MOHAWK

FUTURE READY

LEARNING FOR LIFE

Find out who's throwing
at the potter's wheel
PAGE 1

Join the making movement

Browse our wide selection of
certificates, courses
and workshops
PAGE 108

OVER 150 PROGRAMS

...and 7 NEW programs!
PAGE 4

ONTARIO at 50 COLLEGES
**THE START
OF SOMETHING
AMAZING**

ce.mohawkcollege.ca

f y in

NEW THIS FALL
Check out the 100+ NEW courses and 7 new programs just added!
Have an idea for a new course or program? Let us know at **ce.mohawkcollege.ca/ideas**

NEW COURSES

Business

Communications, Languages and Preparatory Studies

Community Services and Support

Computers

Health and Nursing

Hospitality, Home and Garden

Media and Creative Arts

Technology and Skilled Trades

NEW PROGRAMS

On the cover

Quick Reference Guide

Connect with us
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Contact us

Business

ce.mohawkcollege.ca/business   cebusiness@mohawkcollege.ca
905-575-2703

Community and Urban Studies

ce.mohawkcollege.ca/communityservices   cecommunity@mohawkcollege.ca
905-575-1212 ext. 3244

Creative, Media and Interdisciplinary Studies

ce.mohawkcollege.ca/creative   cecreative@mohawkcollege.ca
905-575-2358

Health and Nursing

ce.mohawkcollege.ca/health   cehealth@mohawkcollege.ca
905-575-1212 ext. 6703

Technology and Skills Development

ce.mohawkcollege.ca/tech   cetechnology@mohawkcollege.ca
905-575-2203   ceskills@mohawkcollege.ca

General Inquiries

ce.mohawkcollege.ca/contacts   ce@mohawkcollege.ca
905-575-2220

Learning @ Mohawk

3 Delivery Methods

🖥 Online

ce.mohawkcollege.ca/online

Online learning courses provide you with the opportunity to learn online, anywhere, and at your convenience. Most courses are delivered every January, May and September. There are also many monthly intake course offerings. Courses are delivered over a 14-week period and are led by instructors. They are not self-paced or self-directed. There are scheduled start and end dates and you cannot start late or finish early.

The delivery method is identified in the course listings as OntarioLearn or eLearn. Your start-up information is different depending on the delivery. See below.

Computer Requirements

ce.mohawkcollege.ca/online-faq

You need regular access to a computer with an Internet connection and Web access for the duration of your course. Computer system requirements are listed on the website.

Textbooks

mohawk.bookware3000.ca

Textbooks are not included in course fees and can be ordered online.

Exams

ce.mohawkcollege.ca/exams | exams@mohawkcollege.ca

All work and scheduled exams must be completed by the course end date. Most courses have an in-person exam. You can book your exam online through MOCOmotion. Proctoring is available for those who live at a distance.

Refunds

ce.mohawkcollege.ca/refunds

Refund requests must be received within 6 days of the published start date of the course. A $20 administrative fee is non-refundable.

OntarioLearn
Course is online through OntarioLearn.com

Registration Deadline
Registration is open until 6 calendar days after the official start date unless otherwise stated. Registering after the start date will delay your course access by up to 48 hours. Registration deadlines for monthly intake courses may vary.

How to Start Your Course
Visit ce.mohawkcollege.ca/get-started for login instructions.
It is your responsibility to login to your course(s) prior to the refund deadline.

eLearn
Course is online through Mohawk College

Registration Deadline
Registration is open until 6 calendar days after the official start date unless otherwise stated.

How to Start Your Course
Visit ce.mohawkcollege.ca/elearn for login instructions.
You will also receive a course start-up letter by mail.
It is your responsibility to login to your course(s) prior to the refund deadline.

👥 Classroom

The delivery location is identified in the course listings. You will go to the appropriate location on the start date at the time listed

Delivery Locations
ce.mohawkcollege.ca/campuscodes

Classroom (FF)
Fennell Campus
135 Fennell Avenue West
Hamilton, ON L9C 1E9

Classroom (IH)
Institute for Applied Health Sciences at McMaster
1400 Main Street West
Hamilton, ON L8S 1C7

Classroom (OR)
Other Location
See course description for details.

Classroom (SC)
Stoney Creek Campus
481 Barton Street
Stoney Creek, ON L8E 2L7

Field Work
Course work done at placement location.

Room Listings
ce.mohawkcollege.ca/roomlistings

Room numbers for courses at all campuses are available online after 3:00 pm on the first day of each term. Classroom locations are also posted at the main campus entrances. Room numbers can change as late as 4:30 p.m. each day. Please check the schedule frequently.

Parking
www.mohawkcollege.ca/parking

Parking is available at most locations. Rules and regulations apply and paid parking may be required.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations. Contact HSR at 905-527-4441 or hamilton.ca/hsr for details about routes, schedules, etc.

🖥👤 Blended

The delivery location is identified in the course listings as Blended (Campus).

A blended course is designed to integrate face-to-face and online activities so that they reinforce, elaborate on, and complement one another.

The campus code in the delivery location indicates the campus where the classroom component is held. See Classroom (above) for a list of campuses.

In most cases, the course description will give you the specific dates of the classroom components. These dates are subject to change and in some cases will not be set until after the course has started.

Read more at **mohawkcollege.ca/blended**

Program Guide

We offer more than 150 programs through Continuing Education! They can be completed online, in-class, or a mix of both. Check the listed page numbers for details. We also offer stand-alone courses at the back of each section.

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
ONTARIO COLLEGE GRADUATE CERTIFICATES				
51	Autism and Behavioural Sciences Certificate (164)	●		
20	Business Anaylsis Certificate (334)			●
52	Career Consultant Certificate (076)			●
110	Communications Media Practices Certificate (266)		●	●
55	Concurrent Disorders Certificate (252)	●		
81	Dementia Studies - Multidiscipline Certificate (142)	●		
81	Diabetes Education Certificate (928)	●		
59	Early Childhood Education Resource Consulting Certificate (956)			●
83	Gerontology - Multidiscipline Certificate (037)	●		
62	Libraries and Digital Technologies Certificate (965)	●		
86	Oncology Nursing Certificate (883)	●		
87	Perioperative Nursing Certificate (943)			●
87	Psychosocial Rehabilitation Certificate (016)	●		
88	Registered Nurse - Critical Care Nursing Certificate (871)	●		
89	Registered Nurse - First Assistant Certificate (921)	●		
89	Registered Nurse - Occupational Health Nursing Certificate (875)	●		
89	Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877)			●
89	Registered Nurse - Perinatal Nursing Certificate - Neonatal (876)			●
91	Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)	●		
92	Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)	●		
95	Working with Dementia Clients - Multidiscipline Certificate (138)	●		
96	Working with the Aged - Multidiscipline Certificate (019)	●		
DIPLOMAS				
80	Bridging for Medical Laboratory Technology Diploma (170)			●
52	Child & Youth Care Advanced Diploma (612)			●
58	Early Childhood Education Diploma (213)			●
60	Educational Support Diploma (747)	●		
63	Library and Information Technician Diploma (800)	●		
67	Social Service Worker Diploma (215)			●
ONTARIO COLLEGE CERTIFICATES				
82	Food Services Certificate (816)	●		
42	General Arts and Science Certificate (230)			●
31	Office Administration - General Certificate (380)			●

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
86	Palliative Care - Multidiscipline Certificate (017)	●		
32	Small Business and Entrepreneurship Certificate (179)	●		
MOHAWK COLLEGE CERTIFICATES				
109	Aesthetics Certificate (026)		●	
109	Applied Cosmetics Certificate (830)		●	
120	AutoCAD Design Certificate (191)			●
20	Brand Management Certificate (974)			●
121	Building Environmental Systems Certificate (090)		●	
72	Business Computer Applications Certificate (915)			●
21	Business Studies Certificate (068)			●
122	CNC Programming Certificate (070)		●	
41	Competence in the French Language Certificate (829)		●	●
73	Computer Science - Level 1 Certificate (892)		●	
73	Computer Science - Software Engineering Specialist Certificate (893)		●	
22	Condominium Management (ACMO) Certificate (912)	●		
122	Construction Estimating Certificate (867)		●	
56	Counselling Techniques Certificate (802)			●
110	Dressmaking Certificate (819)		●	
59	Early Childhood Education - Leadership and Administration Certificate (932)			●
123	Electrical Fundamentals Certificate (063)		●	
123	Electronic Fundamentals Certificate (886)		●	
123	Environmental Engineering Certificate (083)		●	
111	Fashion Design Certificate (804)		●	
23	Financial Planning Certificate (185)	●		
123	Fire Safety Certificate (853)			●
100	Floral Techniques - Basic Certificate (805)		●	
124	Fluid Power Certificate (847)		●	
125	Geographic Information Systems Certificate (079)	●		
126	Home Inspection Certificate (171)	●		
101	Horticulture - Plant Identification Certificate (846)		●	
127	Human Machine Interfacing Certificate (182)		●	
24	Human Resources Certificate (825)	●		
25	Industrial Distribution Leadership Certificate (924)	●		
127	Industrial Drives Certificate (202)		●	
128	Industrial Engineering - Level 1 Certificate (868)		●	
128	Industrial Lubrication Certificate (064)		●	
25	Industrial Relations Certificate (824)	●		
26	Integrated Accounting Certificate (099)			●

Workshops

ce.mohawkcollege.ca/workshops

Continuing Education offers a variety of workshops designed to develop/enhance your skills in a specific area! Invest 10 hours, or less, of your time and learn something new.

Weekend Courses

ce.mohawkcollege.ca/weekend

Course Guide

ce.mohawkcollege.ca/courses

Our selection of courses offered in the Winter term can be found below.
Find what interests you, and flip to the page number listed for course details.

Page	Course Name	Course Code	OL	CL	BLE
BUSINESS					
35	Accounting 1	ACCTCB101		●	
35	Accounting 2 - Financial	ACCT10014		●	
21	Accounting Introductory I	ACCTMCS01	●		
26	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
26	AccPac Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
26	AccPac Sage 300 ERP General Ledger	INFO10184	●		
35	Agile Methodologies	MGMT10133	●		
33	Animal Husbandry II	HLTH10071	●		
19	APICS Basics Of Supply Chain Management	BUSNSPC15		●	
19	APICS Master Planning Of Resources	BUSNSPC24		●	
19	APICS Principles of Distribution & Logistics	BUSN10114		●	
19	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
19	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
19	Applied Accounting-Bookkeeping 2	ACCTBZ019	●	●	
30	Applied Marketing Research	MRKT10030	●		
35	Auditing I	ACCT10026	●		
35	Auditing II	ACCT10027	●		
33	Basic Animal Husbandry	HLTH10062	●		
33	Basic Veterinary Pharmacology	HSCI10135	●		
37	Benefits Administration	BUSN10059	●		
20	Brand Elements	MRKT10062	●		
23	Building and Maintaining Customer Relationships	BUSN10034	●		
33	Building and Maintaining Customer Relationships	BUSN10034	●		
20	Business Analysis Introduction	MGMT10121	●		
21	Business Law Introductory	LAWSMCS05	●		
35	Business Mathematics Of Finance	MATH10037	●		
20	Business Process Modeling and Improvement	BUSN10149	●		
35	Business Statistics	MATH10070	●		
35	Change Management	MGMT10134	●		
29	Coaching And Developing People	MGMTCMA03	●		
27	Communications (LDS)	COMM10217	●		
24	Compensation and Benefits	HRESPIR11	●		
34	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
37	Computer Applications in Human Resources	COMP10193	●		
32	Computer Skills for Small Business	COMP10134	●		
23	Condominium Administration & Human Relations	MGMTCDM04	●		
35	Consumer Behaviour	MRKTMK375	●		
29	Continuous Improvement Process	QUALCMA06	●		
28	Corporate Practice and Procedure	LAWS10153	●		
26	Corporate Procedures	LAWSSELC6	●		

Page	Course Name	Course Code	OL	CL	BLE
35	Cost and Managerial Accounting I	ACCT10024	●		
35	Cost and Managerial Accounting II	ACCT10025	●		
22	Cost Management	ACCT10017	●		
28	Court Clerk Criminal OCJ	LAWS10170	●		
23	Creative and Critical Thinking LDS	COMM10216	●		
27	Creative and Critical Thinking LDS	COMM10216	●		
28	Criminal Law - Legal Administration	LAWS10136	●		
36	Customer Relationship Management	CUST10005	●		
36	Dealing And Working With Difficult People	CONFBU397	●		
29	Developing Effective Teams	MGMTCMA04	●		
31	Digital Transcription	OADMOA261			●
37	Dispute Resolution	HMNS10093	●		
23	Donor Relationships in Fundraising	BUSN10071	●		
38	Effective Advertising for Non-profits	ADVR10077		●	
36	Effective Supervision-Human Relations	MGMTMD221	●		
25	Employment Law	BUSNPIR19	●		
27	Employment Law (LDS)	LAWS10090	●	●	
36	Entrepreneurship Fundamentals	SBMGBU395	●		
37	Essentials In Health Records Management	MGMT10039	●		
26	Estate Procedures	LAWSSELC4	●		
28	Family Law Practice and Procedure	LAWS10149	●		
27	Finance (LDS)	FINC10023	●		
24	Finance And Accounting	ACCTPIR23	●	●	
23	Financial Environment	FINCFP011	●		
36	Financial Management 1	FINC10002	●		
22	Financial Planning For Condominium Managers	FINCCDM03	●		
36	Financial Systems for Operations Management	BUSN10150	●		
31	Food Sourcing & Procurement	BUSN10157		●	
23	Fundraising as Management Process	BUSN10070	●		
25	Grievances, Arbitration and Contract Administration	BUSNPIR13	●		
37	Health Office Foundations	BUSN10138	●		
27	Human Relations (LDS)	HRES10019	●	●	
24	Human Resource Management Studies	MGMTBPC01	●	●	
29	Human Resource Management Studies	MGMTBPC01	●	●	
24	Human Resources Planning and Staffing	HRESPIR17	●		
25	Industrial Distribution Integrated Case Study	BUSN10056	●		
20	Integrated Brand Communication	MRKT10061		●	
35	Intermediate Accounting I	ACCT10021	●		
35	Intermediate Accounting II	ACCT10022	●		
32	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
36	Introduction to Business	BUSN10049	●		
22	Introduction To Condominium Law	LAWSCDM01	●		
36	Introduction To E-Business	INFOBU396	●		

Page	Course Name	Course Code	OL	CL	BLE
23	Introduction to Fundraising	BUSN10062	●		
25	Introduction To Industrial Relations	LABRPIR08	●		
28	Introduction To Legal Office Practice And Procedures	OADM10009	●		
21	Introduction To Macroeconomics	ECON10002	●		
38	Introduction to Project Management	HRES10013	●		
36	Introduction to Supply Chain and Operations Management	BUSN10107	●		
23	Investment Planning	FINCFP013	●		
31	Keyboarding	KEYB10008		●	
36	Labour Economics	BUSNPIR10	●		
28	Landlord & Tenant Law	LAWS10064	●		
36	Law Office Accounting	ACCT10007	●		
27	Leading Responsibly (LDS)	MGMT10098	●		
27	Leading Teams (LDS)	MGMT10101	●		
28	Legal Terminology	LAWS10005	●		
23	Life and Death Issues of Financial Planning	FINCFP012	●		
28	Litigation Practice and Procedure 1	LAWS10065	●		
36	Management Information Systems	INFO10160	●		
21	Management Operations	MGMTMCS07	●		
21	Management Principles	MGMTMCS06	●		
29	Management/Leadership Skills	MGMT10136	●		
29	Managerial Communications	MGMTBPC02		●	
27	Managing Change (LDS)	MGMT10102	●		
32	Managing The Small Business	SBMG10013	●		
21	Marketing Advanced	MRKT10018	●		
30	Marketing Channels	MRKT10045	●		
30	Marketing Digitally	MRKT10037	●		
21	Marketing Principles	MRKTMCS08	●		
34	Medical Conditions for Medical Office Professionals	HSCI10002	●		
37	Medical Keyboarding	KEYB10005	●		
37	Medical Office Procedures	OADM10018	●		
37	Medical OHIP Billing	OADM10010	●		
30	Medical Terminology 1	OADMOA323		●	
31	Medical Terminology 1	OADMOA323		●	
30	Medical Terminology 2	OADMOA324		●	
31	Medical Terminology 2	OADMOA324		●	
34	Medical Terminology II - Pronunciation	HSCI10157	●		
31	Medical Transcription 1	OADMOA352		●	
24	Methods of Fundraising	BUSN10069	●		
21	Microeconomics Introductory	ECONMCS03	●		
31	Mobile Food Service Requirements	SAFE10098	●		
25	Negotiations in Industrial Distribution	BUSN10054	●		
38	Non-profit Marketing and Communications	MRKT10058		●	
38	Non-profit Marketing and Communications Series	MRKT10057		●	
38	Non-profit Public Relations	HRES10026		●	
24	Occupational Health and Safety	SAFEPIR21	●		
31	Office Procedures and Technology	OADM10022	●		
33	Operations And Legal Issues	SBMGSB202	●		
25	Organizational Behaviour and Administration	BUSNPIR22	●		
36	Organizational Business Communication	COMM10027	●		

