAM1000	*	Observation Skills
FAM1015	*	Preparation for Field Placement
FAM1236	*	Introduction to Curriculum
FAM1241	*	Health and Wellness for Children
FAM1242	*	Foundations of Early Childhood Education
FAM1243	*	Child Development

### Level: 02

FAM0029	*	Creative Arts 1
FAM1003	*	Psychology of Learning
FAM1233	*	Field Seminar I
FAM1234	*	Practice Teaching I
FAM1244	*	Environments and Programming for Kindergarten and School-Age Children
FAM1245	*	Environments and Programming for Young Children
FAM1246	*	Introduction to Children with Exceptionalities

### Level: 03

ENL1904F	Children's Literature
FAM0030	Creative Arts 2
FAM1033	Practice Teaching II
FAM1240	Field Seminar II
FAM1247	Creating an Effective Curriculum
FAM1248	Guiding Children's Behaviour
FAM1249	Math and Science

### General Education Elective: choose 1

GED0430	General Education Elective*
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\*See page nine for General Education Elective course list.

### Level: 04

FAM1043	Practice Teaching III
FAM1238	Field Seminar III
FAM1250	Language and Emergent Literacy
FAM1251	Families and Community
FAM1252	Assessment of Children's Learning
FAM1253	Professional and Administrative Practices in ECE



## CONSTRUCTION MANAGEMENT

Understand the main principles and processes of the construction management field with a certificate in **Construction Management**. This program covers the interpretation of commercial documents and provides an understanding of working drawings as well as emphasizes the preparation of construction schedules, the art of planning, and the importance of job costing and project control.

For more information, see page 44.

## Fundraising Management Part-time Online



Interested in professional fundraising and being involved in the areas of special events, direct mail and telemarketing, grant writing, campaign management, and donor-centred planned giving? If so, this certificate program equips students with the practical skills necessary to enhance their marketable skills to successfully pursue a career in fundraising in the non-profit sector. Graduate employment opportunities may include fundraising management and consulting for non-profit organizations, social welfare agencies, hospitals and health charities, university and college foundations, international development agencies, and community organizations.

To qualify for this certificate, you must complete the program within three years.

For further information, email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

MGT5143	✳	Introduction to Fundraising
MGT5144	✳	Fundraising as Management Process
MGT5145	✳	Methods of Fundraising
MGT5146	✳	Donor Relationships in Fundraising
MGT5147	✳	Strategic Management of Campaigns
MGT5148	✳	Applied Fundraising Practices

## Performance Coaching – Full-time Online or Part-time Online



The Performance Coaching program focuses on the study of psychological skills associated with high-level performance applied to a broad population base. This 45 week Ontario College Graduate Certificate program is designed for working professionals whose job responsibilities include a coaching or mentoring role, individuals who wish to pursue careers as independent performance coaches and organizations who want to improve performance and productivity.

Students gain an understanding of the foremost theories, concepts and principles of performance coaching, as well as the practical application of leading techniques and interventions used in the field. Emphasis is placed on the application of psychological skills and knowledge to the enhancement of high-level performance with the aim of helping others meet or exceed high performance standards and enhance overall well being.

### Notes

- Individual course registration is not available for full-time online programs.
- As a part-time course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program. Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

## Admission Requirements

### Program Eligibility (Full-time Online and Part-time Online)

- A college diploma or degree, university degree or diploma.
- A minimum of three years of relevant work experience or professional training in business, sport, recreation, emergency services, military services, human services or equivalent.
- Submission of Letter of Intent and Resume.
- Applicants for whom English is a second language must provide proof of a TOEFL (iBT) with minimum score of 88 (with at least 20 in each section).

### Application Information (Full-time Online and Part-time Online)

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

### FIND US ON FACEBOOK



Algonquin College – Distance Education

### NEW NAME FOR DISTANCE EDUCATION

As Distance Education has now expanded to include the delivery of both part-time and full-time online programs, the name has changed to **ONLINE LEARNING.**



Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

For further information, please email Jo-Ann Harris, Program Coordinator, [harrisj3@algonquincollege.com](mailto:harrisj3@algonquincollege.com).

### Program of Study

Individual course registration is only available to part-time students accepted into the program.

#### Level: 01

- PER1001 \* Foundations of Performance Psychology
- PER1002 \* Fundamental Coaching Skills and Approaches
- PER1003 \* Assessment in Performance Coaching
- PER1004 \* Ethics and Professional Practice

#### Level: 02

- PER2002 \* Stress and Performance
- PER2003 \* Diversity in Performance Coaching
- PER2004 \* Research and Performance Psychology
- PER2008 \* Dynamics of Team and Group Performance

- PER2009 \* Field Placement I
- PER2010 \* Applied Performance Coaching

#### Level: 03

- PER3002 Field Placement II

### Sustainability Education Part-time Online



Sustainability education develops skills, knowledge and values that promote behaviour in support of a sustainable planet. Schools and teachers have a vital role to play in ensuring that the next generation has the necessary skills and knowledge to make lifestyle choices and business decisions that are sustainable. This certificate program is unique in exploring environmental education in the context of education for sustainability by helping to educate teachers, in both the public and private education systems, and in other organizations and institutions committed to sustainability education.

Learners develop an understanding of the importance of education for sustainability and apply learning and pedagogy to incorporate environmental and sustainability education across their respective curricula. Online learning is supported by an opportunity to apply new curriculum delivery skills in a practical learning/teaching environment in collaboration with Conservation Ontario.

To qualify for this certificate, you must complete the program within three years.

For further information, contact Coordinator Natalie Robinson at [robinson@algonquincollege.com](mailto:robinson@algonquincollege.com).

#### Program of Study:

- EDU1001 \* Foundations of Education for Sustainability
- EDU1002 \* Incorporating Environmental Education across the Curriculum
- EDU1003 \* Sustainability Education Curriculum Planning
- EDU1004 \* Sustainability Education Practicum

#### Elective: choose 1

- ENV0002 \* Environmental Citizenship
- PSI0003 \* Globalization and Sustainability

*"The Sustainability Education program from Algonquin College has surpassed many, if not all, of my expectations. This is the first time I have taken an online course, and I was very surprised at how easy it was to learn how to use the online platform. The professors are also extremely helpful and the course content is interesting, relevant and engaging. The assignments are thought provoking and encourage discussion about current issues in sustainability."*

- Chantal Houd, Sustainability Education student



## Human Resources Training

### Looking for management training?

You can take many programs through Part-time Studies, online or on campus, including:

- Business Administration – Human Resources** page 10
- Client Relations** page 14
- Conflict Management** page 14
- Human Resources Management** page 16
- Leadership in Practice** page 17
- Management Studies** page 17

\* Offered this semester

For course details and to register online visit: [algonquincollege.com/OL](http://algonquincollege.com/OL).

# Computer/Information and Communications Technology

## Teachers and Trainers of Adults Part-time Online



Are you interested in facilitating learning and assisting adult learners in achieving their goals? If so, this certificate program provides educators with the strategies and methods geared towards the needs and abilities of adult learners. The curriculum covers the principles of adult learning, curriculum development and assessment and evaluation techniques.

To qualify for this certificate, you must complete five core courses and one elective course within three years.

For further information, email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

TAC5112	*	Adult Learning
TAC5102	*	Curriculum Development
TAC5103	*	Instructional Techniques
TAC5114	*	Assessment and Evaluation
TAC5108	*	Managing a Diverse Learning Environment

### Elective: choose 1

TAC5113	*	Adults with Learning Disabilities
TAC5105	*	Instructional Technology in Adult Education

## Personal Interest Courses

### Community and Social Services

PSY0028	*	Abuse and Family Violence
PSY0027	*	Adolescent and Adult Development
PSY0018	*	Anger Management
LIB5011	*	Archives
MGT0038	*	Behaviour Management and Crisis Intervention
LIB0010	*	Client Services
PSY0011	*	Criminal Psychology II - Criminal Minds
PSY0025	*	Drug Knowledge: Addictions and Behaviour Changes
LIB0014	*	Health Libraries and Resources
SOC0004	*	Human Growth and Development
LIB5013	*	Information Work I
LIB0004	*	Library Financial Management and Budgeting
SSC0065	*	Natural Resources Career Management
SSC0064	*	Natural Resources Entrepreneurship
PSY0019	*	Personality Psychology
LIB5012	*	Records and Information Management Fundamentals
PSY0026	*	Same Sex Issues
LIB0008	*	Serials

### Environmental

FOR0002	*	Forest Mensuration
GE00007	*	Geological Disasters
ENV5001	*	Global Warming Concepts
HIS0013	*	History of Ontario Architecture
HIS0011	*	History of Western Architecture
GE00002	*	Introduction to Geology: An Overview of Planet Earth
GE00008	*	Oceanography

### Sports

GEN2011	*	The Hockey Hall of Fame Presents
PSY0017	*	Sports Psychology

## Computer/Information and Communications Technology

### Advanced Networking Technologies Part-time Online



Designed for professionals working in the technology sector, this web-based elearning certificate program, developed in cooperation with Innovatia, covers the most significant new technologies in computer networking. Students learn the basics of internetworking and gain a comprehensive understanding of the technologies required for the delivery of enhanced services in data networks and the Internet.