Page	Course Name	Course Code	OL	CL	BLE
22	Payroll Administration	ACCTBU192	●		
27	Performance Management (LDS)	MGMT10100	●	●	
23	Personal Success	MGMTMD278	●		
37	Personnel Research Techniques and HRIS	HRES10017	●		
34	Pharmacology for the Medical Office	HSCI10024	●		
22	Physical Building Management	MGMTCDM02	●		
36	Principles of Purchasing	BUSN10101	●		
29	Problem Solving - Decision Making	MGMTBPC04		●	
38	Project Communications and Human Resource Management	MGMT10137	●		
38	Project Contracting, Procurement and Quality Management	MGMT10138	●		
38	Project Cost and Risk Management	MGMT10139	●		
27	Project Management (LDS)	MGMT10099	●		
38	Project Management Applications and Simulation	MGMT10140	●		
38	Project Management Scheduling Software	INFO10105	●		
38	Project Management Skills Development	BUSN10105	●		
37	Quantitative and Qualitative Research for Business Analysis	BUSN10151	●		
21	Quantitative Methods	BUSN10045	●		
26	QuickBooks	INFO10159	●	●	
28	Real Estate Practice and Procedure I	REAL10001	●		
28	Real Estate Practice and Procedures 2	LAWS10148	●		
25	Recruitment And Selection	HRESPIR20	●		
37	Retirement Planning	BUSN10152	●		
23	Retirement Planning And Case Studies	FINCFP014	●		
26	Sage 50 Accounting	INFO10201	●		
30	Sales Principles	BUSN10119	●		
21	Selling For Success	MRKT10025	●		
32	Sharing Economy I	BUSN10153		●	
33	Small Business Marketing Skills	SBMG10000	●		
33	Small Business-Financial Management	MGMTSB102	●		
28	Small Claims Practice and Procedure	LAWS10154	●		
25	Staff Training and Development	BUSNPIR16	●	●	
37	Strategic Public Relations	ADVR10078	●		
37	Styles and Practices of Medical Transcription	HSCI10152	●		
29	Supervisory Skills For Business And Industry	MGMTCMA02	●		
38	Targeted Marketing for Non-profits	MRKT10059		●	
35	Taxation	ACCTAC409		●	
22	Taxation I	ACCT10019	●		
22	Taxation II	ACCT10034	●		
29	The Business of Tomorrow	BUSN10047	●		
32	The Generic Business Plan	SBMG10018	●		
32	Trends in Consumerism	BUSN10154	●		
29	Understanding Managerial Skills	MGMTBPC03			●
34	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
34	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
33	Veterinary Anaesthesia	VETR10000	●		
33	Veterinary Lab Procedures	HLTH10098	●		
33	Veterinary Office Skills and Procedures	OADM10013	●		

Delivery* **OL** = Online Learning | **CL** = Classroom | **BLE** = Blended | See Page 3 for details.

Page	Course Name	Course Code	OL	CL	BLE
33	Veterinary Surgical Procedures	HSCI10138	●		
33	Veterinary Terminology	COMM10107	●		
28	Wills and Estates Practice and Procedure	LAWS10169	●		
34	Working And Communicating In A Medical Setting	COMM10021	●		
28	Youth Court Clerk Ontario Court of Justice	LAWS10176	●		

COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES

Page	Course Name	Course Code	OL	CL	BLE
49	AC - Communications, Part B	COMMLL044		●	
40	ACE Apprenticeship Math	MATH10047	●		
40	ACE Biology	BIOL10011	●		
40	ACE Business Mathematics	MATH10046	●		
40	ACE Chemistry	GSCI10004	●		
40	ACE Communications	COMM10148	●		
40	ACE Computers	COMP10083	●		
40	ACE Core Math	MATH10045	●		
40	ACE Physics	PHYS10000	●		
40	ACE Self Management and Self Direction	CRED10044	●		
41	ACE Technology Math	MATH10044	●		
41	American Sign Language 2	LANGLL220		●	
41	American Sign Language I	LANGLL120		●	
44	Anger Management	CONF10005	●		
45	Anthropology	PSYC10020	●		
48	Applied Social Media in Business	ADVR10072	●		
45	Art Through the Ages	ARTT10052	●		
45	Bridging Two Worlds: Connecting with Indigenous People of Canada	INDS10015	●		
45	Canadian Politics	SSCISS105	●		
43	Capstone Course, Skills Integration	LANG10036	●		
45	Censorship and the Media	MCOM10060	●		
42	Communication	COMMLL041		●	
49	Communication	COMMLL041		●	
49	Communication D	COMM11040		●	
43	Creative Writing	COMMLL904		●	
44	Creative Writing II Short Fiction	COMMLL945		●	
45	Culture, Language and Linguistics	COMM10277	●		
48	Developing a Social Media Strategy	ADVR10074	●		
42	Developmental Psychology	PSYCSS271	●	●	
45	Developmental Psychology	PSYCSS271	●	●	
48	Digital Communication	COMM10342	●		
49	English 1	COMM10256	●		
48	First Responders Basic American Sign Language	LANG10088		●	
45	Forensic Psychology	PSYC10001	●		
41	French 1	LANG10061	●		
41	French 2	LANG10062	●		
41	French 3	LANG10063	●		
42	French 4	LANG10064	●		
42	French 5	LANG10065	●		
48	Fundamentals of Digital Marketing Management	MRKT10026	●		
44	Grammar For Writing Professionals	COMMLLT02	●		
45	Growing Up Digital-Living and Working In Canada	INFO10158	●		

Page	Course Name	Course Code	OL	CL	BLE
45	History of Aboriginal/Canadian Relations	INDS10017	●		
45	Hockey Hall of Fame Presents	SPRT10007	●		
45	Indigenous Identity & Relationship to the Land	INDS10018	●		
45	Indigenous Peoples: A Global Perspective	INDS10019	●		
44	Intro to Creative Non-Fiction	COMM10000	●		
45	Introduction to Children's Literature	COMMLLT06	●		
47	Introduction to Japanese	LANG10060	●		
45	Introduction to Philosophy	SSCI10049	●		
48	Introduction to Social Media	MCOM10228	●		
43	Introduction to Spoken Language Interpreting	LANG10031	●		
47	Introduction to Spoken Mandarin Chinese	LANG10089	●		
45	Introductory Psychology	PSYCSS156	●	●	
42	Introductory Sociology	SSCISS108	●		
45	Introductory Sociology	SSCISS108	●		
47	Italian 1	LANGLLA03		●	
47	Italian 2	LANGLLB03		●	
47	Italian for Beginners	LANG10054	●		
41	La Pratique du Francais 1	LANGFR003		●	
41	La Pratique du Francais 2	LANGFR004		●	
41	La Pratique du Francais 3	LANGFR005		●	
42	La Pratique du Francais 4	LANGFR006		●	
42	La Pratique du Francais 5	LANGFR007		●	
44	Novel Writing 2	COMM10143		●	
44	Parlons Avance 1	LANGFS077		●	
42	Parlons Francais 1	LANGFS032		●	
42	Parlons Francais 3	LANGFS071		●	
48	Personal Social Media Branding	ADVR10073	●		
46	Personality Psychology	PSYC10007	●		
46	Philosophy of Art Concepts and Theories	SSCI10054	●		
46	Philosophy of Love and Sex	PERS10024	●		
44	Plot Development	COMM10311		●	
46	Political Science & Public Administration	SSCISS027	●		
46	Popular Culture and the Media	COMM10276	●		
46	Popular Music and Society	MUSC10114	●		
48	Prep Science (Chemistry)	GSCIPE053	●		
48	Prep Science (Physics)	PHYSPE001	●		
48	Preparatory Chemistry	CHEMPE106		●	
49	Researching and Reporting-Lgs	COMMLL122	●		
44	Romance Writing	COMMLLT04	●		
43	Skills Development - Sight Translation	LANG10033	●		
43	Skills Development - Simultaneous Interpreting	LANG10034	●		
46	Soccer and its Impact on Society	SSCI10031	●		
49	Social Media and Society	SSCI10045	●		
49	Social Media Marketing	MRKT10055	●		
49	Social Media Privacy & Security	MCOM10227	●		
46	Social Psychology	PSYC10012	●		
46	Society, Technology And Social Issues	SSCISS299	●		
43	Sociology: Diversity and Social Change	SSCISS109	●		
46	Sociology: Diversity and Social Change	SSCISS109	●		
47	Sociology-Sport	SSCI10046	●		
47	Spanish For Beginners	LANGLLE01		●	

Page	Course Name	Course Code	OL	CL	BLE
			Delivery*		
47	Spanish-Conversational 1	LANGLLA04		●	
48	Spanish-Conversational 2	LANGLLB04		●	
47	Sport: The Global Business of Making Money	SPRT10022	●		
47	Sports Psychology	PSYC10009	●		
47	Stress, Wellness and Nutrition	HLTH10111	●		
46	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
46	The Ontario Metis	HIST10018	●		
47	The Study of Human Sexuality	SSCI10003	●		
47	The Video Game West	COMP10190	●		
44	Travel Writing	COMM10121	●		
47	Understanding Literature	COMM10095	●		
47	Women in Film: Scandalous Sisters	ARTT10055	●		
47	World Of Abnormal Psychology	PSYCSS021	●		
44	Writing For Publication - Level 1	COMMLLT03	●		
44	Writing For Publication - Level 2	COMMLLT09	●		
49	Writing Grammatically	COMM10218	●		
44	Writing Poetry	COMMLLP04		●	
49	Writing Short Stories	COMM10259	●		
COMMUNITY SERVICES					
69	Abuse and Family Violence	HMNS10120	●		
64	Acquisitions	LIBRLT350	●		
66	Active Records Management	OADMRM101	●		
60	Adaptive and Assistive Technology	COMP10006	●		
67	Adaptive and Assistive Technology	COMP10006	●		
58	Administration and Supervision in ECE	EDUC10077	●		
53	Adolescence: Treatment Approaches & Issues	HMNSCC358			●
68	Adult Learning	EDUCTAL03	●		
69	Adults With Learning Disabilities	SENSTAL06	●		
53	Advanced Therapeutic Programming	HMNS10112			●
59	Advocacy In The School And Community	HMNSRT061	●		
66	Archives	LIBRRM103	●		
69	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
69	Assessment And Evaluation	EDUCTAL05	●		
51	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
60	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
67	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
60	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
69	Behaviour Management Systems	CONF10007		●	
51	Behavioural Skill Building	EDUC10028	●		
70	By-Law Enforcement	LAWS10139	●		
62	Canadian Criminal Justice System	LAWSPF111	●		
52	Career Development Resources	CREDCAR02		●	
55	CD Treatment: Models for Treating Varied Populations	HMNS10052	●		
58	Child Development & Behaviour 1	EDUCEC121	●		
58	Child Development & Behaviour 2	EDUCEC221	●		
58	Children with Special Needs	EDUC10084	●		
64	Children's Services And Issues	LIBRLT385	●		

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			Delivery*		
64	Circulation and Inter Library Loan	LIBR10037	●		
61	Classroom Skills	EDUCEDE21	●		
57	Co-dependency as an Addiction	PSYC10008	●		
54	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
61	Communication Exceptionalities	EDUCEDE23	●		
69	Communications/Reporting	COMMLL223	●		
68	Community Awareness and Field Placement Preparation	HMNS10101			●
53	Community Interventions & Resources	HMNSCC553			●
55	Concurrent Disorders	HMNS10050	●		
56	Concurrent Disorders Field Seminar	CRED10081	●		
55	Concurrent Disorders, Issues & Ethics	HMNS10094	●		
57	Contemporary Social Problems-Police Foundations	SSCISS288	●		
65	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
62	Correctional Practices	LAWS10151	●		
70	Criminal And Civil Law	LAWSPF301	●		
70	Criminal Code	LAWSPF302	●		
70	Criminal Profiling Introduction	LAWS10177	●		
57	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
57	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
62	Criminology	SSCI10056	●		
57	Cults and Terrorism	SSCI10006	●		
69	Curriculum Development	EDUCTAL02	●		
64	Database Design For Information Workers	INFOLT340	●		
55	Development of Counselling Skills	COUN10003	●		
57	Diversity and First Nations	SSCI10017	●		
52	Diversity In The Workplace	CREDCAR08	●		
66	Document Management Technology	GRAPRM102	●		
57	Domestic and Workplace Violence	PSYC10006	●		
58	ECE Curriculum 1	EDUCEC323	●		
58	ECE Curriculum 2	EDUCEC423	●		
59	ECE Leadership Development	EDUC10080			●
59	ECE-Family Engagement	EDUC10081			●
64	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
51	Ethics and Professionalism	EDUC10034	●		
58	Family Dynamics	EDUCEC129	●		
54	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	●		
54	Field Placement 1	WORK10136		●	
54	Field Placement 2	WORK10137		●	
56	Field Placement Concurrent Disorders	WORK10113	●		
58	Field Placement Prep	EDUC10093	●		
60	Field Practicum 1	WORKRT021		●	
60	Field Practicum 2	WORKRT051		●	
65	Field Work 1	WORKLT290	●		
65	Field Work 2	WORKLT490	●		
55	Fostering Healthy Lifestyles	HLTH10152	●		
61	Foundations of Education	EDUCEDE14	●		
53	Health Care & Pharmacology For Child & Youth Care	HSCICC327	●		
64	Health Libraries and Resources	LIBR10004	●		

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64	Human Relations and Supervision	HRESLT150	●		
53	Human Sexuality For Child & Youth Care	HMNSCC558			●
61	Inclusion and Cultural Diversity	EDUC10002	●		
64	Indexing and Subject Analysis	LIBR10038	●		
59	Individual Developmental Planning 2	HMNSRT041	●		
64	Information Technology for Library Technicians	INFO10172	●		
69	Instructional Techniques	EDUCTAL04	●		
69	Instructional Technology In Adult Education	EDUCTAL08	●		
56	Interaction And Communications	COMMTC101			●
53	Intervention Strategies For Child Youth Care	HMNSCC257			●
54	Interviewing Skills 1	COUN10011	●		
54	Interviewing Skills 2	COUN10012	●		
56	Interviewing Skills In Counselling	COUNTC103			●
68	Intro to Social Service Worker	HMNS10100			●
51	Introduction to Addictions	HMNS10039		●	
51	Introduction to Applied Behaviour Analysis	HSCI10042	●		
64	Introduction to Computers 1	COMP10136	●		
59	Introduction to Early Intervention	EDUC10100	●		
54	Introduction To Group Dynamics	HMNSCC143			●
57	Introduction to Intercultural Communication	COMM10073	●		
64	Introduction to Libraries and the Information Industry	LIBRLT110	●		
64	Introduction to Metadata & Metadata Applications	LIBR10035	●		
57	Introduction to Racism and Discrimination	SSCI10026	●		
63	Issues in Digital Resource Management and Technologies	LIBR10048	●		
58	Issues In ECE	EDUCEC428	●		
64	Law Libraries And Legal Research	LIBRLT405	●		
58	Learning Environment 2	EDUCEC215			●
66	Learning from Death and Dying	PSYC10025	●		
61	Learning Strategies	EDUC10004	●		
67	Learning Strategies	EDUC10004	●		
54	Legislation: Policies & Procedures	MGMTCC153	●		
64	Library Classification	LIBR10039	●		
64	Library Financial Management and Budgeting	MGMT10041	●		
63	Library Leadership in the Digital Age	LIBR10047	●		
64	Library Programming, Marketing and Advocacy	LIBR10040	●		
61	Math in an Educational Setting	MATH10065	●		
70	Meditation	RECL10041		●	
69	Mental Health First Aid	HMNS10123		●	
66	Microsoft Office 2013	COMP10166	●		
62	Mind, Body, Spirit The Connection	HLTH10225		●	
66	Mourning, Grief and Bereavement	PSYC10023	●		
66	MS Office 2010	INFO10095	●		
69	Nonviolent Crisis Intervention	CONFMHN08		●	
65	Online Searching	LIBR10041	●		
51	Parent and Staff Training	EDUC10029	●		
59	Parent Teacher Child Relationship 1	EDUCEC128			●
62	Penology	LAWS10152	●		

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61	Personal And Interpersonal Dynamics	EDUCEDE17	●		
56	Pharmacology for Concurrent Disorders	HLTH10153	●		
61	Physical and Multiple Exceptionalities	EDUCEDE26	●		
61	Placement 1	EDUC10085	●		
61	Placement 2	EDUC10086	●		
61	Placement 3	EDUC10087	●		
61	Placement Preparation	EDUC10075	●		
68	Practice in Organizations	HMNSSO434		●	
56	Preparation for Field Placement	CRED10088	●		
55	Prevention and Intervention Strategies - Child Mental Health	HLTH10216	●		
70	Principles of Ethical Reasoning	LAWS10174	●		
70	Private Investigator Training	LAWS10138	●		
70	Private Investigator-Licensing Requirements	LAWS10091			●
70	Private Security - Licensing Requirements	LAWS10087			●
68	Professional Development	CREDSO123		●	
54	Professional Development in Child and Youth Work	HMNS10105	●		
70	Provincial Offences/Motor Vehicle Offences	LAWS10076	●		
55	Psychiatric Disorders Common to Infant, Child and Adolescent	HLTH10214	●		
67	Records And Information Management Fundamentals	OADMRM100	●		
65	Reference Processes	LIBR10044	●		
65	Reference Services and Sources	LIBR10045	●		
56	Relapse Prevention and Harm Reduction	HMNS10054	●		
66	Religious beliefs, traditions and customs of death	PSYC10022	●		
56	Research, Reports and Proposals	COMM10131	●		
65	Resource Description and Access I	LIBR10042	●		
65	Resource Description and Access II	LIBR10043	●		
55	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
62	Safe and Secure Environments	SAFE10091	●		
61	Safety In An Educational Setting	SAFE10004	●		
65	School Libraries	LIBRLT375	●		
70	Security Guard Training	LAWS10137	●		
54	Seminar 1 - Professionalism in Child and Youth Care	WORK10112		●	
54	Seminar 2 - Trends and Issues in Child and Youth Work	HMNS10104	●		
65	Serials	LIBRLT351	●		
57	Sexual Violence	SSCI10008	●		
68	Social Policy & Law	LAWS10112			●
62	Special Populations I	PSYC10026	●		
52	Specialized Instructional Strategies	EDUC10030	●		
56	Supporting Families Living With Concurrent Disorders	HMNS10053	●		
61	Technology in Education	EDUCEDE19	●		
66	Thanatology	PSYC10021	●		
52	Theories Of Career Development	CREDCAR01	●		
61	Total Communication Part 1	EDUC10040	●		
61	Total Communication Part 2	EDUC10041	●		
70	Traffic Management	LAWSPF309	●		

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61	Transition Planning	EDUC10037	●		
52	Transition Planning and Implementation	EDUC10031	●		
54	Trauma Informed Treatment Approach	HMNS10124	●		
52	Treating Challenging Behaviour	HMNS10006	●		
69	Volunteer Management 2	MGMTSSP43			●
59	Wellness for Children	HLTH10121	●		
59	Working With Families	HMNSRT031			●
52	Working with Families and Teams	HMNS10005	●		
59	Working with Parents	EDUC10076	●		
70	Yoga: Winter Wellness	RECL10042		●	
COMPUTERS					
72	Access Core	INFO10081	●		
72	Access-Expert	INFO10214	●		
78	Adobe InDesign Basics	COMP10120	●		
74	Advanced Network Technologies	ELEC10052		●	
75	Advanced Server Technologies	ELEC10102		●	
76	Analytics and Big Data	BUSN10120	●		
76	Applied IBM Business Intelligence	COMP10192			●
76	Business Analytics for Managers	COMP10187			●
76	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	●		
76	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	●		
76	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	●		
76	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	●		
77	Computer Applications for Business	INFO10048		●	
76	Computer Skills For College	COMPCO002	●		
78	Design Basics	COMP10172	●		
78	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	●		
72	Excel Core	INFO10078	●	●	
72	Excel Expert	INFO10079	●	●	
77	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
77	Excel Working with Charts	INFO10190		●	
77	Excel Working with Formulas	INFO10192		●	
76	Fundamentals of UNIX	COMP10024	●		
77	Generic Computer Training	COMPCO001	●		
78	HTML Intermediate	COMP10107	●		
78	HTML Introduction	COMP10106	●		
77	Introduction to C# Programming	COMP10116	●		
72	Introduction to Computers 1	COMP10136	●		
78	Introduction to Computers 2	COMP10195	●		
77	Introduction to Excel	INFO10193		●	
78	Java - Intermediate	COMP10036	●		
78	Java - Introduction	COMP10035	●		
78	Java Advanced	COMP10180	●		
78	JavaScript	COMP10137	●		
77	Microsoft Office 2013	COMP10166	●		
77	Microsoft Office 2016	COMP10191	●		
77	Microsoft Office 365	COMP10145	●		
74	MicroStation 2D - Level 1	CADMMSN01	●		

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74	MicroStation 2D - Level 2	CADMMSN02	●		
74	MicroStation 3D Level 3	CADM10009	●		
77	MS Office 2010	INFO10095	●		
78	MySQL Databases	COMP10149	●		
73	Network Fundamentals	ELEC10034		●	
74	Network Fundamentals	ELEC10034		●	
75	Network Fundamentals	ELEC10034		●	
78	Office Simulation	COMP10196	●		
74	Oracle Grid Computing	COMP10081		●	
75	Photoshop Adobe	INFO10149			●
72	PowerPoint 101	COMP10197	●		
77	Programming for Absolute Beginners	COMP10189	●		
77	Programming in C	COMP10122	●		
73	Programming in Java	COMP10062		●	
73	Programming in Java	COMP10062		●	
72	Publisher Core	INFO10157	●		
75	Server Administration	ELEC10049		●	
77	Software Testing	COMP10173	●		
77	UNIX Administration 1	COMP10018	●		
75	Web Design Basics	INFO10144			●
75	Web Page Design	INFO10110			●
76	Web Scripting with PHP	INFO10112			●
78	Web Usability-Writing & Design	COMP10167	●		
78	Windows 10	INFO10215	●		
72	Word Core	INFO10077	●	●	
72	Word Expert	INFO10080	●	●	
76	WordPress 1	INFO10202	●		
78	Workshop For Windows	INFOBW001		●	
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95	Aboriginal Peoples: Understanding and Reducing Victimization	INDS10016	●		
94	Advanced Footcare for RNs and RPNs	NRSG10059		●	
90	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
90	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
91	Advancements in the Mental Health System	HSCI10145	●		
87	Anaesthesia, Assessment & Critical Care	HSCINSC87	●		
80	Analytical Techniques 2 Theory	MLSCMLS11	●		
80	Analytical Techniques 3 L and T	MLSCMLS13	●		
81	Analytical Techniques 4 L and T	MLSCMLS14	●		
81	Analytical Techniques 5 L and T	MLSCMLS15	●		
97	Arrhythmia Interpretation	HLTH10229	●		
81	Assessment And Planning	HSCIGER30	●		
83	Assessment And Planning	HSCIGER30	●		
96	Assessment And Planning	HSCIGER30	●		
97	Basic Blood Collection	MLSCML123		●	
94	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
85	Basic Techniques In Hematology	MLSCMLA53	●		
80	Breastfeeding Clinical Experience	CLIN10026		●	
97	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSCI10087		●	

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97	C.P.R.'C'/AED - Health Care Provider Level	HSCI10086		●	
97	Canadian Health Care System	HLTH10256	●		
85	Clinical Experience 2	CLIN10035		●	
84	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
96	Clinical Field Placement With Clients	CLINDEM05		●	
91	Clinical for Mental Health	CLIN10070		●	
81	Communication and Interpersonal Skills in Dementia Care	COMM10335	●		
82	Communication and the Food Service Worker	CULI10082	●		
95	Compassion Fatigue, Self-Care and Professional Practice	HSCI10205	●		
88	Critical Care 6 Gastrointestinal and Genitourinary	NRSG10004	●		
88	Critical Care Module 1-Introductory	NRSG10036	●		
88	Critical Care Module 2 - Respiratory	NRSG10001	●		
88	Critical Care Module 2 (Respiratory) - Clinical	CLIN10004		●	
88	Critical Care Module 3 (Cardiovascular) - Clinical	CLIN10005		●	
88	Critical Care Module 3 Cardiovascular Nursing	NRSG10002	●		
88	Critical Care Module 5 (Neurosciences) - Clinical	CLIN10006		●	
88	Critical Care Module 5 Neurosciences	NRSG10003	●		
88	Critical Care Module 6 (GI/GU) - Clinical	CLIN10007		●	
97	Cultural Competence for Health Care Providers	HSCI10208	●		
81	Dementia Clinical/Placement	CLINDEM08		●	
81	Diabetes Education: Approaches in Practice	HLTH10233	●		
82	Diabetes Field Placement 1	HLTH10057		●	
81	Diabetes: The Basics	HLTH10236	●		
82	Diabetes: Throughout the Lifespan	HLTH10235	●		
95	Diversity and Victim Assistance	HSCI10204	●		
86	Field Practicum	CLIN10033		●	
93	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
93	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
82	Food Services Fieldwork Requirement	WORKHCF02		●	
94	Footcare Field Practicum	CLIN10058		●	
89	Health and Safety Legislation	HSCIOHN03	●		
86	Health Assessment	HSCI10151	●		
89	Health Assessment	HSCI10151	●		
98	Health Assessment	HSCI10151	●		
97	Health Care Concepts	HLTH10244	●		
84	Health Care Operations	HLTH10238	●		
84	Health Care Planning	HLTH10251	●		
84	Health Care Policy	HLTH10239	●		
91	Health Challenges	HSCI10148	●		
89	Health in the Workplace	HLTH10030	●		
97	Health Informatics Impact on Clinical Practices	HLTH10254	●		
93	Healthy Adult Aging	HLTH10220	●		

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93	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
97	Human Anatomy and Physiology	HSCI10027	●		
82	Institutional Food Service	SAFE10097	●		
98	Intravenous Therapy - RN/RPN	NRSGNSC90			●
97	Introduction to Health	HSCI10209	●		
82	Introduction to Nutrition	HLTH10232	●		
82	Introduction to Nutrition in Health Care	HLTH10065	●		
92	Introduction to Research Design	CRED10109	●		
85	Introduction To Transfusion Medicine	MLSCMLA61	●		
91	Introspective Practice	HSCI10147	●		
85	Laboratory Basics Workshop	MLSC10003		●	
84	Law and Health Care Administration	HLTH10237	●		
80	Level 1: Breastfeeding Basics	NRSG10073	●		
80	Level 2: Breastfeeding Management	NRSG10074	●		
80	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		
82	Living with Diabetes	HLTH10234	●		
86	Loss, Grief & End Of Life Issues	HMNS10016	●		
86	Major Malignancies I	HSCINSCC3	●		
86	Major Malignancies II	HSCINSCC4	●		
84	Management of Human Resources in Health Care	HMNS10138	●		
84	MDR Laboratory Experience	HSCI10122		●	
84	MDR Principles and Practices 2	HSCI10124			●
84	MDR Principles and Practices 3	HSCI10125			●
85	Med Lab Assistant Module 1 Introduction	MLSCMLA50	●		
95	Men as Victims	LAWS10192	●		
81	Mental Health Aspects Of Aging	HSCIGER41	●		
83	Mental Health Aspects Of Aging	HSCIGER41	●		
96	Mental Health Aspects Of Aging	HSCIGER41	●		
98	Mental Health in Society	HLTH10255	●		
98	Mental Health Introduction	HLTH10016	●		
87	Mental Health Practitioner Competencies	HSCI10092	●		
87	Mental Health Services	HSCIPSR02	●		
85	MLAR Mod 2 - Laboratory Basics	MLSCMLA51	●		
85	MLAR Mod 5 - Basics Techniques In Chemistry	CHEMMLA54	●		
85	MLAR Mod 6 - Basic Techniques In Microbiology	MLSCMLA55	●		
85	MLAR Mod 7 Histology/Cytology	MLSCMLA56	●		
90	Neonatal Nursing 1 Advanced	NRSG10045	●		
90	Neonatal Nursing 2 Advanced	NRSG10043		●	
90	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
92	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
91	Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	NRSG10068	●		
91	Nursing Care of Children with Cardio/Respiratory Disorders	NRSG10066	●		
92	Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs	NRSG10069	●		
98	Nutrition for Fitness and Health Promotion	HLTH10252	●		
87	O.R. Laboratory Experience A	HSCI10156		●	

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90	Obstetrical Nursing 1 Advanced	NRSG10049	●		
90	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
90	Obstetrical Nursing 2 (Advanced)	NRSG10051			●
90	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
89	Occupational Health and Surveillance	HSCIOHN02	●		
89	Occupational Health Nursing Introduction	NRSGOHN01	●		
86	Oncology Clinical Experience	CLINNSCC6		●	
86	Oncology Nursing-Introductory	NRSGNSCC1	●		
98	Operating Room Attendant	NRSGNSCD9		●	
98	Operating Room Attendant Laboratory Experience	HSCI10155		●	
87	Operating Room Nursing-Introductory	NRSG10058	●		
87	Operating Room Principles and Practices 1 Theory	NRSG10032	●		
87	Operating Room Principles and Practices 2 Theory	NRSG10033	●		
93	Operational Overview in Long-term Care	HLTH10110	●		
86	Palliative Care-Introduction	HSCIHZA69	●		
98	Patient and Family Centred Care	HLTH10253	●		
98	Patient Navigator-Fundamentals	HLTH10242	●		
98	Patient Navigator-Professional Conduct	HSCI10210	●		
92	Pediatric Nursing Clinical Practicum	CLIN10056		●	
91	Pediatric Nursing-Introductory	NRSG10057	●		
90	Perinatal Nursing 1	NRSG10055	●		
92	Perinatal Nursing 1	NRSG10055	●		
90	Perinatal Nursing Part 2	NRSG10056	●		
92	Perinatal Nursing Part 2	NRSG10056	●		
92	Perinatal RPN Maternal Care	NRSGNSCA1	●		
98	Pharmacology Theory Review for Nurses	NRSG10096	●		
81	Physiology Of Aging	HSCIGER20	●		
83	Physiology Of Aging	HSCIGER20	●		
96	Physiology Of Aging	HSCIGER20	●		
85	Preparatory Biology	BIOL10006	●		
98	Preparatory Biology	BIOL10006	●		
97	Preplacement/Clinical Service	HLTH10223	●		
98	Processing of Physicians' Orders	HLTH10243	●		
86	Professional Issues and Advocacy	HMNS10017	●		
87	Psychosocial Rehabilitation Foundations	HSCIPSR01	●		
82	Quantity Food Preparation	CULI10083	●		
87	R.N. Operating Room Clinical	CLIN10060		●	
92	Research Proposals: Planning and Design	RSCH10009	●		
93	Resident Centred Care	HLTH10108	●		
89	RNFA Theory 2	NRSG10040	●		
92	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
93	Rural & Remote Nursing: Professional Conduct	NRSG10097	●		
93	Rural & Remote Nursing: Provision of Chronic Disease Management	NRSG10098	●		
93	Sales and Marketing in Long Term Care Management	BUSN10093	●		
82	Sanitation and Safety	SAFE10096	●		
88	Special Needs Population In Critical Care Module 4	NRSG10035	●		
97	Standard First Aid, C.P.R. 'C'/AED	HSCI10088		●	

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81	The Study Of Aging - Introduction	HSCIGER10	●		
83	The Study Of Aging - Introduction	HSCIGER10	●		
96	The Study Of Aging - Introduction	HSCIGER10	●		
95	Victimization and the Law	LAWS10189	●		
95	Victimology: Assessment and Intervention	HSCI10206	●		
95	Victimology: Theoretical Perspectives	LAWS10187	●		
95	Victims and the Media	LAWS10191	●		
95	Victims of Crime	LAWS10188	●		
95	Violence Against Women	LAWS10190	●		
HOSPITALITY, HOME AND GARDEN					
104	Balloon Satisfaction: Swell with Pride	RECL10039		●	
101	Basic Electrical	ELEC10123		●	
101	Basic Maintenance	BLDG10073		●	
101	Basic Plumbing	BLDG10072		●	
103	Be A Professional Server	HOSP10010		●	
104	Becoming a Twister: Long Balloon Tricks	RECL10040		●	
105	Between Farm & Table:Local Food Businesses & Cooperatives	CULI10086	●		
103	Botany For Horticulture	HORTLA009		●	
104	Bread - Bake it at Home	CULI10059		●	
104	Brewing History	HOSP10042	●		
105	Brick and Stone Essentials	BLDG10117		●	
102	Business Strategies for Interior Decorators	SBMG10001		●	
99	Cake Decorating 1	CULIGI737		●	
99	Cake Decorating 2	CULIGI738		●	
99	Cake Decorating 3	CULIGI739		●	
100	Cake Decorating 4	CULI10081		●	
104	Chocolate History	CULI10087	●		
105	Choosing Trees for the Future	HORT10052		●	
101	Conifers (Evergreens)	HORTHOR03		●	
100	Cooking Fundamentals	CULI10069		●	
100	Cooking Fundamentals - The Next Step	CULI10070		●	
102	Creative Design Presentations	CREA10033		●	
102	Creative Paint Techniques	CREA10036		●	
102	Design Principles	CREAHF205		●	
100	Designing With Exotics	FLORFC005		●	
104	Easy Flower Arranging	FLORGI601		●	
100	Fast Family Food At Home	CULI10079		●	
105	Field to Fork:Introduction to Local and Global Food Systems	HORT10021	●		
101	Flooring And Mouldings	BLDG10086		●	
105	Food Security & Food Justice in Canada	CULI10085	●		
100	Fundamentals of Gourmet Dining	CULI10071		●	
105	Garden Pests - How to Spot Them and How to Deal With Them	HORT10048		●	
102	Interior Design Studio	CREAHF240		●	
103	Introduction to Tea - Tea 101	HOSP10019		●	
101	Kitchens	BLDG10074		●	
103	Landscape Design II	HORTLA007		●	
105	Landscaping for the Home	HORT10049		●	
105	Learn to Tile Successfully	BLDG10105		●	
104	Making Pizza at Home	CULI10062		●	