To qualify for this certificate, you must complete the program within one year.

### Mentor Help Desk Support

With an in-depth understanding of all our courses - both content and navigation - our mentors can guide and support you as you work through course material. Our highly skilled subject matter experts are available to answer any questions you may have. Mentor help desk support is available 24 hours a day, Monday to Friday. You can ask a question by submitting an Ask a Mentor email form, located in the course. Innovatia's technical support staff is available 24/7 to help you with your computer setup process and solve all of your technical problems. Whether you have forgotten your login password or have technical problems during setup or within the course, our technical team is always available to help. You can get technical assistance by contacting our toll-free technical support number at 1-888-462-2700, or you can ask a technical question through the email Tech Support link, located in your web-based eLearning course under the help desk menu.

For further information, please email Online Learning at [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

**Please note:** A special refund policy is in place for this program. No refund will be issued after the start date. Student contact information is released to Innovatia. These courses are self-directed learning.

## Advanced Networking Technologies cont'd.

### Program of Study

CST6500	* Internetworking Fundamentals
CST6501	* ATM Technology
CST6502	* Fibre Optic Technologies
CST6503	* Multiprotocol Label Switching (MPLS)
CST6504	* Voice Over Ip (VOIP)
CST6505	* VPN Technologies

## Enterprise Java Developer Part-time Online



If you are a beginner with limited Java programming or an experienced programmer wanting to enhance your skills, this certificate program provides in-depth Java developer training. These unique courses were designed and developed by professional programmers and developers with extensive experience working with object-oriented analysis and design and Java in both industrial and corporate settings.

To qualify for this certificate, you must complete the program within three years.

**Note:** Students should have previous programming experience in compiled languages.

**For further information,** contact Coordinator James Tinkess at 613-794-2328 or [tinkesj@algonquincollege.com](mailto:tinkesj@algonquincollege.com).

### Program of Study

CST5301	* Introduction to Java
CST6526	* Intermediate Java Programming
CST6379	* Advanced Java Programming
CST6443	* Building Java Components Using EJBS and Java Beans
CST6444	* The Java UI: Servlets and JSPs
CST6445	* Developing Web Services with Java and XML

## Technical Writer

### Full-time Online or Part-time Online



This one-year Ontario College Graduate Certificate program prepares students from a wide variety of diploma and degree programs for careers in the field of technical communication. While a proven ability in writing is a prerequisite for admission to the program, successful candidates are trained to communicate clear and accurate information to online, print and real-time audiences. The spread of technology-based communications has created a high demand for qualified writers beyond the area of high technology in every field of industry and in the public sector.

In addition to possessing advanced writing skills, technical communicators need well-developed abilities in research, analysis and organization. An essential part of a technical writer's work is to provide efficient communication that an organization can use to function effectively. Successful candidates are trained to gather relevant product data and to produce technical documentation that meets the needs of businesses and their clients. Students participate in small group projects and collaborative activities within the program and across technology programs at the College. In addition to honing research, analysis and organizational skills, these activities also refine the development of team skills prized in the workplace.

### Notes

- This program concludes with an onsite, practical workplace assignment which is typically arranged by the program coordinator.
- Individual course registration is not available for this program.

### Admission Requirements

#### Program Eligibility (Full-time Online and Part-time Online)

For the Technical Writer program, applicants should ideally satisfy one of the two following conditions:

- Successful completion of a university degree, with a strong showing in the courses for which high standards of writing are demanded.
- Successful completion of a three-year Ontario College Advanced Diploma, with a strong showing in the courses for which high standards of writing are demanded.

However, applicants possessing the following background will also be considered:

- Successful completion of a two-year Ontario Community College Diploma, with a strong showing in the courses for which high standard of writing are demanded, paired with demonstration of significant experience in the workplace in the production of a variety of written communication products.

## Application Information (Full-time Online)

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information,** please contact Mary Preston, Program Coordinator, at 613-727-4723, ext. 7326 or [prestom1@algonquincollege.com](mailto:prestom1@algonquincollege.com).

## Application Information (Part-time Online)

The part-time program requires an application process. Please complete an application form <http://www.algonquincollege.com/ccol/TechnicalWriter.htm> and forward application documentation to:

Program Coordinator Technical Writer Program  
Algonquin College  
1385 Woodroffe Ave, Room P209  
Ottawa, ON KEG 1V8

# Computer/Information and Communications Technology

## Program of Study

Individual course registration is only available to part-time students accepted into the program.

### Level: 01

TWR2000	* Technical Writing I
TWR2002	* Desktop Publishing
TWR2009	* Selected Topics I
TWR2010	* Designing Technical Documentation

### Level: 02

TWR2003	* Online Documentation
TWR2004	* Technical Writing II
TWR2011	* Usability in Product Design
TWR2014	* Document Planning and Management
TWR2015	* Editing I

### Level: 03

TWR2012	Web-Based Documentation
TWR2016	Editing II
TWR2201	Selected Topics II
WKT2000	Project

## Personal Interest Courses

DAT0101	* A+ Essentials - Hardware	DAT0093	* Keyboarding for Computers
DAT0102	* A+ Essentials - Operating System Software	DAT5172	* Microsoft Access
CST0002	* ABC's of Data Networking	DAT5173	* Microsoft Excel
DAT0094	* Adobe InDesign Basics	DAT5174	* Microsoft PowerPoint
DAT0121	* Advanced Design Principles	DAT0085	* MS Office-Professional: 2003
DAT0105	* Design Basics	DAT5458	* MS-Office Professional XP
DAT0105	* Design Basics	DAT5171	* MS-Word for Windows
GIS0001	* Designing/Implementing/Managing a GIS	DAT5534	* Object-Oriented Analysis and Design (OOAD) and Unified Modeling Language (UML)
DAT0080	* Developing Web Applications with ASP and C#	DAT5533	* Office 2007
DAT5535	* Dreamweaver - Advanced	DAT5292	* Programming for Absolute Beginners
DAT0116	* Excel Formulas	DAT5221	* Programming in C
DAT5262	* Excel-Advanced	DAT0088	* Security + Certification
DAT0118	* Flash-Intermediate	DAT5485	* Software Application Integration
DAT0113	* Growing Up Digital - Living and Working in Canada	DAT5487	* SQL Introduction
DAT5484	* Introduction to C# Programming	DAT0096	* Systems Analysis
DAT5194	* Introduction to Computers	DAT5195	* Visual Basic - Introduction
GIS5000	* Introduction to Geographic Information Systems	DAT5483	* Visual Basic Intermediate
		DAT5545	* Windows 7
		DAT0098	* Windows XP Professional - Exam prep 70-271
		CST0001	* Wireless: An Introduction to 3G
		DAT5261	* Word-Advanced



## OCCUPATIONAL SAFETY AND HEALTH

There are many possible hazards in the workplace. Learn to prevent them with the **Occupational Safety and Health** program. Gain knowledge, skills and solid training in the theories and practices of occupational safety and health. In addition to the fundamentals, learn the management skills and know-how to oversee workplace safety programs.

For more information, see page 40.

## HEALTH STUDIES

### Dementia Studies — Multidiscipline Part-time Online

If you work in the health care or social-science fields and want to increase your competency in caring for individuals with dementia, this Ontario College Graduate Certificate program develops the skills and strategies to provide person-centred care, while emphasizing the importance of preserving the uniqueness of individuals with dementia. Graduates of the program can seek employment in long-term care facilities, special units in retirement homes, and in cognitive teams within various community health agencies.

To qualify for this certificate, you must complete the program within four years.

**Note:** This program requires an application: [www.algonquincollege.com/cocol/Dementia.pdf](http://www.algonquincollege.com/cocol/Dementia.pdf)

Contact the coordinator for specific admission requirements.

Successful completion of a clinical placement is required for graduation. Agencies that provide placement opportunities require you to have a Police Records Check for Service with the Vulnerable Sector (PRCSVS).

SSC5624 Ethical, Legal and Spiritual Concerns in Hospice Palliative Care is accepted as a substitute course for HLT6734 Ethics and Legalities. HLT6736 Research and Development is not being offered in class, but can be taken through Online Learning.