Page	Course Name	Course Code	OL	CL	BLE
104	Menu Design and Food Pairing - Tea 107	HOSP10025		●	
101	Painting and Decorating	CREA10135		●	
105	Perennials for the Home	HORT10050		●	
105	Popular Trees & Shrubs for the Home	HORT10051		●	
103	Principles of Landscape Construction	BLDG10069		●	
105	Pruning and Maintenance Of Shrubs And Trees	HORTHOR36		●	
104	Regions of the World - Tea 102	HOSP10020		●	
103	Smart Serve Certification Course	HOSPFB008		●	
104	Soup's On!	CULIGI526		●	
101	Special Floral Tributes	FLORFC003		●	
105	Steel Art Workshop - Pipe Shelving	WELD10075		●	
105	Steel Art Workshop - Weld a Table	WELD10074		●	
104	Super Foods: Beat the Winter Blues	CULI10084		●	
104	Tea Types - Tea 104	HOSP10022		●	
100	Techniques And Color Harmonies Basic	FLORFC001		●	
104	The Business of Tea - Tea 108	HOSP10026		●	
101	Tools and How to Use Them	BLDG10075		●	
102	Understanding Floors and Furniture	CREA10034		●	
100	Wedding Work And Special Occasion	FLORFC002		●	

MATHEMATICS

Page	Course Name	Course Code	OL	CL	BLE
106	Differential Calculus	MATHMA383	●		
107	Differential Calculus	MATHMA383		●	
107	Discrete Math & Statistics	MATH10064	●		
106	Engineering Mathematics	MATHMA179	●		
107	Engineering Mathematics 3	MATH10014		●	
107	Fundamental Mathematics	MATH10031	●		
106	Math	MATHMA018	●		
107	Math	MATHMA018	●		
106	Mathematics	MATH10020	●		
106	Mathematics	MATH10024	●		
106	Mathematics	MATHMA101	●		
106	Mathematics	MATHMS122	●		
106	Mathematics	MATHMS144	●		
106	Mathematics	MATHMS171	●		
106	Mathematics	MATHMS173	●		
106	Mathematics	MATHMS248	●		
106	Mathematics	MATHMS377	●		
107	Mathematics	MATHMA101	●		
107	Mathematics	MATHMS122		●	
107	Mathematics	MATHMS171		●	
107	Mathematics	MATHMS173		●	
107	Mathematics	MATHMS271	●		
106	Mathematics 1	MATH10011	●		
106	Mathematics 1	MATH10012	●		
107	Mathematics 1	MATH10012		●	
106	Mathematics 1 - General Arts and Science	MATHMA006	●		
107	Mathematics 1 - General Arts And Science	MATHMA006	●		
106	Mathematics 2	MATH10053	●		
106	Mathematics 2 for Construction Technician	MATHMS244	●		
106	Mathematics for Computer Studies	MATH10042	●		
106	Mechanical Basic Algebra	MATHMS165	●		
106	Mechanical Intermediate Algebra	MATH10029	●		

Page	Course Name	Course Code	OL	CL	BLE
106	NDE Mathematics	MATH10059	●		
106	Preparatory Apprenticeship - Math	MATHMA001	●		
106	Preparatory Mathematics (Business)	MATHMA003	●		
106	Preparatory Mathematics (Technology)	MATHMA002	●		
107	Statistics	MATHMA482		●	
107	Statistics	MATHMA570	●		
107	Statistics	MATHMS474		●	
107	Technical Calculus I	MATH10052	●		
107	Technical Calculus II	MATH10054	●		

MEDIA AND CREATIVE ARTS

Page	Course Name	Course Code	OL	CL	BLE
113	Acting for TV/Film	CREA10086		●	
109	Aesthetics Skin Care II	ASTHAES03		●	
114	Basic Sewing 1	TEXTHC177		●	
114	Basic Sewing 2	TEXTHC203		●	
114	Basic Sewing 3	TEXTHC322		●	
109	Biology Preparatory	BIOLHZA34		●	
109	Business and Marketing for the Cosmetic Industry	MRKT10043		●	
115	Ceramics - Advanced 1	CERAPC401		●	
115	Ceramics - Advanced 2	CERAPC402		●	
116	Ceramics - Advanced 3	CERAPC403		●	
116	Ceramics - Advanced 4	CERAPC404		●	
115	Ceramics - Foundation 1	CERAPC201		●	
115	Ceramics - Foundation 2	CERAPC202		●	
115	Ceramics - Foundation 3	CERAPC203		●	
115	Ceramics - Foundation 4	CERAPC204		●	
115	Ceramics - Intermediate 1	CERAPC301		●	
115	Ceramics - Intermediate 2	CERAPC302		●	
115	Ceramics - Intermediate 3	CERAPC303		●	
115	Ceramics - Intermediate 4	CERAPC304		●	
116	Ceramics Master Class	CERA10005		●	
116	Chinese Brush Painting	ARTTPD101		●	
116	Chinese Brush Painting 2	ARTTPD102		●	
116	Chinese Brush Painting 3	ARTTPD103		●	
116	Chinese Brush Painting 4	ARTTPD104		●	
116	Chinese Brush Painting 5	ARTTPD105		●	
116	Chinese Brush Painting 6	ARTTPD106		●	
109	Colour Theory For Fashion And MakeUp CoOrdination	FASHWS013		●	
109	Cosmetology 1	ASTHWS101		●	
116	Design and Colour 1	ARTTPG101		●	
116	Design and Colour 2	ARTTPG201		●	
116	Design and Colour 3	ARTTPG301		●	
118	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
113	Digital Photography 1	PHTOPY101		●	
113	Digital Photography 2	PHTOPY300		●	
113	Digital Video - Introduction	PHTO10055		●	
117	Documentary Scriptwriting	COMM10343	●		
117	Dramatic Scriptwriting	COMM10344	●		
116	Drawing 1	ARTTPD201		●	
116	Drawing 2	ARTTPD301		●	
116	Drawing 3	ARTTPD401		●	
117	Drawing for Comics & Graphic Novels	RECL10044		●	

Page	Course Name	Course Code	OL	CL	BLE
116	Drawing for the Absolute Beginner	ARTTPD501		●	
110	Dressmaking 1 Level 2	FASHDM115		●	
110	Dressmaking 2 Level 1	FASHDM120		●	
110	Dressmaking 3 Level 2	FASHDM135		●	
111	Fashion Drawing	FASHFA201		●	
118	Graphic Novels Introduction	MCOM10225		●	
118	Guitar for Beginners	MUSC10123	●		
118	Guitar Song Book	MUSC10078		●	
118	Guitar-Adult Class 2	MUSC10073		●	
111	Hairstyling for the Makeup Artist	HRSY10010		●	
116	History Of Crafts	HISTPD024		●	
113	History of Photography	PHTOPY109	●		
113	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
118	Jazz Harmony 1	MUSCMU181		●	
118	Knitting-Basic	TEXTHC273		●	
114	Lightroom	PHTO10054		●	
109	MakeUp Artistry II	ASTHWS244		●	
111	MakeUp Theatrical and Special Effects II	ASTHWS032		●	
112	Manicure Pedicure care and Techniques	ASTH10006		●	
110	Media Presentation Skills	MCOM10217		●	
117	Painting 1	ARTTPD211		●	
117	Painting 2	ARTTPD311		●	
117	Painting 3	ARTTPD411		●	
117	Painting 4	ARTTPD511		●	
117	Painting 5	ARTTPD611		●	
117	Painting 6	ARTTPD711		●	
111	Pattern Design And Drafting Intermediate	FASHFA210		●	
112	Piano Beginners Part A	MUSC10075		●	
112	Piano Beginners Part B	MUSC10076		●	
118	Piano Song Book	MUSC10053		●	
117	Precious Metal Clay 1	CREA10080		●	
118	Quilting - Basic Introduction	TEXTHC319		●	
118	Sculpture: Form, Shape & Scale	RECL10043		●	
114	Sewing - Introduction	TEXTHC027		●	
112	Spa Manicure and Pedicure Applications	ASTH10007		●	
110	Story 3	MCOM10024		●	
114	Studio Lighting	PHTOPY225		●	
113	The Career Class	CREA10085		●	
113	The Monologue Class	CREA10092		●	
112	Theory 1	MUSCMU123		●	
114	Urban Landscape And Documentary Photo	PHTOPY111		●	
118	Video Editing Introduction	MCOM10226		●	
117	Watercolour Painting 1	ARTTPD231		●	
117	Watercolour Painting 2	ARTTPD331		●	
117	Watercolour Painting 3	ARTTPD431		●	
117	Watercolour Painting 4	ARTTPD531		●	
117	Watercolour Painting 5	ARTTPD631		●	
117	Watercolour Painting 6	ARTTPD731		●	
113	Whose laugh is it anyway?	CREA10091		●	
TECHNOLOGY AND SKILLS DEVELOPMENT					
130	3D Printing Additive Manufacturing	CADM10050		●	
123	AC Electrical/Electronic Theory	ELECER002		●	

Page	Course Name	Course Code	OL	CL	BLE
128	AC Electrical/Electronic Theory	ELECER002		●	
135	Advanced Boiler Systems and Pumps	STEN10028	●		
120	Air Brake Training	MOTPSAM70		●	
126	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
121	Air Conditioning And Refrigeration	HRAPBES02		●	
133	Air Conditioning For HRAC	HRAPRE905		●	
133	Aircraft Maintenance Human Resources Management	AMEM10040	●		
120	AutoCAD - 3D Modeling	CADMCAD11			●
120	AutoCAD - Advanced	CADMCAD15	●	●	
120	AutoCAD - Introduction	CADMCAD06	●	●	
120	AutoDESK - REVIT	CADM10028		●	
120	AutoDESK 3D MAX	CADM10051		●	
120	AutoDesk REVIT - Advanced	CADM10040		●	
133	Automotive: Service Advisor I	MOTP10091	●		
133	Automotive: Service Advisor II	MOTP10092	●		
131	Availability, Reliability & Maintainability	QUALQC104		●	
136	Basic Welding	WELD10073		●	
134	BCIN Preparation - General Legal	BLDG10111		●	
132	Blueprint Reading Welding	TDRWRE154		●	
121	C of Q Automotive Service Technician 310S	MOTPSAM66		●	
121	C of Q Electrical 309A	ELECHEQ12		●	
121	C of Q Instrumentation 447A	INST10006	●		
121	C of Q Prep Machinist 429A	MACHHAQ02		●	
121	C of Q Prep Millwright 433A	MECHHEQ02		●	
121	C of Q Tool and Die 430A	MACHHEQ03		●	
121	C of Q Truck and Coach 310T	MOTPSAM65		●	
122	CAD/CAM (MasterCAM) 3D	CADMRE456		●	
122	CFC/HCFC/HFC Control	ENVRRE904		●	
135	CNC Programming - Basic	COMP10168	●		
122	CNC Programming - Intermediate	MACHRE811		●	
134	Commercial Construction Estimating	BLDG10114	●		
134	Commercial Construction Principles	BLDG10115	●		
133	Communication for Aircraft Maintenance Management	COMM10341	●		
126	Communication/Professional Practices	COMMHI010	●		
134	Construction Blueprints and Methods	BLDG10011	●		
134	Construction Contract Bid Management	BLDG10089	●		
134	Construction Contracts and Documents	BLDG10083	●		
134	Construction Health & Safety	BLDG10116	●		
134	Construction Job Site Management	BLDG10090	●		
122	Construction Management B	MGMTCN440		●	
134	Construction Planning and Scheduling	BLDG10101	●		
132	Construction Practice Advanced	BLDG10106		●	
132	Construction Practice-Basic	BLDGRE027		●	
130	Co-ordinate Measuring Machines	MECH10024		●	
125	Designing, Managing/Implementing A GIS	INFOCVA14	●		
123	Digital Electronics 1	ELECER011		●	
134	Drinking Water Operator-In-Training Certification	ENVR10044	●		
121	Electrical	BLDGBES04		●	
135	Electrical Fundamentals	ELEC10002	●		
127	Electrical Inspection	ELECHI007	●		
123	Electricity 2-Commercial/Light Industrial	ELECHV200		●	
133	Electronic Navigation for Boaters	ELEC10133	●		
132	Energy Efficient Home Design	BLDGRE031		●	
135	Environment Management, An Introduction	ENVR10024	●		

Delivery* **OL** = Online Learning | **CL** = Classroom | **BLE** = Blended | See Page 3 for details.

Page	Course Name	Course Code	OL	CL	BLE
135	Environmental Laws and Regulations	ENVR10059	●		
123	Environmental Legislation And Audit	LAWSOH703		●	
134	Environmental Technology	ENVREA204			●
130	Ergonomics	ENVROH304		●	
122	Estimating 2	BLDG10010		●	
127	Exterior Inspection	BLDGHI002	●		
124	Fire Safety 4-Water Extinguishing Systems	SAFEFT104		●	
124	Fire Safety 6 Processes and Protection	SAFEFT106		●	
135	Foundations of Sustainability	ENVR10058	●		
132	Framing Techniques	BLDGRE028		●	
135	Fundamentals of Quality Assurance	QUAL10014	●		
132	Gas Metal Arc Welding	WELDRE237		●	
125	Gas Technician 2 - Part 1	GOPTRE050		●	
125	Gas Technician 2 - Part 2	GOPTRE051		●	
125	Gas Technician 2 - Part 3	GOPTRE052		●	
125	Gas Technician 2 - Part 4	GOPTRE053		●	
125	Gas Technician 2 Review	GOPT10002		●	
125	Gas Technician 3	GOPTRE244		●	
125	Gas Technician 3 Review	GOPT10003		●	
130	Geometric Dimensioning & Tolerancing	MECHBDA55		●	
130	Geometric Dimensioning and Tolerancing-Introduction	MECH10045	●		
125	GIS Software - ArcView	INFOCVA36	●		
135	Global Warming Concepts	ENVR10004	●		
126	GPS - Global Positioning Systems	INFOCV630	●		
130	H & S Program Development & Coordination	SAFEOH308	●	●	
136	Hand Tool Techniques	BLDGTZ030		●	
130	Hazard Assessment and Control	SAFE10072	●	●	
127	Heating Inspection I	HRAPHI003	●		
127	Heating Inspection II	HRAPHI004	●		
127	HMI Programming 1	ASYS10004		●	
124	Hydraulics 1	STENMF254		●	
128	Industrial Drives 1	ASYS10001		●	
130	Industrial Hygiene	SAFE10078	●		
128	Instrumentation 1 For Tradesmen	INSTRE047	●		
127	Interior/Insulation Inspection	BLDGHI001	●		
126	Internet Mapping	INFOCVA08	●		
133	Introduction to Aircraft Maintenance Financial Management	AMEM10039	●		
122	Introduction To Cost Estimating	BLDG10012	●		
131	Introduction to Ergonomics	SAFE10045	●		
125	Introduction To Geographic Information Systems	INFOCVA03	●		
129	Lean Foundations, Green Belt	QUAL10012			●
128	Lubrication Systems, Storage and Handling	MATLLUB04		●	
128	Lubrication T.A.P. (Transportation/Application/Programs)	MATLLUB06		●	
129	Machine Shop 1	MACHRE165		●	
129	Machine Shop 2	MACHRE265		●	
129	Machine Shop 3	MACHRE465		●	
129	Machine Shop Theory	MACHRE543		●	
128	Management Of Human Resources	HRESIM337		●	
128	Manufacturing Management	MGMTIM153		●	
134	Material Estimating and Methods	BLDG10085	●		
131	Occupational Toxicology and Disease	ENVROH105		●	
131	OH&S Fundamentals	LAWSOH301	●	●	
127	PLC Programming 1	ASYSPLC11		●	

Page	Course Name	Course Code	OL	CL	BLE
131	PLC Programming 1	ASYSPLC11		●	
131	PLC Programming 2	ASYSPLC12		●	
131	PLC Programming 3	ASYSPLC13		●	
127	Plumbing Inspection	HRAPHI005	●		
124	Pneumatics 2	STENMF352		●	
135	Power Plant Systems, Combustion and Environment	STEN10029	●		
121	Pre-Licence Autobody	MOTPSAM67		●	
134	Project Construction Management	BLDG10118	●		
122	Project Management Scheduling Software	INFO10105	●		
131	Quality Concepts, Techniques and Motivation	QUALQC101		●	
126	Remote Sensing	INFOCVA37	●		
132	Residential Electrical Basics	BLDG10092		●	
132	Residential Plumbing Basics	BLDG10091		●	
135	Restoration Ecology	ENVR10064	●		
127	Roofing Inspection	BLDGHI009	●		
132	Shielded Metal Arc Welding 1	WELDRE234		●	
133	Shielded Metal Arc Welding 2	WELDRE235		●	
133	Shielded Metal Arc Welding 3	WELDRE236		●	
129	Six Sigma Foundations	QUAL10016			●
133	Small Engine Repair	MOTP10086		●	
120	SolidWorks Advanced	CADM10041		●	
130	SolidWorks Advanced	CADM10041		●	
130	SolidWorks Basic	CADMRE066		●	
134	Statics for Engineering Technology	BLDG10119	●		
136	Steel Art Workshop - Pipe Shelving	WELD10075		●	
136	Steel Art Workshop - Weld a Table	WELD10074		●	
134	Structural Design 1	BLDGEA301		●	
127	Structural Inspection	BLDGHI008	●		
135	Sustainability	ENVR10042	●		
133	Traffic Engineering 3	TRANTR503		●	
133	Transportation Technology	TRANEA105		●	
132	Trim Finishing and Cabinetry	BLDGRE032		●	
133	UAV Operator Compliance	AFTD10032	●		
135	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
135	Wastewater Treatment Certificate Level I and II	ENVR10062	●		
123	Water And Wastewater Treatment	WASTOH705		●	
121	Water Treatment	STENBES06		●	
135	Water Treatment Certificate Level I and II	ENVR10061	●		
136	Welding Advanced	WELD10078		●	
136	Welding for Women (Men Welcome)	WELD10076		●	
136	Welding Intermediate	WELD10077		●	
136	Welding Skills Practice Sessions	WELD10071		●	
136	Woodworking for Women (Men Welcome)	BLDG10022		●	
136	Woodworking Level 1	BLDGTZ070		●	
136	Woodworking Level 2	BLDGTZ071		●	
136	Woodworking Level 3	BLDGTZ073		●	
128	Work Measurement 1	IENGIM132		●	
131	Workplace Safety And Insurance Act	SAFEOH309	●	●	

Business

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Programs and Courses

CREDENTIALED PROGRAMS

APICS - The Association for Operations Management

ce.mohawkcollege.ca/apics

APICS is a leader in delivering superior training and education in operations management including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers programs and workshops suited to different levels of professional development.