**For further information,** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

#### Program of Study

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

HLT6671	* Overview of Dementia Care
HLT6700	* Communication and Interpersonal Skills
HLT6701	* Caregiving Skills
HLT6734	* Ethics and Legalities
HLT6735	* Evaluation and Program Planning for Managers and Leaders
HLT6736	* Research and Development
HLT6738	Dementia Clinical/Field Placement

#### Elective: choose 1

HLT5635	Advocacy
HLT5634	* Aging
NSG5627	* Orientation to Hospice Palliative Care
LFS5600	Aging and Active Involvement
HLT0202	Enhanced Hospice Palliative Care Skills for Community Caregivers

### Medical Transcription Part-time Online

If you are interested in a career as a medical transcriptionist, this certificate program provides the theoretical knowledge and practical skills to work as a medical transcriber in hospitals, medical clinics, private practice specialties, and community health agencies. Students study medical terminology, practise transcribing complex medical reports, and learn medical office procedures. Graduates can seek employment in various hospital departments including health records, diagnostic imaging, and pathology, in physicians' offices, as well as online transcription companies.

To qualify for this certificate, you must complete the program within four years.

**Notes:** It is recommended that students taking courses within this program have basic computer knowledge and strong word processing skills.

HLT0141 and HLT0142 are an asset for successful completion of HLT0078.

**For further information,** contact Kimberley Ann Archer at 613-727-4723 ext. 2141 or [archerk@algonquincollege.com](mailto:archerk@algonquincollege.com).

#### Program of Study

HLT0008	* Medical Terminology
HLT0077	* Medical Keyboarding
ENL0011	* Writing Grammatically
HLT0078	* Beginning Medical Transcription
HLT0079	* Advanced Medical Transcription
HLT0055	* Medical Office Procedures

#### Elective: choose 2

HLT0043	* Essentials in Health Records Management
HLT0018	* Dental Terminology
HLT0080	* Medical OHIP Billing

### Nursing Unit Clerk Part-time Online

Looking for a challenging career providing clerical and administrative support for a hospital unit or health care institution? This certificate program provides students with the essential office management and business communication skills required to work in a health care environment. Students gain a thorough understanding of medical terminology, medical conditions, pharmacology, surgical procedures, and medical testing techniques.

To qualify for this certificate, you must complete the program within three years.

**Notes:** HLT0008 Medical Terminology would be an asset for successful completion of HLT0044.

**For further information,** contact Kimberley Ann Archer at 613-727-4723 ext. 2141 or [archerk@algonquincollege.com](mailto:archerk@algonquincollege.com).

#### Program of Study

HLT0008	* Medical Terminology
HLT0009	* Pharmacology for the Medical Office Professional
HLT0010	* Medical Conditions for Medical Office Professionals
HLT0056	* Working and Communicating in a Medical Setting
HLT0019	* Understanding Medical Tests for Medical Office Staff
HLT0044	* Understanding Surgical Procedures for Medical Office Staff



## Sterile Supply Processing Part-time Online



Learn how to function safely and competently in a processing department or a surgical suite in acute care hospital settings. This certificate program equips a sterile supply processing technician to decontaminate, disinfect, inspect, assemble, sterilize, and store sterile supplies and reusable patient care equipment. Training is broad-based to ensure transferability of knowledge and skills to other tertiary care settings and includes a supervised preceptored clinical placement involving hands-on experience in a processing department.

To qualify for this certificate, you must complete the program within one year.

**Note 1:** In order to register for courses in this program, students are now required to complete and submit an application form to the coordinator: [www.algonquincollege.com/ccol/sterilesupply.pdf](http://www.algonquincollege.com/ccol/sterilesupply.pdf).

**Note 2:** In order to accommodate requests for clinical placements in Ottawa, it is recommended that students who live in the Ottawa area register for the in-class version of this program. All students must complete the required application and clinical placement forms.

**Note 3:** Field placement is scheduled as a 105-hour full-time placement.

**Note 4:** Participants are required to pay approximately \$200 for the program textbook which can be purchased at the campus bookstore.  
**Note 5:** Due to the physical demands, applicants must have the ability to lift and carry 15 kg.

**For further information,** contact Coordinator Debra Clendinneng at 613-727-4723 ext. 2444 or [clendid@algonquincollege.com](mailto:clendid@algonquincollege.com).

### Program of Study

HLT0151	*	Introduction to Sterile Supply Processing in the Healthcare Facility
HLT0154	*	Decontamination
HLT0155	*	Sterilization, Sterile Storage and Distribution
HLT0157		Sterile Supply Processing Clinical

## Working with Dementia Clients — Multidiscipline Part-time Online



If you work in the health care or social science fields and want to increase your competency in caring for individuals with dementia, this one-year Ontario College Graduate Certificate program develops the skills and strategies to provide person-centred care, while emphasizing the importance of preserving the uniqueness of individuals with dementia.

Graduates of the program can seek employment in long-term care facilities, special units in retirement homes and in cognitive teams within various community health agencies.

To qualify for this certificate, you must complete the program within three years.

**Note 1:** In order to register for courses in this program, students are required to complete and submit an application form: [www.algonquincollege.com/ccol/Dementia.pdf](http://www.algonquincollege.com/ccol/Dementia.pdf)

**Note 2:** Successful completion of a clinical placement is a requirement for graduation. Agencies that provide placement opportunities require you to have a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS).

**Note 3:** SSC5624 Ethical, Legal and Spiritual Concerns in Hospice Palliative Care is accepted as a substitute course for HLT6734 Ethics and Legalities.

**For further information,** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

HLT6671	*	Overview of Dementia Care
HLT6700	*	Communication and Interpersonal Skills
HLT6701	*	Caregiving Skills
HLT6734	*	Ethics and Legalities
HLT6737		Clinical/Field Placement with Clients

### Elective: choose 1

HLT5634	*	Aging
NSG5627	*	Orientation to Hospice Palliative Care
LFSS600		Aging and Active Involvement

### IMPORTANT

The information in this course guide was accurate at the time of publication. Algonquin college has the right to change, cancel or modify any course or program, including fees, timetables, instructors, or campus location, at any time.

For the most current and updated information, please visit our website at [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

### GET YOUR GRADES ONLINE!

visit  
[www.acsis.algonquincollege.com](http://www.acsis.algonquincollege.com)

## Personal Interest Courses

### Animal Care

VET5513	*	Animal Husbandry II
VET5503	*	Basic Animal Husbandry
VET0025	*	Basic Veterinary Pharmacology
VET0029	*	Veterinary Anaesthesia
VET0020	*	Veterinary Lab Procedures
VET0002	*	Veterinary Office Skills and Procedures
VET0027	*	Veterinary Surgical Procedures
VET5511	*	Veterinary Terminology

### Health Lifestyles

HLT0040	*	Herbal Therapies
SSC0047	*	Nature's Way

### Health Studies

BIO5100	*	Anatomy and Physiology I
BIO5101	*	Anatomy and Physiology 2
NSG5629	*	Comfort Measures in Symptom Control
NSG0045	*	Health Assessment Nursing Theory Review
HLT0081	*	Hospital Procedures
HLT0045	*	Human Anatomy and Physiology
HLT0041	*	Introduction to Nutrition
HLT0020	*	Introduction to Pharmacology
HLT0140	*	Introduction to Thanatology
HLT0042	*	Nutrition in Health Care
HLT5006	*	Operational Overview
NSG5001	*	Pharmacology Theory Review for Nurses
HLT0143	*	Resident Centred Care
HLT0082	*	Stress, Wellness and Nutrition
HLT0029	*	Toxicology

## Hospitality and Tourism

### Conventions and Meetings Management Part-time Online



If you are interested in joining the exciting field of convention and meetings management or want to enhance your opportunity for career advancement, this Ontario College Graduate Certificate program provides the professional training and credentials to work in this multi-faceted industry.

Graduates new to the industry may seek employment as meeting planners in corporations, trade and professional associations, convention/visitor bureaus and specialized travel agencies. In addition, a variety of career opportunities exist on the supply side of the industry in trade shows and expositions, congress and convention centres, in-hotel catering and banquet facilities, sales and marketing departments.

To qualify for this certificate, you must complete the program within four years.

**Note 1:** Please note that HOS5104 (offered online only) is equivalent to HOS5076 and HOS5047 combined.

**For further information,** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

### Program of Study

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

HOS5069	*	Principles of Convention and Meeting Planning
HOS5072	*	Planning and Operations
MKT2235	*	Hospitality Marketing I
HOS5074	*	Trade Show Management for Conventions
HOS5075	*	Practical Project
HOS5107	*	Responsible Practices for Green Meetings Management

HOS5076	Food, Beverage and Event Planning
HOS5047	Event Protocol and Media Relations

## Personal Interest Courses

FOD0010		Between Farm and Table: Local Food Businesses and Cooperatives
ENL5038	*	Communication and the Food Service Worker
FOD0007	*	Field to Fork: Introduction to Local and Global Food Systems
FOD0004	*	Food Nutrition and Hospitality Management for LTCM/RCM
FOD0006		Food Security and Food Justice in Canada
FOD0005	*	Food System Trends and Policy in Canada Today
HOS5105	*	Hospitality Facility Management
HLT0038	*	Institutional Food Service
HLT0030	*	Quantity Food Preparation
HOS0027	*	Responsible Tourism
HLT0037	*	Sanitation and Safety
FOD0008		Urban Agriculture, Community Gardens, Food Secure Cities
FOD0009	*	Understanding Sustainable Farming: Organic and High-tech Solutions

## Language Studies

LAN5001	*	Francais I
LAN0041	*	Translation in the Workplace I

\* Offered this semester

For course details and to register online visit: [algonquincollege.com/OL](http://algonquincollege.com/OL).

## Professional Designations/Certification

### Association of Administrative Assistants

[www.aaa.ca](http://www.aaa.ca)

The Association of Administrative Assistants is a Canadian chartered non-profit professional organization founded in April 1951. The Association is proactive in encouraging its members to further their Education and enhance their career opportunities by continuously upgrading their skills and professionalism. Association members are encouraged to obtain the Qualified Administrative Assistant (Q.A.A.) designation. The Qualified Administrative Assistant Program consists of three compulsory courses and four elective courses offered at Algonquin College.

#### Association Courses

##### Compulsory Courses

Business Administration

Business English

Organizational Behaviour

##### Elective Courses

Financial Accounting

Business or Commercial Law

Computer Technology

Interpersonal Communications

Economics

Human Resources Management

Marketing

Principles and Practice of Supervision

Project Management

Psychology

#### Algonquin College

##### Compulsory Courses

ENL1813 – Communications I \*

MGT2382 – Organizational Behaviour \*

##### Elective Courses (choose 4):

ACC2201 – Financial Accounting I \*

and

ACC2202 – Financial Accounting II \*

LAW1702 – Business Law \*

BUS2301 – Business Computer Applications \*

ENL1823 – Communications II \*

ECO2305 – Microeconomics \*

and

ECO2306 – Macroeconomics \*

MGT2381 – Human Resources Management \*

MKT2211 – Marketing I \*

MGT2310 – Management Principles \*

MGT5164 – Introduction to Project Management \*

PSY1710 – Introduction to Psychology \*

and

COR1737 – Abnormal Psychology \*

### Canadian Institute of Bookkeeping (CIB)

[www.cibcb.com](http://www.cibcb.com)

The CIB Certified Bookkeeper program offered by CIB provides bookkeepers the opportunity to complete a professional development program and become members of a recognized profession providing greater financial and job security in a rapidly changing business world.

The program consists of two parts: nine credit academic courses available through Algonquin College and minimum three years full-function bookkeeping experience.

The chart below illustrates Algonquin-CIB equivalents:

#### The Canadian Institute of Bookkeeping

CIB Courses	Algonquin Equivalents
CIB111 Computer Applications	BUS2301 Business Computer Applications *
CIB112 Bookkeeping I	ACC2201 Financial Accounting I *
CIB113 Bookkeeping II	ACC2202 Financial Accounting II *
CIB221 Computer Applications II	DAT5262 Excel-Advanced *
CIB222 Computerized Bookkeeping I	ACC2152 Financial Accounting Computer Applications I *
CIB223 Computerized Bookkeeping II	ACC2384 Microcomputer Applications in Accounting *
CIB331 Cost Management	ACC2354 Managerial Accounting I *
CIB332 Income Tax	ACC2344 Taxation I *
CIB333 Payroll Administration	ACC5020 Payroll Compliance Legislation *

### Canadian Institute of Entrepreneurship (CIE)

The Certified Entrepreneur (CE) program granted by the Canadian Institute of Entrepreneurship (CIE), provides students with the education required to organize, operate, and manage their own business and assist in career advancement.

The CIE academic program includes a total of nine business courses. All courses are offered in partnership with Algonquin College, both on campus and online.

**For further information** on the CIE and the designation, visit [www.canadianinstituteofentrepreneurship.com](http://www.canadianinstituteofentrepreneurship.com).

### Canadian Institute of Management (CIM)

The Canadian Institute of Management (CIM) is committed to leadership in promoting management professionalism supporting management excellence in individuals and organizations the prime purpose of the CIM is to promote and support CIM designations that will be recognized as a high standard of achievement in management.

To gain professional designation, you must complete eight courses in management including six CIM core courses plus two CIM electives, or the approved equivalent Algonquin College management courses. Please see the Business and Management section for the Algonquin College course schedules.

**For further information** about CIM and the professional designation, please check [ottawa@cim.ca](mailto:ottawa@cim.ca) or contact Bernard Muzeen, 613-831-0379.

### Canadian Institute of Quantity Surveyors (CIQS)

In partnership with the Canadian Institute of Quantity Surveyors (CIQS),

Algonquin offers the following approved CIQS accredited courses.

For course details and pricing go to

[www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

For details on CIQS visit [www.ciqs.org](http://www.ciqs.org).

CON005	✳	Construction Planning and Scheduling
CON5102	✳	Commercial Plan Reading and Construction Methods
CON5103	✳	Commercial Estimating
CON5104	✳	Construction Contracts and Documents
CON5106	✳	Project Administration
CON5107	✳	Bid Procedure: Simulated Construction Tender Close
CON5110	✳	Construction Job Cost Accounting
CON5111	✳	Construction Budgeting

CIE Course	Algonquin Courses	
<b>Level 1</b>		
CIE101 Entrepreneurship	SSC5101 Entrepreneurship	✳
CIE102 Accounting	ACC2201 Financial Accounting I	✳
CIE103 Marketing – Introduction	MKT2211 Marketing I	✳
CIE104 Human Resources	MGT2381 Human Resources Management	✳
<b>Level 2</b>		
CIE206 Computers (Please choose 1 of the 2 courses)	BUS2301 Business Computer Applications DAT5194 Introduction to Computers	✳ ✳
CIE207 Marketing – Intermediate	MKT2212 Marketing II	✳
CIE208 Canadian Business Law	LAW1702 Business Law	✳
CIE209 Elective (Choose 1 of the following courses)	MKT2220 e-Business and Supply Chain Management MKT2322 Selling for Success MKT2327 Management of Organizational Strategic and Marketing Plans	✳ ✳ ✳

CIM core (six)	Algonquin Equivalents	
Introduction to Management	None	
Managerial Communications	ENL5012 Business Writing Strategies	✳
Canadian Business Law	LAW1702 Business Law or LAW1732 Business Law I	✳ ✳
Managerial Accounting	ACC2354 Managerial Accounting I	✳
Managerial Finance	ACC2364 Financial Management or FIN2304 Business Finance	✳ ✳
Strategic Policy Analysis	None	
CIM Elective (choose two)	Algonquin Equivalents	
Management Information Systems	None	
Quality Management	None	
International Studies	BAI2300 Global Business Environment	✳
Economics	ECO2305 Microeconomics and ECO2306 Macroeconomics	✳ ✳
Project Management	MGT5164 Introduction to Project Management	✳
Organizational Behaviour	MGT2382 Organizational Behaviour	✳
Human Resource Management	MGT2381 Human Resource Management	✳
Managerial Marketing	MKT2211 Marketing I and MKT2212 Marketing II	✳ ✳

**CHECK OUT OUR WEBSITE**



[www.algonquincollege.com/OL](http://www.algonquincollege.com/OL)

**NOTE: These Part-time online courses may be applied as credits toward these Professional Designations/Certification**

## Professional Designations/Certification

### Canadian Payroll Association (CPA)

#### Payroll Compliance Practitioner (PCP)

The Payroll Compliance Practitioner (PCP) certification is the foundation for a career in payroll employment. Since 1978 the Canadian Payroll Association (CPA) has been the authoritative source of payroll knowledge in Canada. Given the complexities of employment, health, retirement and taxation legislation that affect the payroll function, education and certification are essential to meet the payroll requirements of small, medium and large employers. The PCP designation consists of three payroll courses developed by the Canadian Payroll Association plus one introductory accounting course available at Algonquin College (ACC2201).

Upon completion of the Payroll Compliance Practitioner (PCP) certification, the Certified Payroll Manager (CPM) certification program can be completed through the Canadian Payroll Association.

**For further information** contact the Centre for Continuing and Online Learning at 613-727-7655.

#### Course Series:

ACC2201 \* Financial Accounting I

Payroll Fundamentals II (offered by the Canadian Payroll Association)

### Credit Institute of Canada (CIC)

Created by a special Act of Parliament in 1928, the Credit Institute of Canada (CIC) is the only organization, which grants official designations to professionals in the Canadian credit field.

The CCP curriculum provides credit professionals with the management skills and confidence to assume a leadership role in their organizations. Prior to graduation, students must obtain five years of practical experience in a credit position. CCPs are bound by a code of ethics and participate in on-going professional development.

Certification through the Credit Institute of Canada distinguishes you among your peers, making you stand out among competitors.

Two of the courses are in-depth credit management courses and must be taken through the Credit Institute of Canada (CIC).