APICS
Hamilton Chapter

PROGRAM OF STUDIES	
Principles of Operations Management Program	
BUSN10110	APICS Principles of Inventory Management
BUSN10111	APICS Principles of Operation Planning
BUSN10113	APICS Principles of Manufacturing Management
BUSN10114	APICS Principles of Distribution and Logistics
BUSN10112	APICS Principles of Managing Operations
Certified in Production and Inventory Management (CPIM)	
BUSNSPC15	APICS Basics of Supply Chain Management
BUSNSPC24	APICS Master Planning of Resources
BUSN10116	APICS Detailed Scheduling and Planning
BUSNSPC22	APICS Execution and Control of Operations
BUSN10117	APICS Strategic Management of Resources

APICS Basics Of Supply Chain Management   BUSNSPC15

Explore the basics concepts of managing the flow of materials in a supply chain, attaining a complete overview of materials flow, from internal and external suppliers and from your organization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12776	MO	Jan23	Apr3	7:00-10:00	10	Classroom (FF)	$713.20

APICS Master Planning Of Resources   BUSNSPC24

Explore processes used to develop sales and operational plans. Learn to identify and asses internal and external demand forecasting requirements. Covers demand management, sales and operations planning, master scheduling consistent with business policies, and objectives measuring the business plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12777	WE	Jan25	Mar29	7:00-10:00	10	Classroom (FF)	$704.56

APICS Principles of Distribution & Logistics   BUSN10114

Discover the fundamental vocabulary and skills required for working in today's modern warehouse environment. Examine the basic methods of managing and controlling these work environments. Covers key functional aspects of warehousing management, from receiving goods and stocking products to shipping to the customer.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12775	TU	Jan24	Apr4	7:00-10:00	11	Classroom (FF)	$759.52

Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

ce.mohawkcollege.ca/appacct

Benefit from a self-study format that allows you to work at your own pace or traditional in-class learning.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting-Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36

These courses can be used towards the Integrated Accounting Certificate.

Applied Accounting Bookkeeping 1   ACCTBZ018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12459		Jan12	Apr6			eLearn	$287.28
12813	TH	Jan12	Mar30	6:30-9:30	12	Classroom (FF)	$289.80

Applied Accounting-Bookkeeping 2   ACCTBZ019

Develop additional skills with emphasis on merchandise business transactions, inventory valuation, special journals, internal control, payroll, receivables, and bank reconciliations. Prerequisite: ACCTBZ018.
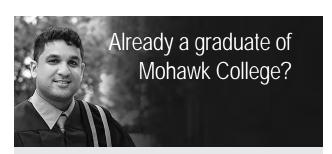
CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12460		Jan12	Apr6			eLearn	$287.28
12814	TH	Jan12	Mar30	6:30-9:30	12	Classroom (FF)	$289.80

Applied Accounting Bookkeeping 3   ACCTBZ020
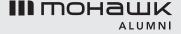
Further enhance your bookkeeping skills. Topics include partnerships, corporations, capital assets, bonds, and financial analysis. Prerequisite: ACCTBZ019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12462		Jan12	Apr6			eLearn	$287.28
12815	TH	Jan12	Mar30	6:30-9:30	12	Classroom (FF)	$289.80

Brand Management Certificate (974)

MOHAWK COLLEGE CERTIFICATE
Graduation Requirement: 6 courses

ce.mohawkcollege.ca/brandmanagement

Brand Managers address all elements of a product line, service and/or organization in order to maintain or increase brand equity. This program will focus on providing professionals and aspiring brand managers with the skills and knowledge required to develop and execute a successful brand strategy. Topics investigated include consumer insights, brand perception, digital media and measuring return on investment.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MRKT10062	Brand Elements	42
MRKT10061	Integrated Brand Communication	42
MRKT10064	Brand Strategy I	42
MRKT10063	Digital and Social Media	42
MRKT10066	Brand Strategy II	42
MRKT10067	Brand Metrics	42

Integrated Brand Communication — MRKT10061
NEW! Evaluate effective communication between marketers and consumers. Explain the strategies and benefits of real marketing campaigns that are delivered through various forms of media and other avenues. Recognize the Canadian regulatory environment and ethical issues in consumer communications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12796	TU	Jan10	Apr11	6:30-9:30	14	Classroom (FF)	$338.10

Brand Elements — MRKT10062
NEW! Define brand value as it relates to consumer relationships. Interpret brand value through exploring the connection between branding and profitability. Conduct competitive assessments, identify target audiences and formulate value propositions. Identify perception gaps between organization and consumer and interpret consumer needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12795		Jan9	Apr17			eLearn	$335.16

Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at
ce.mohawkcollege.ca/get-started

Business Analysis Certificate (334)

ONTARIO COLLEGE GRADUATE CERTIFICATE
Graduation Requirement: 13 courses

ce.mohawkcollege.ca/businessanalysis

Integrate the world of information technology with business areas such as operations, finance, marketing or human resources. Current professionals and aspiring consultants, analysts and managers will focus on alignment of business processes across functions and enterprises, and how those processes relate to the organization from a strategic, tactical and financial perspective.

Admission Requirements
- Prior approval for this certificate is necessary.
- University degree or college diploma (two-year or longer) including most Business programs, Computer Science, or Humanities and Social Sciences; OR an acceptable combination of related work experience and postsecondary education (as determined by the college).
- Mail a copy of your educational qualifications to:
  Mohawk College, Continuing Education Business
  P.O. Box 2034, Room i108
  Hamilton, ON, L8N 3T2

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BUSN10125	Business Connections	21
BUSN10127	Requirements Analysis	42
BUSN10129	Professional Networking Skills	42
BUSN10139	Database Design and Management	42
BUSN10140	Enterprise Analysis and Planning	42
COMP10178	Project Management Applications	42
BUSN10131	Requirements Management and Communication	42
BUSN10132	Solution Assessment and Validation	42
BUSN10134	Lean 6 Sigma	42
BUSN10135	Business Analytics and Intelligence	42
BUSN10136	Negotiation, Facilitation, and Communication	42
COMP10182	Programming Fundamentals	28
WORK10592	Experiential Learning Opportunity	245

Refer to the website for scheduling details for the following courses which will be offered in the winter term:
- BUSN10135 - Business Analytics and Intelligence
- COMP10182 - Programming Fundamentals

Business Analysis Introduction — MGMT10121
Introduces the fundamental processes, roles and responsibilities of the business analyst. Examine the use of tools and techniques within the broader context of organizations and their projects. Equivalent to: BUSN10140.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11184		Jan10	Apr18			OntarioLearn	$432.16

Business Process Modeling and Improvement — BUSN10149
NEW! Explore the role of the Business Analyst as you examine process mapping and the modeling of business process improvements. Taking a business process management perspective, examine process analysis with techniques to map the current state, perform gap analysis, and define the future state with process improvement. Equivalent to: BUSN10134. Prerequisite: Business Analysis Introduction (MGMT10121).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12383		Jan10	Apr18			OntarioLearn	$432.16

Business Studies Certificate (068)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

ce.mohawkcollege.ca/businessstudies

Develop or enhance your skills and knowledge for successful entry into the business world. Gain foundational knowledge of a variety of different business areas.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ACCTMCS01	Accounting Introductory I	45
BUSN10045	Quantitative Methods	45
COMMLL122	Researching and Reporting-Lgs	42
ECONMCS03	Microeconomics Introductory	45
LAWSMCS05	Business Law Introductory	45
MGMTMCS06	Management Principles	45
MRKTMCS08	Marketing Principles	45
Options - Choose 4:		
ACCTMCS02	Accounting Introductory II	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction To Macroeconomics	
HRES10025	Employment Training and Development	
LABRPIR08	Introduction To Industrial Relations	
MGMTMCS07	Management Operations	
MRKT10018	Marketing Advanced	
MRKT10025	Selling For Success	
SAFEPIR21	Occupational Health and Safety	

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

Accounting Introductory I — ACCTMCS01

Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to: Accounting 1 (ACCTCB101).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11171		Jan10	Apr18			OntarioLearn	$456.10
11447		Feb1	May10			OntarioLearn	$456.10
11493		Mar1	Jun7			OntarioLearn	$456.10

Business Law Introductory — LAWSMCS05

Develop the legal perspectives you need to conduct business in an environment increasingly affected by legislation. Focus on employment law, contracts, torts, business organizations, human rights, creditor's rights and marketing law. Equivalent to: Business Law (BUSNCB436).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11173		Jan10	Apr18			OntarioLearn	$456.10
11386		Feb1	May10			OntarioLearn	$456.10
11468		Mar1	Jun7			OntarioLearn	$456.10

Introduction To Macroeconomics — ECON10002

Examine the macroeconomic problems facing society including unemployment, inflation and economic growth. Learn to evaluate government's use of fiscal and monetary policy to deal with these problems. Equivalent to: Macroeconomics (ECONEB222). Prerequisite: ECONMCS03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11174	TU	Jan10	Apr18			OntarioLearn	$456.10

Management Operations — MGMTMCS07

Examine responsibilities of operations managers in manufacturing and non-manufacturing organizations and current tools including JIT, MRP, ERP, SAP, and more. Equivalent to: Operations Management (BUSNGB335).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11178		Jan10	Apr18			OntarioLearn	$456.10
11470		Mar1	Jun7			OntarioLearn	$456.10

Management Principles — MGMTMCS06

Explore the development of modern management and organizational theory. Consider processes of planning, organizing, directing and controlling, communications, behavioural strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11177		Jan10	Apr18			OntarioLearn	$456.10
11414		Feb1	May10			OntarioLearn	$456.10

Marketing Advanced — MRKT10018

Continue your study of marketing fundamentals, with particular attention to price strategy and management; distribution management; marketing communications; and new directions. Equivalent to: Marketing 2 (MRKTMK351) and Marketing for Advertising (MRKT10008). Prerequisite: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11180		Jan10	Apr18			OntarioLearn	$456.10

Marketing Principles — MRKTMCS08

Examine marketing strategies and their role in achieving organizational objectives. Focus on marketing process and environments; planning and data collection; buyer behaviour and targeting strategies; and marketing mix. Equivalent to: Marketing 1 (MRKTCB158).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11179		Jan10	Apr18			OntarioLearn	$456.10
11502		Mar1	Jun7			OntarioLearn	$456.10

Microeconomics Introductory — ECONMCS03

Explore principles essential to an understanding of contemporary microeconomics, with emphasis on the use of economic models for accurate analysis of economic developments. Examine the role of prices and competitive markets in the allocation of resources, firm behaviour and market structures and the effects of government intervention in the economic marketplace. Mandatory group work and chats. Equivalent to: Microeconomics (ECONEB122).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11175		Jan10	Apr18			OntarioLearn	$456.10

Quantitative Methods — BUSN10045

Benefit from an introduction to the use of graphs to present information and study basic measures of central tendencies and dispersions for both sample and population. Learn to use math functions to describe business relationships and build models, and linear and quadratic functions and constrained optimization for practical business situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11429		Feb1	May10			OntarioLearn	$456.10

Selling For Success — MRKT10025

Prepare for a successful sales career. Explore the selling process, ethics, technology applications, negotiation and customer relations. Hone your communication skills by preparing and delivering a sales presentation. Equivalent to: Applied Selling (MRKTMK355). Prerequisite: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11176		Jan10	Apr18			OntarioLearn	$475.93

Canadian Institute of Bookkeeping

www.cibcb.com

ce.mohawkcollege.ca/cib

Prepare for greater financial and job security as a Certified Bookkeeper. Three years practical experience is required before qualifying for certification. Program graduates are governed by a Code of Ethics.

PROGRAM OF STUDIES

Refer to our website to view Mohawk equivalencies to C.I.B. courses.

A minimum grade of 65% is required to obtain C.I.B. credits.

Cost Management   ACCT10017

Examine preparation and use of managerial cost accounting data in planning, controlling and decision-making in manufacturing and service operations. Consider new and traditional costing systems, budgeting, and basic differential analysis. Equivalent to: Canadian Institute of Bookkeeping CIB331 and Management Accounting (ACCTCB203). Prerequisite: Accounting - Introductory I (ACCTMCS01). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11594		Jan10	Apr18			OntarioLearn	$432.16

Payroll Administration   ACCTBU192

Examine maintaining payroll records, salaried, hourly, commission and contract workers; taxable benefits, statutory and other deductions; journal entries; Record of Employment preparation; T4s and T4 Summary preparation; Workers' Compensation; Employment Standards; and Computerized Payroll. Prerequisite: Accounting - Introductory I (ACCTMCS01) or Accounting 1 (ACCTCB101). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11593		Jan10	Apr18			OntarioLearn	$432.16
11432		Feb1	May10			OntarioLearn	$432.16
11480		Mar1	Jun7			OntarioLearn	$432.16

Taxation I   ACCT10019

Gain an understanding of income taxation in Canada with a focus on employment income, business income, income from property or investments and capital gains. Learn to complete personal tax returns manually and using a software application. Not for MAC users. Equivalent to: Canadian Institute of Bookkeeping CIB332 and Tax Practice-Option (BUSNBA609). Prerequisite: Accounting - Introductory II (ACCTMCS02). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11201		Jan10	Apr18			OntarioLearn	$456.10
11455		Feb1	May10			OntarioLearn	$456.10
11505		Mar1	Jun7			OntarioLearn	$456.10

Taxation II   ACCT10034

The determination of net income for tax purposes, taxable income and taxes payable will be examined in detail, for unincorporated businesses and corporations. Preparation of personal tax returns will be completed in detail. Prerequisite: ACCT10019. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11595		Jan10	Apr18			OntarioLearn	$528.81

Career Consultant Certificate (076)

See page 52 for information on this program.

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/acmo

www.acmo.org

Condominium management is a growth industry in Ontario. Develop theoretical knowledge and practical skills in managing condominiums effectively, including dealing with people, buildings and administrative activities.

ACMO

ACMO Membership and RCM Exam Questions?
905-826-6890 or 1-800-265-3263
jschenk@acmo.org

PROGRAM OF STUDIES

Mandatory Courses:		Hours
LAWSCDM01	Introduction To Condominium Law	42
MGMTCDM02	Physical Building Management	42
FINCCDM03	Financial Planning For Condominium Managers	42
MGMTCDM04	Condominium Administration & Human Relations	42
Options - Choose 1:		
BUSN10034	Building and Maintaining Customer Relationships	48
MGMTMD278	Personal Success	30
COMM10216	Creative and Critical Thinking (LDS)	30

Some option courses are listed under other Programs. Refer to the index.
Upon completion of the four mandatory courses, you can write the comprehensive Registered Condominium Manager (R.C.M.) examination set by the Association of Condominium Managers of Ontario (ACMO) as a next step to earning this professional designation.

Introduction To Condominium Law   LAWSCDM01

Learn the fundamentals of condominium law. Focus on the Ontario Condominium Act and working with related governance including Declarations, By-laws and Rules and other legislation affecting condominiums.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11236		Jan10	Apr18			OntarioLearn	$589.76
11259		Mar1	Jun7			OntarioLearn	$589.76

Physical Building Management   MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focus on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to: Facilities Management (MGMTEA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11245		Jan10	Apr18			OntarioLearn	$589.76
11261		Mar1	Jun7			OntarioLearn	$589.76

Financial Planning For Condominium Managers   FINCCDM03

Examine sound fiscal policies and procedures necessary for a condominium's long term economic success. Focus on budget, collection, expenses, reserve fund, investment, accounting methods, financial statement, cash-flow planning, audit, borrowing, and treasurers and auditors. Working knowledge of Excel, Word and basic bookkeeping is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11207		Jan10	Apr18			OntarioLearn	$589.76
11260		Mar1	Jun7			OntarioLearn	$589.76

Condominium Administration & Human Relations   MGMTCDM04

Explore knowledge and skills required for effective condominium management, including application of the Condominium Act and other legislation in daily operations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11248		Jan10	Apr18			OntarioLearn	$589.76
11626		Mar1	Jun7			OntarioLearn	$589.76

Building and Maintaining Customer Relationships   BUSN10034

Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11306		Jan10	Apr18			OntarioLearn	$475.93

Personal Success   MGMTMD278

Enhance key human relations skills including public speaking, listening skills, self-presentation, alliance building and positioning, negotiation skills, managing office politics, time management and stress management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11566		Jan10	Apr18			OntarioLearn	$336.40

Creative and Critical Thinking LDS   COMM10216

Learn to think creatively and critically and apply those skills in personal and professional situations. Enhance your skills in strategic planning, decision-making and problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11274		Jan10	Apr18			OntarioLearn	$336.40

Financial Planning Certificate (185)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/financialplanning

CERTIFIED FINANCIAL PLANNER® / CFP® certification is an internationally recognized professional designation administered by the Financial Planning Standards Council (FPSC). Qualify for the FPSC CFP exams by successfully completing all course material. In order to qualify for the FPSC Level 1® Examination in Financial Planning you must receive a 50% passing grade or greater in each course. A 60% average or greater is required to attain the Mohawk College Certificate.

NOTE: These courses are not suitable for someone taking them for their own personal financial planning.

PROGRAM OF STUDIES	
Mandatory Courses:	Hours
FINCFP011 Financial Environment	45
FINCFP012 Life and Death Issues of Financial Planning	45
FINCFP013 Investment Planning	45
FINCFP014 Retirement Planning And Case Studies	45

Financial Environment   FINCFP011

Focus on personal financial planning and personal tax issues and strategies. Examine the time value of money, setting financial goals, and budgeting. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12324		Jan10	Apr18			OntarioLearn	$412.10

Investment Planning   FINCFP013

Explore concepts and theories regarding capital markets with emphasis on securities, operation of securities markets, modern portfolio theory, Canadian financial markets, investor objectives and balancing risk and return. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12328		Jan10	Apr18			OntarioLearn	$412.10

Life and Death Issues of Financial Planning   FINCFP012

Analyze estate planning strategies, with attention to risk of property and liability losses, insurance, wills, powers of attorney, family law, trusts and tax and legal considerations. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12327		Jan10	Apr18			OntarioLearn	$412.10

Retirement Planning And Case Studies   FINCFP014

Discuss key retirement planning issues including ensuring adequate retirement income, private and employer-sponsored pension plans, tax issues and accessing retirement savings. Prerequisites: FINCFP011, FINCFP012 and FINCFP013. Not suitable for your own personal financial planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12331		Jan10	Apr18			OntarioLearn	$412.10

Fundraising

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

ce.mohawkcollege.ca/fundraising

Gain the practical skills and knowledge necessary to enter the growing field of non-profit and institutional fundraising. Develop an understanding of corporate and individual donors. Acquire the leadership skills necessary to manage the most successful fundraising activities.

PROGRAM OF STUDIES	
Mandatory Courses:	Hours
BUSN10062 Introduction to Fundraising	45
BUSN10069 Methods of Fundraising	45
BUSN10070 Fundraising as Management Process	45
BUSN10071 Donor Relationships in Fundraising	45

Donor Relationships in Fundraising   BUSN10071

Learn to identify and assess potential corporate and individual donors and use knowledge of their motivation and needs to prepare an appropriate solicitation approach.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11218		Jan10	Apr18			OntarioLearn	$456.10

Fundraising as Management Process   BUSN10070

Develop an understanding of the importance and role of volunteers in the fundraising process, marketing and public relations and financial management of fundraising.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11213		Jan10	Apr18			OntarioLearn	$456.10

Introduction to Fundraising   BUSN10062

Develop an understanding of the fundraising sector, and principles, ethics and practices of professional fundraising. Explore the thinking and preparation required for an organization to engage in successful fundraising.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11211		Jan10	Apr18			OntarioLearn	$456.10

Methods of Fundraising — BUSN10069

Focus on the issues and processes involved in planning and organizing special fundraising events. Examine grant seeking, entrepreneurial and third-party fundraising, and developing relationships with the corporate sector.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11215		Jan10	Apr18			OntarioLearn	$456.10

Human Resources Certificate (825)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/humanresources

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

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ACCTPIR23	Finance And Accounting	42
BUSNPIR16	Staff Training and Development	39
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR11	Compensation and Benefits	42
HRESPIR17	Human Resources Planning and Staffing	42
HRESPIR20	Recruitment And Selection	42
MGMTBPC01	Human Resource Management Studies	39
SAFEPIR21	Occupational Health and Safety	42

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

Courses in this program include the nine courses required by the Human Resources Professional Association to obtain the Certified Human Resources Professional designation (CHRP). The CHRP designation is awarded to individuals who are members of the Human Resources Professional Association of Ontario, have completed the nine required courses (minimum average of 70% with no courses below 65%) and passed the Comprehensive Knowledge Exam (CKE) formerly NKE. For detailed information refer to www.hrpa.ca or call 1-800-387-1311.

Please be aware each course expires 10 years after completion.

Effective October 2014 a University degree is no longer required for the CHRP designation.

Compensation and Benefits — HRESPIR11

Explore current trends, practices and ethical issues relating to compensation with emphasis on achieving a sustainable competitive advantage. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11264		Jan10	Apr18			OntarioLearn	$432.16
11431		Feb1	May10			OntarioLearn	$432.16
11478		Mar1	Apr18			OntarioLearn	$432.16

Finance And Accounting — ACCTPIR23

Consider accounting concepts as an important asset in human resource management. Examine basic management functions of planning, coordination and control and their relationship with management of performance. Basic knowledge of accounting recommended. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11231		Jan10	Apr18			OntarioLearn	$432.16
12317	MO	Jan16	Apr24	6:30-9:30	14	Classroom (FF)	$338.10
11449		Feb1	May10			OntarioLearn	$432.16
11495		Mar1	Jun7			OntarioLearn	$432.16

Human Resource Management Studies — MGMTBPC01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11234		Jan10	Apr18			OntarioLearn	$555.25
12326	WE	Jan18	Apr12	6:00-9:00	13	Classroom (FF)	$313.95
11434		Feb1	May10			OntarioLearn	$555.25
11482		Mar1	Jun7			OntarioLearn	$555.25

Human Resources Planning and Staffing — HRESPIR17

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11237		Jan10	Apr18			OntarioLearn	$432.16
11499		Mar1	Jun7			OntarioLearn	$432.16

Occupational Health and Safety — SAFEPIR21

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11239		Jan10	Apr18			OntarioLearn	$432.16
11430		Feb1	May10			OntarioLearn	$432.16

Organizational Behaviour and Administration   BUSNPIR22 (E)

ACCELERATED CRN! Examine the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11240		Jan10	Apr18			OntarioLearn	$432.16
11646		Jan10	Feb28			OntarioLearn	$432.16
11450		Feb1	May10			OntarioLearn	$432.16
11496		Mar1	Jun7			OntarioLearn	$432.16

Recruitment And Selection   HRESPIR20

ACCELERATED CRN! Learn to identify HR requirements and attract and retain an effective workforce. Changing legislation and its impact on recruitment and selection receives emphasis. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11243		Jan10	Apr18			OntarioLearn	$432.16
11590		Jan10	Feb28			OntarioLearn	$432.16
11452		Feb1	May10			OntarioLearn	$432.16
11497		Mar1	Jun7			OntarioLearn	$432.16

Staff Training and Development   BUSNPIR16

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Prerequisite: MGMTBPC01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11246		Jan10	Apr18			OntarioLearn	$528.81
12320	TU	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	$313.95
11483		Mar1	Jun7			OntarioLearn	$528.81

ᶜ◯ Industrial Distribution Leadership Certificate (924)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/idl

In partnership with the Industrial Careers Pathway Steering Committee, this program is intended for individuals working with the industrial distribution and manufacturing sector who have responsibilities for key customer accounts and client relations. Offers programming in key skill sets, including business principles, operational awareness, client service principles, and leadership training/coaching.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BUSN10046	Business Fundamentals in Industrial Distribution	35
MRKT10027	Customer Service and Sales in Industrial Distribution	35
BUSN10055	Operational Fundamentals in Industrial Distribution	35
BUSN10054	Negotiations in Industrial Distribution	35
MGMT10069	Leadership and Effective Communication in Industrial Distribution	35
BUSN10056	Integrated Case Study	35

Industrial Distribution Integrated Case Study   BUSN10056

Apply learning acquired in coursework to your own work environment. Use case studies and real world examples presented in this capstone course to develop processes that will have a positive impact in your place of work. Benefit from a hands-on approach, assimilating Integrated Case Study Analysis, Presentation Skills and Integrated Case Presentations. Prerequisite: successful completion of the other 5 courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11134		Jan10	Apr18			OntarioLearn	$332.30

Negotiations in Industrial Distribution   BUSN10054

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11133		Jan10	Apr18			OntarioLearn	$332.30

ᶜ◯ Industrial Relations Certificate (824)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/industrialrelations

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

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LABRPIR08	Introduction To Industrial Relations	42
BUSNPIR13	Grievances, Arbitration and Contract Administration	42
BUSNPIR19	Employment Law	45
LABRPIR14	Collective Bargaining	39
Options - Choose 2:		
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR11	Compensation and Benefits	42
ECONEB122	Microeconomics	42
SAFEPIR21	Occupational Health and Safety	42

Option courses are offered under other programs. Refer to the index.

Employment Law   BUSNPIR19

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11266		Jan10	Apr18			OntarioLearn	$456.10

Grievances, Arbitration and Contract Administration   BUSNPIR13

Focus on the structure and process of grievance arbitration, with emphasis on major issues, trends in arbitrator awards and preparation for an arbitration hearing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11145		Jan10	Apr18			OntarioLearn	$388.16

Introduction To Industrial Relations   LABRPIR08 (E)

Examine theory and practice with emphasis on union-management relations, industrial relations processes, and bargaining issues. Explore the collective bargaining process, administration of collective agreements, grievances and arbitration. Prerequisite: Human Resource Management Studies (MGMTBPC01). Equivalent to: Union Management Relations (LABR10100).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11265		Jan10	Apr18			OntarioLearn	$432.16
11500		Mar1	Jun7			OntarioLearn	$432.16

Tuition Assistance
May be available to students who complete an online profile at
mohawkcollege.ca/financial-assistance

Institute of Law Clerks of Ontario

ce.mohawkcollege.ca/lawclerk

www.ilco.on.ca

Designed to help you prepare for the annual examinations of The Institute of Law Clerks of Ontario (ILCO). Register for the Provincial Examinations through ILCO. For approved exam locations, visit the ILCO website.

Admission Requirements
- Experience in the legal field is recommended.

Corporate Procedures   LAWSSELC6

Focus on the preparation & filing of articles for incorporation of corporations, documentation related to variations in the constitution of corporations, winding-up, registration in other jurisdictions, preparation of agenda & minutes, preparation & filing of returns. Exam: Jun 29/17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11487		Mar1	Jun7			OntarioLearn	$506.74

Estate Procedures   LAWSSELC4

Focus on the preparation of wills & administration of estates with attention to asset management, debts, distribution of the estate, letters testamentary, estate accounts, administration of ongoing trusts & preparation of income tax returns. Exam: May 31/17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11437		Feb2	May24			OntarioLearn	$550.51

Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/integratedacct

Enhance your understanding of computerized accounting and its effect on accounting practice. Apply the knowledge gained in this program to effectively manage the finances in your own small business, bookkeeping practice or other ventures.

Admission Requirements
- If you do not have an adequate level of computer literacy upon entry to the program, you are strongly urged to complete Introduction to Computers (COMP10136) before beginning any course.
- Familiarity with basic accounting concepts is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting-Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36
INFO10201	Sage 50 Accounting	36
INFO10184	AccPac Sage 300 ERP General Ledger	18
INFO10185	AccPac Sage 300 ERP Accounts Payable	18
Options - Choose 2:		
INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFO10159	QuickBooks	36
INFO10182	AccPac Sage 300 ERP Accounts Receivable and Payroll	36

Some courses are offered under other Certificates. Refer to the index.

Software Information:
- Sage 300 ERP 2012 (formerly AccPac)
- QuickBooks Desktop 2013
- Sage 50 Accounting (formerly Simply Accounting)
- Software is included with textbook purchase.
- Software is NOT compatible with a Mac computer.

AccPac Sage 300 ERP Accounts Payable   INFO10185

Examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing. Prerequisite: INFO10184.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11150		Jan10	Apr18			OntarioLearn	$196.64

AccPac Sage 300 ERP Accounts Receivable and Payroll   INFO10182

Focus on ledger setup, adding customer accounts, daily transactions processing, reports and periodic processing. Learn to prepare payroll data and process payroll transactions. Prerequisites: INFO10184 and INFO10185.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11148		Jan10	Apr18			OntarioLearn	$340.28

AccPac Sage 300 ERP General Ledger   INFO10184

Focus on the creation of a company and a chart of accounts, entering transactions and producing financial reports. Prerequisite: knowledge of basic accounting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11149		Jan10	Apr18			OntarioLearn	$196.64

QuickBooks   INFO10159

Discover QuickBooks for your small to mid-size business needs. Topics include vendors, customers, employees, reports and various transactions. Software is included with the text. Prerequisite: knowledge of basic accounting and Windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12468		Jan12	Mar30			eLearn	$287.28
12464	TU	Jan10	Mar28	6:30-9:30	12	Classroom (FF)	$289.80

Sage 50 Accounting   INFO10201

Using Sage 50 Accounting 2014, (formerly Simply Accounting) examine the setup of the General Ledger, Accounts Receivable, Accounts Payable, Payroll, Inventory and Services. Enter a new company's historical information; prepare daily transactions in each module, and adjusting entries, credits, orders, prepayments, discounts and government remittance entries. Prepare bank reconciliations, month-end and year-end entries, along with preparing financial statements and reports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12463		Jan5	Mar30			eLearn	$287.28

Leadership Development Series Certificate (949)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/leadershipdevelopment

Develop and enhance your management skills and broad business knowledge in this professional program designed for leaders. Provides current and future leaders with skills to meet both career and organizational objectives. Gain solid theoretical and practical knowledge to improve decision making and problem solving skills.

PROGRAM OF STUDIES

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

Communications (LDS)   COMM10217

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11273		Jan10	Apr18			OntarioLearn	$341.40

Creative and Critical Thinking LDS   COMM10216

Learn to think creatively and critically and apply those skills in personal and professional situations. Enhance your skills in strategic planning, decision-making and problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11274		Jan10	Apr18			OntarioLearn	$341.40

Employment Law (LDS)   LAWS10090

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11267		Jan10	Apr18			OntarioLearn	$341.40
12303	TU	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	$246.50

Finance (LDS)   FINC10023

Make financial documents work for you. Explain how money is used in a business to predict success, produce a healthy return or mitigate decline. Learn to assess ROI, create a budget and anticipate variances for informed decision making.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11275		Jan10	Apr18			OntarioLearn	$341.40

Human Relations (LDS)   HRES10019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11276		Jan10	Apr18			OntarioLearn	$341.40
12301	MO	Jan16	Mar27	6:30-9:30	10	Classroom (FF)	$246.50

Leading Responsibly (LDS)   MGMT10098

Sustainability in business is often related to profitability. Assess the impacts of business on the community and the environment, in an ethical and globally sustainable way, using measures such as Corporate Social Responsibility and triple-bottom line accounting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11271		Jan10	Apr18			OntarioLearn	$341.40

Leading Teams (LDS)   MGMT10101

Examine the leader's role in the development and success of workplace teams. Explore the differences between a group and a team, analyze team structures including self-directed work teams, and examine the benefits of coaching and mentoring.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11268		Jan10	Apr18			OntarioLearn	$341.40

Managing Change (LDS)   MGMT10102

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11269		Jan10	Apr18			OntarioLearn	$341.40

Performance Management (LDS)   MGMT10100

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11270		Jan10	Apr18			OntarioLearn	$341.40
12306	WE	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	$246.50

Project Management (LDS)   MGMT10099

Gain a leadership perspective on project management. Examine the fundamentals of the project life cycle, with particular focus on establishing priorities and effectively managing projects and project teams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11272		Jan10	Apr18			OntarioLearn	$341.40

Do you have an idea for a new course or program?