**For more information**, contact the CIC at: 1-888-447-3324, by email at [geninfo@creditedu.org](mailto:geninfo@creditedu.org), or visit their website at: [www.creditedu.org](http://www.creditedu.org).

### **DON'T KNOW YOUR STUDENT NUMBER?**

Have a look for your student ID number on your course timetable or receipt that was mailed to you when you registered. If you can't locate your timetable or receipt, call the Registrar's Office at 613-727-0002.



Students in this program learn about:

- Stress and burnout
- Diversity
- Team and group dynamics
- Assessment and evaluation
- Ethics
- Goal setting
- Human performance psychology

## PERFORMANCE COACHING

Acquire an understanding of psychological skills associated with high level performance with the **Performance Coaching** Program. Designed for working professionals whose job responsibilities include a coaching or mentoring role, individuals who wish to pursue careers as independent performance coaches and organizations that want to improve performance and productivity.

For more information, see page 26.



## CGA Transfer Credit Policy

## CGA TRANSFER CREDIT POLICY

2010/2011 TRANSFER CREDIT POLICY

ALGONQUIN COLLEGE

CGA COURSES	COLLEGE EQUIVALENTS					
	Business Administration – Accounting (Part-time and Full-time Program)		Business Accounting (Part-time and Full-time Program)		Financial Management (Part-time Program) Professional Accounting (Part-time and Full-time)	
Financial Accounting Fundamentals (FA1)	ACC2310 ACC2311 ACC2312	Accounting Concepts I Accounting Concepts II Accounting Concepts III	ACC2201 ACC2202	Financial Accounting I Financial Accounting II	ACC5151	Financial Accounting I
Micro and Macro Economics (EM1)	ECC02305 ECC02306	Microeconomics Macroeconomics	ECC02200	Economic Issues	ECC02200	Economic Issues
Business Law (LW1)	LAW1702	Business Law	LAW1732	Business Law I	LAW1732	Business Law I
Financial Accounting: Assets (FA2)	ACC2353	Intermediate Financial Accounting I	ACC2204 ACC2205	Intermediate Accounting I Intermediate Accounting II	ACC5152	Financial Accounting II
Business Quantitative Analysis (QU1)	QUA2311 QUA2321	Quantitative Methods I Quantitative Methods II			QUA5152	Quantitative Methods
Management Accounting Fundamentals (MA1)	ACC2354 ACC2355	Managerial Accounting I Managerial Accounting II	ACC2233 ACC2234	Managerial Accounting I Managerial Accounting II	ACC5168	Management Accounting I
Business Communication (CM1)	ENL1813 ENL1898 ENL1825	Communications I* <b>and one of:</b> Report Writing Communication Dynamics	ENL1813 ENL1898 ENL1825	Communications I* <b>and one of:</b> Report Writing Communications Dynamics	ENL1813 ENL1898 ENL1825	Communications I* <b>and one of:</b> Report Writing Communications Dynamics
Financial Accounting Liabilities and Equities (FA3)	ACC2363	Intermediate Financial Accounting II			ACC5153	Financial Accounting III
Corporate Finance Fundamentals (FN1)					MGT5152	Finance I
Management Information Systems (MS1)					DAT5150	Management Information Systems
** Advanced Management Accounting (MA2)					ACC5163	Management Accounting II**
**Personal and Corporate Tax (TX1)					ACC5157	Taxation**
**External Auditing (AU1)					ACC5158	Auditing**

**Note: A grade of "B-" is required in each of the equivalent courses in order to obtain a transfer credit.**

\*\*Challenge Examination/Course Exemption Only

For details on the CGA Transfer Credit Policy please visit [cga-ontario.org](http://cga-ontario.org).

**For more information contact**

Lee-Ann McDougall, CA, at 613-727-4723 ext. 2232 regarding the Business Accounting, Business Administration – Accounting Major, Professional Accounting and Financial Management programs.

**NOTE: These Part-time online courses may be applied as credits toward these Professional Designations/Certification**

## Financial Services Commission of Ontario - Mortgage Agent (FSCO)

Those who successfully complete this subject will have met the educational requirements for licensing by the regulator, the Financial Services Commission of Ontario (FSCO) as a Mortgage Agent in Ontario. All of the competencies (Mortgage Agent Qualifying Standards), or "MAQs" identified as critical by the regulator have been addressed in this offering.

The following information was taken from the FSCO website:

A Mortgage Agent is an individual who carries out mortgage activities for a mortgage brokerage under the supervision of a licensed Mortgage Broker.

In order to be a licensed Mortgage Agent, you must:

- be 18 years of age or older
- be a resident of Canada
- have a mailing address in Ontario that can receive registered mail (not a post office box)
- be authorized by a mortgage brokerage to deal in mortgages\*
- work for only one mortgage brokerage
- meet or have met the Mortgage Agent education requirements have a valid email address

\*The Mortgage Brokerage must apply to FSCO for your mortgage agent license.

For complete requirements for registration as a licensed Mortgage Agent- please visit the Financial Services Commission of Ontario (FSCO) website at: [www.fSCO.gov.on.ca](http://www.fSCO.gov.on.ca)

- FIN0005 \* Mortgage Agents Licensing
- FIN0010 \* Mortgage Broker Licensing

## Construction Sector Council (CSC)

In partnership with the Construction Sector Council, Algonquin College is pleased to offer the following six-hour self-directed online courses.

Course details and pricing is located at [algonquincollege.com/DE](http://algonquincollege.com/DE)

For more information on CSC visit [www.csc-ca.org](http://www.csc-ca.org).

### Course Series:

- CON5040 \* Pipeline Construction Safety Training (PO CST)
- CON5041 \* Communication, Negotiation, Conflict Resolution (CNCR)
- CON5042 \* Construction Project Management (CPM)
- CON5043 \* Construction Law (CL)

## CCA Gold Seal Certification

[www.cca-acc.com](http://www.cca-acc.com)

The CCA Gold Seal Certification Program is a national certification program for construction Project Managers, Superintendents, Estimators and Owners' Project Managers. Certification is based on the candidate's education, experience and their ability to satisfy the rigorous standards of the program. This may mean the successful completion of a Gold Seal exam. The Gold Seal Certificate was developed by the industry for the industry and is a voluntary certification program for the individual. The certificate signifies that the individual has attained a nationally recognized level of experience and competence as a Project Manager, Superintendent, Estimator or Owners' Project Managers.

## YOW Canada Inc.

- SAF0004 \* WHMIS
- SAF0005 \* TDG for Handlers
- SAF0006 \* TDG for Shippers/Receivers
- SAF0007 \* TDG for Supervisors
- SAF0008 \* TDG for Space Awareness
- SAF0009 \* Fall Protection
- SAF0010 \* TDG for Documentation Clerks
- SAF0011 \* TDG for Drivers

CCA Gold Seal Certification			
Individual Courses from Algonquin	Number of Gold Seal Special Industry Course points (SIC) for individual courses		Number of Gold Seal Special Industry Course points (SIC) when combined with other courses
CON5103 Commercial Estimating	1	CON5103 plus CON5111 and CON5107	5
CON5102 * Commercial Plan Reading and Construction Methods	5	--	--
CON5111 Construction Budgeting	1	CON5111 plus CON5103 and CON5107	5
CON5104 * Construction Contracts and Documents	5	--	--
CON5110 * Construction Job Cost Accounting	5	--	--
CON0005 Construction Planning and Scheduling	1	CON0005 plus CON5106	5
CON5106 Project Administration	1	CON5106 plus CON0005	5
CON5107 Bid Procedure: Simulated Construction Tender Close	1	CON5107 plus CON5111 and CON5103	5
* offered this winter!			

## Human Resources Professional Association (HRPA)

Algonquin College provides training which leads to credits towards a CHRP certification issued by HRPAD.

For further information, contact Carol Ann Samhaber at 613-727-4723 ext. 5260 or [samhabc@algonquincollege.com](mailto:samhabc@algonquincollege.com).

## Institute of Law Clerks of Ontario (ILCO)

These courses are designed to help students prepare for the annual examinations of The Institute of Law Clerks of Ontario. Law clerks in qualifying employment, who have passed the four Associate Level examinations, may apply for Associate membership in the Institute.

REO COMMENDED: Experience in the legal field.

For more information on ILCO, visit [www.ilco.on.ca](http://www.ilco.on.ca).

LAW5029	Litigation
LAW5030	Real Estate
LAW5032	* Estates
LAW5033	* Corporate Law

**Questions?** email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

## Project Management Institute (PMI)

Algonquin College is now a PMI® Registered Education Provider. REPs are approved by PMI to provide world-class project management training. All courses in the Project Management certificate qualify for Professional Development Units for PMPs to maintain credentials. Algonquin College's Project Management certificate offers aspiring project managers and working professionals with the knowledge and skills to deliver high-quality, well-defined project solutions.