Let us know at ce.mohawkcollege.ca/ideas

Legal Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

ce.mohawkcollege.ca/legalskills

Complete these introductory courses and learn the basic administrative functions for a law office. Become familiar with legal forms and processes and gain a fundamental understanding of the key practices in a legal environment.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
LAWS10005	Legal Terminology	42
OADM10009	Introduction to Legal Office Practice and Procedures	42
Options - Choose 3:		
LAWS10153	Corporate Practice and Procedure	42
LAWS10170	Court Clerk Criminal OCJ	56
LAWS10136	Criminal Law - Legal Administration	42
LAWS10149	Family Law Practice and Procedure	42
LAWS10064	Landlord & Tenant Law	42
LAWS10065	Litigation Practice and Procedure 1	42
REAL10001	Real Estate Practice and Procedure 1	42
LAWS10148	Real Estate Practice and Procedures 2	42
LAWS10154	Small Claims Practice and Procedure	42
LAWS10169	Wills and Estates Practice and Procedure	42

Some courses are offered under other programs. Refer to the index.

Corporate Practice and Procedure — LAWS10153
Focus on the preparation and filing of articles of incorporation, the organization of Ontario and Federal corporations, corporate changes, steps involved in annual filings and updates, as well as registering other forms of business organizations. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11281		Jan10	Apr18			OntarioLearn	$432.16

Court Clerk Criminal OCJ — LAWS10170
Court clerks are an extension of the Bench and assist the presiding judiciary in a criminal bail, plea and trial court. They process all documents and ensure the smooth progression of the courtroom proceedings on a daily basis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11278		Jan10	Apr18			OntarioLearn	$528.81

Criminal Law - Legal Administration — LAWS10136
Gain a better understanding of the criminal justice system. The changing demands of modern society create the need to understand the criminal process from the commission of a crime to the time punishment is imposed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11283		Jan10	Apr18			OntarioLearn	$432.16

Family Law Practice and Procedure — LAWS10149
Develop a basic knowledge of family law practice and procedures as defined by the Rules of Civil Procedure for Ontario and the Family Law Act as required in the role of a Legal Assistant. Includes knowledge of domestic contracts, divorce procedures and family litigation. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11282		Jan10	Apr18			OntarioLearn	$432.16

Introduction To Legal Office Practice And Procedures — OADM10009
Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended prerequisite: LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11285		Jan10	Apr18			OntarioLearn	$432.16

Landlord & Tenant Law — LAWS10064
Examine landlord/tenant relationships, relevant legislation and the essentials of a tribunal application proceeding under the Residential Tenancies Act. Good preparation for careers as rental agents, property management professionals and support roles with the Board.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12233		Jan10	Apr18			OntarioLearn	$432.16

Legal Terminology — LAWS10005
Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11277		Jan10	Apr18			OntarioLearn	$432.16

Litigation Practice and Procedure 1 — LAWS10065
Advance your expertise in civil litigation, with emphasis on responsibilities and document preparation for Small Claims Court, Superior Court, Family Law, Collections and Enforcement proceedings. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12143		Jan10	Apr18			OntarioLearn	$432.16

Real Estate Practice and Procedure I — REAL10001
Gain a better understanding of the responsibilities of a Legal Assistant in the area of Real Estate from file opening, reading & preparing Agreements, document preparation through to closing and reporting the transaction to the client. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11284		Jan10	Apr18			OntarioLearn	$432.16

Real Estate Practice and Procedures 2 — LAWS10148
Continue your study of real estate practices by reviewing the processes and procedures generally used in a law office for real estate transactions. Focus on mortgages, commercial vs. residential properties, title issues, EREG systems and more. Prerequisite: REAL10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11635		Jan10	Apr18			OntarioLearn	$432.16

Small Claims Practice and Procedure — LAWS10154
Focus on the preparation and filing of documents and processing claims in this introduction to Small Claims Court. Prerequisite: OADM10009.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11280		Jan10	Apr18			OntarioLearn	$432.16

Wills and Estates Practice and Procedure — LAWS10169
Focus on the function and drafting of Wills and Powers of Attorney and the laws and procedures relating to the administration of estates in Ontario. Prerequisites: OADM10009 and LAWS10005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11279		Jan10	Apr18			OntarioLearn	$432.16

Youth Court Clerk Ontario Court of Justice — LAWS10176
Study the role of a courtroom clerk/registrar for family law cases in the Ontario Court of Justice, Superior Court of Justice and the Family Court branch of the Superior Court of Justice. Learn courtroom decorum, conduct, pre-court, post-court and in court responsibilities in accordance with Ministry approved procedures, practices and guidelines. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11596		Jan10	Apr18			OntarioLearn	$432.16

Management Studies Certificate (827)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/managementstudies

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

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MGMTBPC01	Human Resource Management Studies	39
MGMTBPC02	Managerial Communications	39
MGMTBPC03	Understanding Managerial Skills	39
MGMTBPC04	Problem Solving - Decision Making	39
MGMTBPC05	Managerial Analysis	39
MGMTBPC06	Financial Interpretation and Analysis	39
Options - Choose 3:		
BUSNCB436	Business Law	42
COMM10216	Creative and Critical Thinking (LDS)	30
ECONEB222	Macroeconomics	42
HRESPIR20	Recruitment And Selection	42
MGMT10099	Project Management (LDS)	30
MGMT10102	Managing Change (LDS)	30
MRKTCB158	Marketing 1	42
SAFEPIR21	Occupational Health and Safety	42

Option courses are offered under other programs. Refer to the index.

Human Resource Management Studies MGMTBPC01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11234		Jan10	Apr18			OntarioLearn	$555.25
12326	WE	Jan18	Apr12	6:00-9:00	13	Classroom (FF)	$313.95
11434		Feb1	May10			OntarioLearn	$555.25
11482		Mar1	Jun7			OntarioLearn	$555.25

Management/Leadership Skills MGMT10136

NEW! Gain an understanding of management and leadership styles in today's changing economic and political climate. Discover the many practical aspects of a business and learn to provide leadership by motivating, empowering and supporting staff. Equivalent to: MGMTBPC05. 40 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12526		Jan10	Apr18			OntarioLearn	$416.20

Managerial Communications MGMTBPC02

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12437	MO	Jan16	Apr17	6:00-9:00	13	Classroom (FF)	$313.95

Problem Solving - Decision Making MGMTBPC04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12441	TH	Jan19	Apr13	6:00-9:00	13	Classroom (FF)	$313.95

Understanding Managerial Skills MGMTBPC03

Enhance your awareness of self and others and develop specific skills and strategies for managing people effectively in various organizational situations. Includes a 3 hour blended component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12439	TU	Jan17	Apr11	6:00-9:00	13	Blended (FF)	$313.95

Manufacturing Leadership Certificate (055)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/manufacturingleadership

Global competition, the development of advanced technologies and other economic challenges are rapidly changing the way Canadian business and industry operate. Supervisors have felt the impact of the changes most dramatically. They must demonstrate multi-faceted manufacturing leadership with a high level of technical expertise. This program will support existing and aspiring supervisors and managers.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
BUSN10047	The Business of Tomorrow	30
MGMTCMA02	Supervisory Skills for Business and Industry	30
MGMTCMA03	Coaching and Developing People	30
MGMTCMA04	Developing Effective Teams	30
QUALCMA06	Continuous Improvement Process	30

The Business of Tomorrow BUSN10047

Learn to deal with issues and questions related to two manufacturing challenges: the global economy and the changing workplace. Intended for supervisors, course topics include implementing change, the impacts from global competitors, understanding the workforce 'mosaic', committing to continuous learning and helping others to do the same. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11288		Jan10	Apr18			OntarioLearn	$522.00

Coaching And Developing People MGMTCMA03

Proven and practical strategies for coaching and communicating, getting work done, resolving conflict, improving performance and developing positive working relationships are presented. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11287		Jan10	Apr18			OntarioLearn	$522.00

Continuous Improvement Process QUALCMA06

Become familiar with the concepts, terms and methods used by today's industry to pursue continuous improvement. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11289		Jan10	Apr18			OntarioLearn	$522.00

Developing Effective Teams MGMTCMA04

New and aspiring supervisors will develop skills in building, leading, and facilitating teams. Group problem-solving receives special attention. Discover how various team structures help organizations make the most of their human resources. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11143		Jan10	Apr18			OntarioLearn	$478.00

Supervisory Skills For Business And Industry MGMTCMA02

Supervisors will develop specialized skills such as time management, effective communication, customer relations, understanding complex government legislation, and an awareness of the multi-faceted approach to leadership needed today. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11286		Jan10	Apr18			OntarioLearn	$522.00

A ⚬ Marketing Essentials

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

ce.mohawkcollege.ca/marketing

Enhance your existing background in business, sales or graphics by completing these fundamental courses. Gain an understanding of the basic marketing principles required for business today. Of benefit to the small business owner or entrepreneur.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MRKTMCS08	Marketing Principles	45
MRKT10037	Marketing Digitally	42
MRKT10018	Marketing Advanced	45
MRKT10045	Marketing Channels	42
MRKT10030	Applied Marketing Research	45
BUSN10119	Sales Principles	42

Some courses are offered under other programs. Refer to the index.

Applied Marketing Research   MRKT10030
Examine the role of marketing research in the competitive global marketplace. Assess current research practices, including technological applications, and their interrelationship while exploring real world research applications. Equivalent to: Market Research (MRKTMK450). Prerequisite: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11290		Jan10	Apr18			OntarioLearn	$456.10

Marketing Channels   MRKT10045
Focus on the effective design and management of marketing channels: the management of relationships within and among organizations that are linked together in a distribution system. Prerequisite: MRKT10018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11610		Jan10	Apr18			OntarioLearn	$432.16

Marketing Digitally   MRKT10037
Explore web-based and digital marketing including websites, social media and mobile communication. Learn to evaluate online marketing strategies with emphasis on measurement of marketing activity. Equivalent to: Web Marketing (MRKT10028). Prerequisite MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11291		Jan10	Apr18			OntarioLearn	$432.16

Sales Principles   BUSN10119
Learn to develop and penetrate your accounts effectively using profitable selling strategies. ACCESS TO A VIDEO CAMERA OR WEBCAM REQUIRED. Knowledge/experience in marketing recommended. Equivalent to: Applied Selling (MRKTMK355) and Principles of Sales (BUSN10021).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11292		Jan10	Apr18			OntarioLearn	$432.16

Online Course?
Book your exam early!
For instructions visit
ce.mohawkcollege.ca/exams

A ⚬ Medical Terminology

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

ce.mohawkcollege.ca/medtranscription

Prepares students for employment in health care settings.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
OADMOA323	Medical Terminology 1	42
OADMOA324	Medical Terminology 2	36

Medical Terminology 1   OADMOA323
Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: All texts are required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12449	MO	Jan16	Apr3	6:00-9:30	12	Classroom (FF)	$338.10
12919	TU	Jan17	Apr4	6:00-9:30	12	Classroom (FF)	$338.10

Medical Terminology 2   OADMOA324
Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Prerequisite: OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12453	TH	Jan19	Mar30	6:00-9:00	12	Classroom (FF)	$289.80

C ⚬ Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/medtranscription

Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence in knowledge of medical terminology, English language skills, excellent keyboarding speed, and proficiency with word processing software is a prerequisite. Office Administration-Medical Diploma students will have completed all courses except Medical Transcribing 3 and 4 and are encouraged to complete these to obtain this additional credential.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
KEYB10008	Keyboarding	28
OADMOA261	Digital Transcription	42
OADMOA323	Medical Terminology 1	42
OADMOA324	Medical Terminology 2	36
OADMOA352	Medical Transcription 1	42
OADMOA452	Medical Transcription 2	36
OADMOA552	Medical Transcribing 3	42
OADMOA652	Medical Transcribing 4	42
Options - Choose 1:		
INFO10113	Computer Basics with Windows Vista, Word & Excel	36
INFO10156	Computer Basics with Windows 7, Word and Excel	36

Some courses are listed under other programs. Refer to the index.
Medical Transcription 1 will only be offered in the Winter term.

Medical Terminology 1   OADMOA323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. NOTE: All texts are required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12449	MO	Jan16	Apr3	6:00-9:30	12	Classroom (FF)	$338.10
12919	TU	Jan17	Apr4	6:00-9:30	12	Classroom (FF)	$338.10

Medical Terminology 2   OADMOA324

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12453	TH	Jan19	Mar30	6:00-9:00	12	Classroom (FF)	$289.80

Medical Transcription 1   OADMOA352

Learn to accurately transcribe basic medical dictation, based on established standards. Earphones and a USB storage device/recordable CD are required. Prerequisite: OADMOA261 and enrollment in, or completion of, OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12455	WE	Jan11	Mar29	6:00-9:30	12	Classroom (FF)	$338.10

NEW   Mobile Food Services Management Certificate (972)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/mobilefood

Demand has significantly increased for food truck and other mobile food services. Graduates will be equipped with the knowledge required to support existing mobile food service providers, as well as start their own venture in the mobile food space. Topics investigated include menu design and pricing, market research, business planning, food sourcing, food preparation guidelines and navigation of bylaws.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
SAFE10098	Mobile Food Service Requirements	36
BUSN10157	Food Sourcing and Procurement	36
BUSN10158	Mobile Food Operations I	42
MRKTCB158	Introduction to Marketing	42
SBMGSB101	Intro to Small Business and Entrepreneurship	56
BUSN10159	Mobile Food Operations II	36

Food Sourcing & Procurement   BUSN10157

NEW! Understand modern food systems, urban agriculture and co-operatives. Define vendor management principles. Identify community partnership opportunities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12793	TU	Jan17	Apr4	6:30-9:30	12	Classroom (FF)	$289.80

Mobile Food Service Requirements   SAFE10098

NEW! Interpret food safety guidelines and legislative requirements, such as the Ontario Food Premises Regulation, in mobile food services. Recognize sanitary practices in transportation, purchasing, receiving and storage of food.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12791		Jan16	Apr10			eLearn	$287.28

Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

ce.mohawkcollege.ca/officeadmingeneral

Become skilled in the performance of essential office tasks such as document preparation, record management, digital transcription, customer service, recordkeeping and business applications software.

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

PROGRAM OF STUDIES

Refer to the website to view the POS.

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

Digital Transcription   OADMOA261

Train in the efficient operation of transcribing software and equipment to generate first-time mailable transcriptions of business-related material that are correctly spelled and grammatically accurate. Prerequisite: OADMOA116 and KEYB10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12448	TU	Jan10	Mar28	6:00-9:30	12	Blended (FF)	$338.10

Keyboarding   KEYB10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12444	WE	Jan11	Mar29	6:00-8:30	12	Classroom (FF)	$225.40
12920	TU/TH	Feb7	Mar23	6:00-8:30	12	Classroom (FF)	$225.40

Office Procedures and Technology   OADM10022

Develop skills for the modern office including internet research and reporting, email, telecommunications, customer service, records management and more. Equivalent to: Administrative Office Procedures (OADM10015). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11436		Feb1	May10			OntarioLearn	$432.16

Qualified Administrative Assistant

ce.mohawkcollege.ca/adminassistant

www.aaa.ca

The Association of Administrative Assistants is a chartered, Canadian, non-profit professional organization. The AAA establishes a national standard of qualifications for administrative assistants and senior office personnel. Seven courses must be completed successfully within six years to qualify for the QAA certificate.

PROGRAM OF STUDIES

Refer to the website to view the POS

Course offerings are listed under a variety of Diplomas and Certificates. Refer to the index.