**For more information,** contact Elke Harder at 613-727-4723 ext. 5205 or [hardere@algonquincollege.com](mailto:hardere@algonquincollege.com).

See the **Project Management** program on page 19.

## Public Safety

### Emergency Management Part-time Online



Recent events, such as terrorist attacks, major weather fluctuations, widespread power outages, and the impending threat of pandemic influenza emphasize the importance of having an emergency response and management plan. This Ontario College Graduate Certificate program equips students, both tactically and strategically, to understand and respond to the four domains of emergency management: mitigation/prevention, preparedness, response, and recovery.

The curriculum covers key topics: legislative and policy framework, emergency management site operations, chemical, biological, radiological, nuclear, and explosive (CBRNE) countermeasures, critical infrastructure protection, business continuity planning, and crisis communication.

To qualify for this certificate, you must complete the program within seven years.

**Program Eligibility:** Students are required to provide proof of a university degree or two-year Ontario College Diploma in a related business area, or equivalent.

To qualify for this certificate, you must complete the program within seven years.

### Application Information

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements through:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**Note:** If you are interested in registering for an individual course, you may do so if you meet the entrance requirements, have the appropriate prerequisites and if space is available. However, before registering, please contact the program coordinator to request approval. Once your request has been approved, course registration can be completed online.

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

**For further information,** contact Coordinator Sherryl Fraser at 613-727-4723 ext. 5384 or [frasers@algonquincollege.com](mailto:frasers@algonquincollege.com).

## Emergency Management cont'd.

### Program of Study

#### Series: 01

ERC5180	✳	Foundations of Emergency Management
ERC5181	✳	Legislative Framework of Emergency Management
ERC5182	✳	Incident Command System (ICS)
ERC5183	✳	Emergency Operations Centres
ERC5184	✳	Business Continuity Planning
ERC5185	✳	Emergency Exercise Design and Debriefing
ERC5186	✳	Hazardous Materials Management and Environmental Protection

#### Series: 02

ERC5187	✳	Crisis Communication and Public Information Management
ERC5188	✳	Leadership and Influence in Emergency Response
ERC5189	✳	CBRNE Threats and Countermeasures
ERC5190	✳	Volunteer Response to Disasters
ERC5191	✳	Critical Infrastructure Protection
ERC5192	✳	Crisis Management and Critical Incident Stress
ERC5193	✳	Placement/Research Project

**FIND US ON FACEBOOK**



Algonquin College – Distance Education

## Occupational Safety and Health Part-time Online



Concerned about the safety of people at work and the related workplace hazards? This certificate program provides students with knowledge, skills and solid training in the theories and practices of occupational safety and health. In addition to the fundamentals, students learn the management skills required to help them gain the know-how to oversee workplace safety programs. The Occupational Safety and Health program is accredited by the Board of Canadian Registered Safety Professionals (BCRSP) and fulfills the educational requirements necessary for certification as a Canadian Registered Safety Professional (CRSP).

To qualify for this certificate, you must complete the program within four years. **Notes:** Note 1: Successful completion of St. John Ambulance Standard First Aid training and CPR Basic Rescuer training (Level A, B or C) is required to apply for program certificate. A copy of current documentation must accompany application for program certification.

**Note :** OHS4010 Health and Safety Program Management is only offered in class. Students may take MGT2396 Occupational Health and Safety online as an acceptable substitute for OHS4010.

**For further information,** please contact Coordinator Shannon Brownrigg at 613-727-4723 ext. 7208 or [shannon.brownrigg@algonquincollege.com](mailto:shannon.brownrigg@algonquincollege.com).

### Program of Study

SAF5402	✳	Industrial Hygiene
SAF0001	✳	Legislation for Health and Safety
SAF5409	✳	Environmental Management – An Introduction
MGT5602	✳	Management Labour Concerns in Occupational Health and Safety
FIR8441	✳	Fire Protection
OHS4005	✳	Ergonomics
OHS4010	✳	Health and Safety Program Management

## Police Foundations

Full-time Online or

Part-time Online (Year one only)



The Police Foundations program at Algonquin College is a two-year Ontario College Diploma designed to help students who are interested in policing in Ontario. Students gain a broad education in human relations skills, and the interpretations of social interaction. The curriculum includes courses on police powers and procedures, community policing, investigation processes, diversity, professional ethics and communication.

### Notes

- Students may take ENL1813 Communications I as an equivalent to PFP1040 Communications I.
- It is recommended that students take courses in a progressive manner according to level.

### Admission Requirements

#### College Eligibility (Part-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent, OR Mature Student\* status (19 years of age or older and without an OSSD).

#### College Eligibility (Full-time Online)

- Ontario Secondary School Diploma (OSSD) or equivalent. Applicants with an OSSD showing senior English and/or Mathematics courses at the Basic Level, or with Workplace or Open courses, will be tested to determine their eligibility for admission; OR
- Academic and Career Entrance (ACE) certificate; OR
- General Educational Development (GED) certificate; OR
- Mature Student status (19 years of age or older and without a high school diploma at the start of the program). Eligibility may be determined by academic achievement testing for which a fee of \$40 (subject to change) will be charged.

#### Program Eligibility (Full-time Online and Part-time Online)

- English Grade 12 (ENG4C or equivalent) is required.

**Police Foundations cont'd.****Application Information (Full-time Online and Part-time Online)**

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://web.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information**, please contact Program Coordinator Lisa Gerrard at 613-727-4723, ext. 5756 or [gerrarl@algonquincollege.com](mailto:gerrarl@algonquincollege.com).

**For further information**, on levels 03 and 04 list of equivalencies, contact Norm Bruce at 613-727-4723, ext. 5064 [brucen@algonquincollege.com](mailto:brucen@algonquincollege.com).

**Program of Study**

NOTE: Individual course registration is not available for these courses.

**Level: 01**

PFP1000	* Career and College Success
PFP1010	* Canadian Criminal Justice System
PFP1020	* Psychology
PFP1030	* Sociology and Canadian Society
PFP1040	* Communications I
PFP1051	* Political Science/Public Administration
PFP1080	* Fitness and Lifestyle Management I

**Level: 02**

PFP2010	* Criminology
PFP2020	* Interpersonal and Group Dynamics
PFP2031	* Contemporary Social Problems/ Community and Social Services
PFP2040	* Communications II
PFP2071	* Issues in Diversity/First Nations Peoples
PFP2095	* Fitness and Lifestyle Management II
PFP3010	* Criminal and Civil Law

**Level: 03**

PFP3021	Criminal Code and Federal Statutes
PFP3040	Interviewing and Investigations
PFP3071	Traffic Management
PFP3095	Fitness and Lifestyle Management III
PFP4097	Career Preparation
PFP5009	Police Powers

**Choose one from equivalencies:**

GED0444	General Education Elective*
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See page xx for General Education Elective course list.

**Level: 04**

PFP1060	Principles of Ethical Reasoning
PFP3050	Youth in Conflict with the Law
PFP4010	Provincial Offences
PFP4040	Investigation and Evidence
PFP4050	Conflict Management
PFP4061	Community Policing
PFP4091	Fitness and Self Defense



# SOCIAL MEDIA

As the use of social media continues to rise and replace many traditional marketing tools, understanding the importance of seamlessly integrating social media to the marketing mix is essential. Learn how to build the online presence of a brand while measuring and monitoring the impact of your online campaigns.

For program and course details, see page 6.



## Victimology Part-time Online



This one-year Ontario College Graduate Certificate program provides professionals with specialized knowledge and skills in victimology and in the provision of victim services. Students develop an understanding of victims' rights, sudden and traumatic loss, victim populations, crime and its effects on victims in the criminal justice system. History and theories of victimization are explored, with an applied victim centered focus. A practicum experience in victim services provides students with the opportunity to collaborate with victim service agencies in the planning, delivery and evaluation of victim services and advocacy. Specific course emphasis is given to issues such as childhood physical and sexual abuse, intimate partner violence and sexual assault.

To qualify for this certificate, you must complete the program within six years.

Graduates may find employment in a variety of occupational fields providing services to victims of crime including social services, child protection, crisis response, the criminal justice system and in policy areas related to victimization.

### Application Process:

Applications must be submitted with official transcripts showing completion of the academic admission requirements via:

Ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Applications are available online at [ontariocolleges.ca](http://ontariocolleges.ca). A \$95 application fee must accompany the application form.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

Note: International applicants applying from out-of-country may obtain an "International Student Application Form" and instructions by logging onto [algonquincollege.com/international/programs\\_courses/apply.htm](http://algonquincollege.com/international/programs_courses/apply.htm) or by contacting the International Client Service Officer at the address shown below.

For further information on the admissions process, please contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Avenue  
Ottawa, Ontario K2G 1V8  
Phone: 613-727-0002 or 1-800-565-4732  
Fax: 613-727-7632  
email: [AskAlgonquin@algonquincollege.com](mailto:AskAlgonquin@algonquincollege.com)

This graduate certificate program provides professionals with specialized knowledge and skills in Victimology and in the provision of victim services. Students develop an understanding of victims' rights, sudden and traumatic loss, victim populations, crime and its effects on victims in the criminal justice system. History and theories of victimization are explored, with an applied victim-centered focus. A practicum experience in victim services provides students with the opportunity to collaborate with victim service agencies in the planning, delivery and evaluation of victim services and advocacy. Specific course emphasis is given to issues such as childhood physical and sexual abuse, intimate partner violence and sexual assault.

### 2011-2012

#### Program Eligibility:

- A university degree in one of the following fields of study: social work, criminology, law, psychology, counselling, nursing, sociology or other related degree, or
- A college diploma in social services, youth services, police foundations, early childhood education, community and justice services, or any other related area, or equivalent, and
- 1-3 years relevant volunteer or paid experience or equivalent.
- Letter of Intent.
- An interview with the program coordinator may be required for clarification of the documents submitted.

#### Police Records Check Documentation:

Successful completion of a field placement is a requirement for graduation from the Victimology program. Agencies that provide placement opportunities may require proof of a clear Police Records Check for Service with the Vulnerable Sector (PRCSVS). Your acceptance for placement is at the discretion of the agency. If you register in the program and do not have a clear PRCSVS and as a result are unable to participate in placement, you will not be able to graduate.

#### Field Placement Eligibility:

To be eligible for placement, you must submit proof of a PRCSVS, which will be retained on your department file and used only for purposes related to your placement. You will be required to disclose the contents of the PRCSVS, including all notations, to the placement agencies. It is your responsibility to obtain the PRCSVS from your local Police Department prior to the deadline identified by your department and to pay any associated costs. It may take a long time to obtain this documentation; please submit your application as early as possible. Should you require further information, please contact the Program Chair.

For further information, contact Coordinator Ruth Campbell at 613-727-4723 ext. 6038 or [campber1@algonquincollege.com](mailto:campber1@algonquincollege.com).

#### Program of Study

As a course registrant, you may only register for a maximum of three courses in the program. Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program.

Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

#### Series: 01

VIC0001	✳	Victimology: Theoretical Perspectives
VIC0002	✳	Victims of Crime
VIC0003	✳	Victimization and the Law
VIC0004	✳	Violence against Women
VIC0005	✳	Aboriginal Peoples: Understanding and Reducing Victimization
VIC0006	✳	Victims and the Media
VIC0007	✳	Men as Victims

**Series: 02**

VIC2001	* Childhood Victimization
VIC2002	* Diversity and Victim Assistance
VIC2003	* Compassion Fatigue, Self-Care and Professional Practice
VIC2004	* Victimology: Assessment and Intervention
VIC2005	* Victim Assistance Services
VIC2006	* Practicum

**Personal Interest Courses**

LAW0005	* Border Services
PF0015	* Criminal Code
PSY0011	* Criminal Psychology II - Criminal Minds
LAW2109	* Dispute Resolution
SEC0008	* Enforcement Procedures
LAW0021	* Litigation Practice and Procedure 1
LAW0022	* Litigation Practice and Procedure 2
PSY0019	* Personality Psychology
SEC0009	* Security Guard Training
SEC0003	* Security Practices
LAW0006	* Small Claims Practice and Procedure

**NEW NAME FOR DISTANCE EDUCATION**

As Distance Education has now expanded to include the delivery of both part-time and full-time online programs, the name has changed to

**ONLINE LEARNING.**

## SUSTAIN AND SUCCEED

Love your planet in a whole new way by inspiring others to go green. The Sustainability Education Certificate was developed for public and private school teachers who have a passion for the environment and want to educate others. Learn techniques and principles of educating students and the general public about the importance of conserving our environment.



For further information on this program, see page 27.

## Transportation/Construction Trades

### Commercial Estimating Part-time Online



If you are interested in learning how to prepare a commercial tender, this certificate program goes beyond the basic estimating principles. Students examine working plans and commercial tender documents and explore the stages of the tender process from estimating, budgeting, and bidding to the fundamentals of managing a construction project. To qualify for this certificate, you must complete the program within three years.

**Note:** Some courses in this program of study qualify for Gold Seal Accreditation points and/or for the Canadian Institute of Quantity Surveyors (CIQS). For further details see pages xx and xx.

**For further information,** please contact program coordinator Mark Mazerolle at [mazerom@algonquincollege.com](mailto:mazerom@algonquincollege.com).

#### Program of Study

CON5102	*	Commercial Plan Reading and Construction Methods
CON5103	*	Commercial Estimating
CON5104	*	Construction Contracts and Documents
CON5106	*	Project Administration
CON5107	*	Bid Procedure: Simulated Construction Tender Close
CON5111	*	Construction Budgeting

### Construction Management Part-time Online



Interested in understanding the main principles and processes of the construction management field? If so, this certificate program covers not only the interpretation of commercial documents and provides an understanding of working drawings but also emphasizes the preparation of construction schedules, the art of planning, and the importance of job costing and project control.

To qualify for this certificate, you must complete the program within three years.

**Note:** Some courses in this program of study qualify for Gold Seal Accreditation points and/or for the Canadian Institute of Quantity Surveyors (CIQS). For further details see pages 35 and 38.

**For further information,** please contact program coordinator Mark Mazerolle at [mazerom@algonquincollege.com](mailto:mazerom@algonquincollege.com).

#### Program of Study

CON5102	*	Commercial Plan Reading and Construction Methods
CON5103	*	Commercial Estimating
CON5104	*	Construction Contracts and Documents
CON0005	*	Construction Planning and Scheduling
CON5106	*	Project Administration
CON5110	*	Construction Job Cost Accounting

## LEADERSHIP IN PRACTICE

Improve your technical, interpersonal and leadership capabilities with the Leadership in Practice certificate. Learn the concepts and approaches to become a stronger leader. Learn about strategic leadership, different leadership styles and the conflicts between them.



See page 17 for more information.

**GET YOUR GRADES ONLINE!**

visit  
[www.acsis.algonquincollege.com](http://www.acsis.algonquincollege.com)

**Construction Project Management**



**Full-time Online or  
Part-time Online**

This online, one-year Ontario College Graduate Certificate program provides practical training for individuals whose career goals include the management of construction projects in a wide variety of settings. Capitalizing on a solid educational foundation in construction or construction-related fields, graduates are equipped to manage the total construction process effectively, from initial planning to program completion. The regular use of case studies throughout the program prepares graduates for a full range of situations that can emerge on construction job sites.

Each of the courses in the program has been accredited by the Canadian Construction Association for the Gold Seal Certification Program.

**Notes**

- Acquiring the necessary knowledge and skills to meet the requirements of the program demands serious effort and focus by students. A strong commitment of dedication and discipline is required for students to successfully complete this program.
- Individual course registration is not available for full-time online programs.

**Admission Requirements**

**Program Eligibility (Full-time Online and Part-time Online)**

- A two-year community college diploma (minimum) in a construction or construction-related field or equivalent.

**Application Information (Part-time Online)**

This program requires an application process. Please fill out an application form [algonquincollege.com/ccol/ConstructionPM.pdf](http://algonquincollege.com/ccol/ConstructionPM.pdf)

As a course registrant, you may only register for a maximum of three courses in the program.

Should you wish to complete the program, you must meet the program admission requirements, and formally apply to be accepted into the program. Courses taken within six semesters from the first course registration may be applied toward the program once you are accepted as a program registrant. However, the College reserves the right to determine your eligibility for program admittance.

**TAKE THE NEXT STEP**

Algonquin College is pleased to have an in-depth articulation agreement with Thompson Rivers University. Articulation agreements help you transfer your credits with ease to universities and other institutions around the country.

Algonquin has articulation agreements with several universities, including the University of Ottawa, Ryerson University, Cape Breton University, Nipissing University, Lakehead University, and more.

For more information visit

[www.algonquincollege.com/prospective/programs\\_degrees](http://www.algonquincollege.com/prospective/programs_degrees)

*It's another way we're helping you with flexible training options.*



**Application Information (Full-time Online)**

Applications to full-time programs must be submitted with official transcripts showing completion of the academic admission requirements to:

ontariocolleges.ca  
60 Corporate Court  
Guelph, Ontario N1G 5J3  
1-888-892-2228

Students currently enrolled in an Ontario secondary school should contact their Guidance Office to apply. For all other applicants, applications are available online at [www.ontariocolleges.ca](http://www.ontariocolleges.ca). A \$95 fee applies.

Applications for Fall Term, Winter Term and Spring Term admission received by February 1 will be given equal consideration. Applications received after February 1 will be processed on a first-come, first-served basis as long as places are available.

International applicants applying from out-of-country can obtain the International Student Application Form at <https://xweb.algonquincollege.com/FormIE/index.aspx> or by contacting the Registrar's Office.

For further information on the admissions process, contact:

Registrar's Office  
Algonquin College  
1385 Woodroffe Ave, Room C150  
Ottawa, ON K2G 1V8  
Telephone: 613-727-0002  
Toll-free: 1-800-565-4723  
TTY: 613-727-7766  
Fax: 613-727-7632  
Email: [askalgonquin@algonquincollege.com](mailto:askalgonquin@algonquincollege.com)

**For further information**, please contact Program Coordinator Mark Mazerolle at [mazerom@algonquincollege.com](mailto:mazerom@algonquincollege.com).

## Construction Project Management cont'd.

### Program of Study

NOTE: Individual course registration is not available for these courses.

#### Level: 01

CON2000	✳	Overview of the Construction Industry
CON2001	✳	Construction Safety
CON2002	✳	Construction Estimating
ENL2100	✳	Communication for Construction Management
LAW1000	✳	Law and Contracts for the Construction Industry
MGT1100	✳	Project Management Principles

#### Level: 02

CON2100	✳	Construction and the Environment
CON2101	✳	Construction Job Site Controls
CON2102	✳	Construction Planning and Scheduling
CON2103	✳	Construction Project Cost Control and Accounting
MGT1200	✳	Human Resources Management
MGT1300	✳	Applied Construction Project Management

# HOME INSPECTION



This flexible delivery certificate program provides thorough and practical knowledge of the practice of home inspection. Learn business communication skills and technical skills required to assess and report on the condition of a house and all of its systems.

For further information on this program, see below.

## IMPORTANT

The information in this course guide was accurate at the time of publication. Algonquin college has the right to change, cancel or modify any course or program, including fees, timetables, instructors, or campus location, at any time.

For the most current and updated information, please visit our website at [www.algonquincollege.com/OL](http://www.algonquincollege.com/OL).

### Home Inspection Part-time Online



If you are interested in becoming a private home inspector or looking for a positive career change and joining an exciting and growing profession, this flexible delivery mode certificate program provides students with thorough and practical knowledge of the practice. Students learn the business communications and technical skills required to assess and report on the condition of a house and all of its systems including roofing, structure, electrical, heating, air conditioning/heat pumps, plumbing, exterior, insulation and interior inspections of home residences.

The program is delivered in collaboration with Carson Dunlop and Associates and in cooperation with the Ontario Association of Home Inspectors (OAH) that incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association of Home and Property Inspectors). The Standards of Practice define the professional performance of home inspectors expected in the industry.

To qualify for this certificate, the program must be completed within two years.

For further information, email [OL@algonquincollege.com](mailto:OL@algonquincollege.com).

#### Program of Study:

COM0007	✳	Communication & Professional Practices
HRA0009	✳	Air Conditioning & Heat Pumps
HRA0007	✳	Heating Inspection I
HRA0008	✳	Heating Inspection II
HRA0010	✳	Plumbing Inspection
HRA0006	✳	Electrical Inspection
HRA0005	✳	Structural Inspection
HRA0004	✳	Roofing Inspection
HRA0012	✳	Interior & Insulation Inspection
HRA0011	✳	Exterior Inspection



**Personal Interest Courses**

SAF0008	✳	Confined Space Awareness
ENV0015	✳	Energy Resources (Alternative Energy)
ENG5000	✳	Geometric Dimensioning and Tolerancing
MFG0001	✳	Manufacturing Processes
SAF0002	✳	Physical Hazards
WWT0002	✳	Water and Waste Water Regulation and Enforcement

**General Education Electives**

**Online Learning General Education Online Electives**

General education courses cover areas of general interest and are divided into five themes:

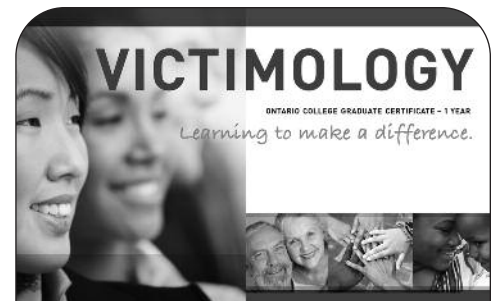
Theme 1	Arts in Society
Theme 2	Civic Life
Theme 3	Social and Cultural Understanding
Theme 4	Personal Understanding
Theme 5	Science and Technology

For more information on Algonquin College General Electives visit: [www.algonquincollege.com/gened](http://www.algonquincollege.com/gened).

ART0008	✳	Art History and Theory (Theme 1)
COR1737	✳	Abnormal Psychology (Theme 4)
DAT0113	✳	Growing Up Digital - Living and Working in Canada
DAT5527	✳	Cybernation: Understanding Technology (Theme 5)
ENL0008	✳	Myths and Legends (Theme 3)
ENL0009	✳	Introduction to Children's Literature (Theme 1)
ENL0010	✳	Science Fiction (Theme 5)
ENL0031	✳	Censorship, The Media and You (Theme 3)
ENL0032	✳	Let's Talk Sports (Theme 3)
ENL1798	✳	Critical Thinking (Theme 3)

ENV0002	✳	Environmental Citizenship (Theme 2)
ENV0009	✳	Environmental Ethics (Theme 1)
FAM1003	✳	Psychology of Learning (Theme 4)
FIN2320	✳	Personal Finance (Theme 4)
GEN2019	✳	Learning Strategies: Learning How to Learn (Theme 4)
GE00001	✳	Political Geography (Theme 2)
GE00002	✳	Introduction to Geology: An Overview of Planet Earth (Theme 5)
GE00003	✳	Geography and Tourism (Theme 3)
GE05001	✳	Introduction to Hydrology (Theme 5)
GE05003	✳	Introduction to Paleontology, Fossils (Theme 5)
GE05004	✳	Introduction to Petrology, Rocks (Theme 5)
GE05005	✳	Minerals (Theme 5)
HLT0001	✳	Body and Nutrition (Theme 5)
HLT0139	✳	Introduction to Complimentary Therapies (Theme 4)
MGT0047	✳	Introduction to Intercultural Communication (Theme 3)
MGT2346	✳	Introduction to E-Business (Theme 5)
PFPO010	✳	Political Science/Public Administration (LASA) (Theme 2)
PSI0002	✳	Canadian Politics (Theme 2)
PSY0001	✳	Co-Dependency as an Addiction (Theme 3)
PSY0002	✳	Domestic and Workplace Violence (Theme 3)
PSY0006	✳	Human Sexuality (Theme 3)
PSY0007	✳	Cults and Terrorism (Theme 3)
PSY0008	✳	Sexual Violence (Theme 3)
PSY0009	✳	Developmental Psychology (Theme 4)
PSY0010	✳	Criminal Psychology - Psychopathic Minds (Theme 3)
PSY0011	✳	Criminal Psychology II - Criminal Minds (Theme 5)
PSY0014	✳	Learning, Thinking and Problem Solving (Theme 4)

PSY0015	✳	Social Psychology (Theme 3)
PSY1754	✳	Psychology I (Theme 3)
SCI1597	✳	Introduction to Science (Theme 5)
SOC0003	✳	World of Work (Theme 4)
SOC5001	✳	Sociology II (Theme 3)
SSC0015	✳	What in the World is Going On? (Theme 3)
SSC0048	✳	Technology: Apocalypse or Eden? (Theme 2)
SSC5012	✳	Racism and Discrimination (Theme 3)
SSC5101	✳	Entrepreneurship (Theme 4)



Get the tools you need to understand victim's rights, sudden and traumatic loss, victim populations, crime and its effects on victims in the criminal justice system.

See page 42 for details.

✳ Offered this semester

# EARN YOUR CONSTRUCTION PROJECT MANAGEMENT GRADUATE CERTIFICATE ONLINE!

Capitalize on a solid educational foundation in construction and graduate ready to manage the total construction process effectively, from initial planning to program completion. The program covers a full range of situations that can emerge on construction job sites. Each of the courses in the program has been accredited by the Canadian Construction Association for the Gold Seal Certification program.

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**For more information,** please see page 45.





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## **PROJECT MANAGEMENT CERTIFICATE**

Our Project Management program was designed for working professionals with project management experience, and not a lot of spare time. This seven course accelerated program is perfect for motivated professionals who want the skills to take their career up a notch.

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- Training by highly skilled PMP-designated instructors.
- Tools & strategies for managing successful projects.
- An opportunity to develop your current workplace project while applying new tools and techniques.

*Project Management is also available online and on campus.*

### **Questions?**

Contact Claudette Longpre  
613-727-4723 ext. 5703 or  
[claudette.longpre@algonquincollege.com](mailto:claudette.longpre@algonquincollege.com)

**February 27<sup>th</sup> – April 9<sup>th</sup>, 2012**

(Registration Deadline: February 3, 2012)

Monday to Friday  
Noon - 3:00 p.m.\*

\* Plus, approximately five hours per day  
of online/independent study & group work.

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