NEW Sharing Economy Business Management Certificate (973)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/sharingeconomy

The Sharing Economy is an economic model that allows organizations and individuals to access assets owned by another entity. Examples include AutoShare, UBER and AirBnB. This program encompasses the tools, knowledge, strategies, and tactics required to develop, implement, and manage a sharing economy business model, including market research, identification of consumer trends, legal aspects, digital technologies, and financial oversight.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BUSN10154	Trends in Consumerism	42
BUSN10153	Sharing Economy I	42
MRKT10065	Market Research - Applied	42
MRKT10155	Sharing Economy II	42
MRKT10063	Digital and Social Media	42
BUSN10156	Finance	42

Sharing Economy I   BUSN10153

NEW! Define the core principles of sharing economy business models. Interpret the legislative framework for sharing economy businesses across different jurisdictions. Analyze existing sharing economy business models and practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12799	WE	Jan18	Apr19	6:30-9:30	14	Classroom (FF)	$338.10

Trends in Consumerism   BUSN10154

NEW! Explain past, current, and future consumer demands. Deconstruct business practices to leverage consumer trends and enhance profitability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12798		Jan16	Apr24			eLearn	$335.16

Small Business and Entrepreneurship Certificate (179)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/smallbusentrepreneurship

Develop or enhance your skills and knowledge for successful small business ownership, or management roles. Develop a comprehensive business plan useful for securing financing and strategic business planning.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10134	Computer Skills for Small Business	42
SBMG10013	Managing The Small Business	56
SBMG10018	The Generic Business Plan	42
SBMGSB101	Intro To Small Business And Entrepreneurship	56
SBMGSB202	Operations And Legal Issues	56
COMP10135	Computer Skills for Small Business Advanced	42
MGMTSB102	Small Business-Financial Management	56
SBMG10000	Small Business Marketing Skills	56
SBMG10023	Research and Writing Skills for Business	42
Options - Choose 1:		
SBMG10015	The Detailed Business Plan	56
SBMG10017	Supervisory Skills for Small Business	56

Computer Skills for Small Business   COMP10134

Learn to produce business reports and communication documents, enter data into existing financial spreadsheets, communicate effectively using e-mail and browse the Web. Tender a draft business plan that will demonstrate competency and submit assignments that will become components of your written business plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11141		Jan10	Apr18			OntarioLearn	$388.16

The Generic Business Plan   SBMG10018

Develop a generic business plan using a prescribed template provided by a banking institution. Complete the business plan by expanding on its detailed components. Major modules: Comprehensive Business Plan; Financial Plan and Business Presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11137		Jan10	Apr18			OntarioLearn	$388.16

Intro To Small Business And Entrepreneurship   SBMGSB101

Learn success skills important for small business ownership. Develop understanding of the historical and political context of small business in Canada and the major financial areas of business management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11136		Jan10	Apr18			OntarioLearn	$484.81

Managing The Small Business   SBMG10013

Study best practices and proven approaches for handling people, data, and systems in the small business. Focus on content and process skills including decision-making, presenting arguments, building teams, introducing change and leadership.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11140		Jan10	Apr18			OntarioLearn	$484.81

Operations And Legal Issues
SBMGSB202

Examine various business topics including ownership models, location strategies, the home-based business, government assistance, licensing requirements, inventory planning, recruitment and selection of employees and human resource legislation. Prerequisite: SBMGSB101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11135		Jan10	Apr18			OntarioLearn	$484.81

Small Business-Financial Management
MGMTSB102

Prepare for an entrepreneurial role as a general manager rather than a financial specialist. Develop a broad understanding of accounting and financial management concepts. Prerequisite: SBMGSB101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11138		Jan10	Apr18			OntarioLearn	$484.81

Small Business Marketing Skills
SBMG10000

Acquire the tools and skills necessary to develop an effective marketing plan for your small business. Prerequisite: SBMGSB101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11139		Jan10	Apr18			OntarioLearn	$484.81

Veterinary Office Management Certificate (935)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

ce.mohawkcollege.ca/veterinaryofficemgt

Prepare for a career as a key member of the veterinary office and animal health care team. Focus on veterinary office skills including client relations and business communication, and develop fundamental knowledge of animal health care.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Basic computer skills.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
OADM10013	Veterinary Office Skills and Procedures	42
COMM10107	Veterinary Terminology	42
HLTH10062	Basic Animal Husbandry	36
HLTH10098	Veterinary Lab Procedures	36
HLTH10071	Animal Husbandry II	36
HSCI10138	Veterinary Surgical Procedures	36
HSCI10135	Basic Veterinary Pharmacology	36
VETR10000	Veterinary Anaesthesia	36
BUSN10034	Building and Maintaining Customer Relationships	48

Animal Husbandry II
HLTH10071

Develop basic knowledge of the anatomy, nutrition and behaviour of horses, pigs, cows, sheep and goats. Explore veterinary diseases, especially zoonotics, and appropriate restraint and safety procedures around large animals. Prerequisite: HLTH10062.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11304		Jan10	Apr18			OntarioLearn	$384.28

Basic Animal Husbandry
HLTH10062

Develop basic knowledge of anatomy, nutrition and behaviour of dogs, cats, ferrets and rabbits. Consider veterinary diseases, especially zoonotics, and the importance of a clean, well-organized hospital. Prerequisite: COMM10107.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11305		Jan10	Apr18			OntarioLearn	$384.28

Basic Veterinary Pharmacology
HSCI10135

Enhance your basic pharmacy skills and develop understanding of veterinary pharmacology. Focus on the pharmacodynamics and pharmacokinetics of common veterinary drugs, and the regulations which govern their use. Prerequisite: HLTH10098.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11303		Jan10	Apr18			OntarioLearn	$384.28

Building and Maintaining Customer Relationships
BUSN10034

Develop your understanding of customer service, the skills associated with identifying and meeting the needs of customers and fostering an environment that encourages repeat business.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11306		Jan10	Apr18			OntarioLearn	$475.93

Veterinary Anaesthesia
VETR10000

Focus on the fundamentals of Veterinary Anaesthesia, with emphasis on equipment, preparing animals for anaesthesia, monitoring and the post anaesthetic period. Prerequisite: HSCI10135.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11307		Jan10	Apr18			OntarioLearn	$384.28

Veterinary Lab Procedures
HLTH10098

Enhance your understanding of laboratory and radiology and procedures and common practices in a veterinary hospital. Proper preparation of laboratory samples, safety procedures, and appropriate techniques receive emphasis. Prerequisite: HLTH10071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11308		Jan10	Apr18			OntarioLearn	$384.28

Veterinary Office Skills and Procedures
OADM10013

Explore veterinary administrative and clerical procedures, including medical record keeping, filing, message taking, and collection of information. Communication skills, professionalism and working in a team environment are also covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11309		Jan10	Apr18			OntarioLearn	$432.16

Veterinary Surgical Procedures
HSCI10138

Consider basic procedures for common veterinary surgeries. Topics include pre and post-op duties, handling and cleaning of surgical instruments, sterile and non-sterile techniques, appropriate behaviour during surgery and record keeping. Prerequisite: HLTH10098.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11302		Jan10	Apr18			OntarioLearn	$384.28

Veterinary Terminology
COMM10107

Examine effective communication within the veterinary office. Focus on terminology and word structure together with basic study of anatomy and physiology to enhance communication with the doctor, colleagues and clients.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11310		Jan10	Apr18			OntarioLearn	$432.16

Ward Clerk Certificate (163)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/wardclerk

Develop essential skills for employment as a hospital ward clerk/secretary. Completion of medical keyboarding is strongly recommended to enhance your employment opportunities.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Basic computer skills.
- Experience in a health care setting is an asset.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCI10003	Comprehending Medical Terms and Diagnoses	42
HSCI10157	Medical Terminology II - Pronunciation	36
HSCI10024	Pharmacology for the Medical Office	36
HSCI10002	Medical Conditions for Medical Office Professionals	36
COMM10021	Working And Communicating In A Medical Setting	36
HSCI10025	Understanding Medical Tests for Medical Office Staff	36
HSCI10026	Understanding Surgical Procedures for Medical Office Staff	36

Comprehending Medical Terms and Diagnoses   HSCI10003
Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. NOT equivalent to OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11312		Jan10	Apr18			OntarioLearn	$432.16
11446		Feb1	May10			OntarioLearn	$432.16
11492		Mar1	Jun7			OntarioLearn	$432.16

Medical Conditions for Medical Office Professionals   HSCI10002
Examine common medical conditions and review pertinent anatomy and physiology. Consider the relationship of aging on the body's systems. Open to those currently working in healthcare or those interested in this career direction.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11313		Jan10	Apr18			OntarioLearn	$384.28

Medical Terminology II - Pronunciation   HSCI10157
Expand your understanding of medical terminology with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required: speaker and microphone. Prerequisite: HSCI10003. NOT equivalent to Medical Terminology 2 (OADMOA324).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11311		Jan10	Apr18			OntarioLearn	$384.28

Pharmacology for the Medical Office   HSCI10024
Develop an understanding of how drugs work, drug classifications, methods of administration, and the major drug groups affecting the various body systems. Of interest to those currently employed, or aspiring to employment, in health related areas.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11314		Jan10	Apr18			OntarioLearn	$384.28

Understanding Medical Tests for Medical Office Staff   HSCI10025
Enhance your understanding of the nature, purpose and requirements of common medical tests to assist patients before, during and after testing. Intended for current medical office staff or those interested in this career. Recommended prerequisite: HSCI10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11315		Jan10	Apr18			OntarioLearn	$384.28

Understanding Surgical Procedures for Medical Office Staff   HSCI10026
Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended prerequisite: HSCI10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11316		Jan10	Apr18			OntarioLearn	$384.28

Working And Communicating In A Medical Setting   COMM10021
Develop your communication skills, with emphasis on verbal and nonverbal communication, communication systems, ethical behaviour, confidentiality, stress and time management, hospital organization and human relations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11317		Jan10	Apr18			OntarioLearn	$384.28

WSIB Workplace Safety & Insurance Board Adjudication

ce.mohawkcollege.ca/wsib

Courses will not be offered this term. Please refer to website.

Student Success Advisors (SSA)

As part of our commitment to student success, students in Continuing Education courses have access to a Student Success Advisor. Here is a summary of how your SSA may help you.

Academic and Program Advising
- Initial advice on course selection; changing programs; withdrawals
- Referrals to Program Managers for program specific advising
- Information about Academic Status, program pathways, transfers
- Create Academic Improvement and Success Plans

Student Support Services
- Referrals to specialized support services
- Guidance on college policies and procedures
- Support transition to college life

Multiple Advising Formats
- Via e-mail, drop-in or scheduled appointments
- In person, in groups, in workshops, online or over the phone

Learn more at mohawkcollege.ca/ssa

OTHER COURSES

Accounting and Finance

ce.mohawkcollege.ca/accounting

Turn to page 2 for contacts

Accounting 1   ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12290	MO	Jan16	Apr10	6:00-9:30	12	Classroom (FF)	$338.10

Accounting 2 - Financial   ACCT10014

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12296	TU	Jan10	Apr11	6:00-10:00	14	Classroom (FF)	$434.96

Auditing I   ACCT10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11153		Jan10	Apr18			OntarioLearn	$432.16

Auditing II   ACCT10027

Further develop auditing skills with in-depth study of internal controls. Learn to audit sales, acquisitions, payroll, inventory and cash balances and related income statements and balance sheets. Prerequisite: ACCT10026. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11154		Jan10	Apr18			OntarioLearn	$475.93

Business Mathematics Of Finance   MATH10037

Develop an understanding of simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12874		Jan20	Apr21			eLearn	$335.16

Cost and Managerial Accounting I   ACCT10024

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11158		Jan10	Apr18			OntarioLearn	$475.93
11475		Mar1	Jun7			OntarioLearn	$475.93

Cost and Managerial Accounting II   ACCT10025

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11160		Jan10	Apr18			OntarioLearn	$475.93
11476		Mar1	Jun7			OntarioLearn	$475.93

Intermediate Accounting I   ACCT10021

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11166		Jan10	Apr18			OntarioLearn	$528.81

Intermediate Accounting II   ACCT10022

Gain an understanding of financial reporting. Topics include current assets, property, plant and equipment, revenue and expense recognition, cash, receivables and inventory. Prerequisite: ACCT10021. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11167		Jan10	Apr18			OntarioLearn	$528.81

Taxation   ACCTAC409

Learn to prepare personal income tax returns for self-employed individuals in proprietorships and partnerships and individuals employed by Corporations. Prerequisite: ACCTAC201 or ACCT10005 and ACCT10014.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12299	WE	Jan11	Apr12	6:00-10:00	14	Classroom (FF)	$434.96

Business Skills

ce.mohawkcollege.ca/business-skills

Turn to page 2 for contacts

Agile Methodologies   MGMT10133

NEW! Examine multiple aspects of Agile methodologies with a focus on practices that have evolved since the creation of the Agile values and principles published in 2001. Study the history of Agile methodologies in order to gain an understanding of where these practices originated and how they are being applied today. 21 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12378		Jan10	Apr18			OntarioLearn	$242.58

Business Statistics   MATH10070

NEW! Various approaches to basic statistical methods are covered as you learn about regression analysis, probabilities and distributions, sampling, statistical estimation and hypotheses testing. Demonstrate various skills including problem solving, organization, troubleshooting, and analysis. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12384		Jan10	Apr18			OntarioLearn	$456.10

Change Management   MGMT10134

NEW! In the complex business world change seems to happen at the speed of light. Examine change in organizations and the role and impact managers have in that change. Being an effective change agent through Appreciative Inquiry (AI) will be analyzed. Discover a variety of change management initiatives and apply change management theory and techniques to plan and manage your own change initiative. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12377		Jan10	Apr18			OntarioLearn	$456.10

Consumer Behaviour   MRKTMK375

Examine the nature and effect of consumer behaviour on the marketability of goods and services. Review techniques for predicting consumer behaviour patterns. Prerequisite: MRKTMCS08. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11147		Jan10	Apr18			OntarioLearn	$388.16

Customer Relationship Management — CUST10005

NEW! As product lifecycles become shorter (i.e. as products become commoditized more quickly) firms - particularly smaller firms that may not be able to achieve the requisite economies - must find ways to differentiate their offerings on non-product attributes and retain their most valuable customers. A well designed Customer Relationship Management (CRM) system is an increasingly critical factor in this process. Prerequisite: Marketing 1 (MRKTMCS08). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12379		Jan10	Apr18			OntarioLearn	$456.10

Dealing And Working With Difficult People — CONFBU397

Understanding people and being able to work with them is one of the major keys to management and life success. Learn to identify and cope with some of the most difficult behaviours you may encounter. Topics include: personality styles, establishing rapport, body language, matching and mirroring techniques and the skills necessary to feel totally connected with individuals. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11188		Jan10	Apr18			OntarioLearn	$336.40

Effective Supervision-Human Relations — MGMTMD221

Discover what makes people tick and how to keep them going by improving your understanding of people. Discuss motivation, handling conflict, delegation, building morale and more. Gain practical insights into handling people more effectively and improve your overall performance. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11182		Jan10	Apr18			OntarioLearn	$336.40

Entrepreneurship Fundamentals — SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. You will be required to invest approximately $50 into a personal business venture used to complete course assessments. Equivalent to: Entrepreneurial Training (BUSNBA107). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11433		Feb1	May10			OntarioLearn	$432.16
11481		Mar1	Jun7			OntarioLearn	$432.16

Financial Management 1 — FINC10002

Examine and apply financial management concepts and decision-making tools in various situations. Focus on for-profit financial operations, including valuation of bonds and shares, capital budgeting decisions and risk assessment. Prerequisite: ACCTMCS02. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11624		Jan10	Apr18			OntarioLearn	$456.10

Financial Systems for Operations Management — BUSN10150

NEW! Apply financial concepts to an organization to manage and forecast revenues and earnings, deploy assets, and to prepare operating and capital budgets. Working knowledge of accounting is strongly recommended. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12522		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Business — BUSN10049

Discover the functions of a business and how they interact. Designed to help you understand the role of business in Canada by focusing on the basics of management, organizational theory and structure. Equivalent to: Introduction to Business (BUSNCB131). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11146		Jan10	Apr18			OntarioLearn	$388.16

Introduction To E-Business — INFOBU396

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11415		Feb1	May10			OntarioLearn	$456.10
11471		Mar1	Jun7			OntarioLearn	$456.10

Introduction to Supply Chain and Operations Management — BUSN10107

A supply chain is a network of organizations involved in the different processes and activities that produce value in the form of products and services in the hands of the ultimate customer or consumer. Covers how products and services are created and delivered to the customer. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11183		Jan10	Apr18			OntarioLearn	$432.16

Labour Economics — BUSNPIR10 (E)

Develop practical & analytical tools to aid in the understanding of labour market operations. Includes: the decision to work, to retire, or reduce the length of the work week, factors that influence a firm's decision to hire labour by comparing labour markets, external factors such as unions & government, and problems & solutions to unemployment, discrimination & wage differentials. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11607		Jan10	Apr18			OntarioLearn	$432.16

Law Office Accounting — ACCT10007

Focus on the keeping of records and recording of transactions in a law office and the requirements of the Law Society of Upper Canada. Prerequisites: OADM10009 and LAWS10005. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11634		Jan10	Apr18			OntarioLearn	$432.16

Management Information Systems — INFO10160

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11185		Jan10	Apr18			OntarioLearn	$432.16

Organizational Business Communication — COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11621		Jan10	Apr18			OntarioLearn	$456.10
11486		Mar 1	Jun7			OntarioLearn	$456.10

Principles of Purchasing — BUSN10101

Examine the basics of the purchasing function and various purchasing tools and technique. Materials management, E-Purchasing, supplier selection and evaluation and global sourcing will also be considered. Equivalent to: Purchasing (MRKTMK455). Prerequisite: Management Operations (MGMTMCS07). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11193		Jan10	Apr18			OntarioLearn	$432.16

Quantitative and Qualitative Research for Business Analysis — BUSN10151

NEW! The current convergence between business and information technology (IT) and the dependence of business on IT, has changed the roles of many professionals. Business Analysts need to be able to investigate and model the why and how of decision making, not just what, where, when. Develop an understanding of the multiple research methods and strategies used in business services modeling and in services delivered via information technology. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12478		Jan10	Apr18			OntarioLearn	$432.16

Retirement Planning — BUSN10152

NEW! With the increase in life expectancy for both men and women retirement planning has become increasingly important in preparing overall financial plans. Gain the basic tools and skills needed to prepare retirement plans for prospective clients by reviewing various sources of income at retirement. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12484		Jan10	Apr18			OntarioLearn	$432.16

Strategic Public Relations — ADVR10078

NEW! Covers a brief history of public relations before looking at public relations planning and research, organizing special events, and effective measurement and evaluation of events and campaigns. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12476		Jan10	Apr18			OntarioLearn	$456.10

Human Resources

ce.mohawkcollege.ca/hrcourses

Turn to page 2 for contacts

Benefits Administration — BUSN10059

Examine benefits and their administration. Focus on the Canada Pension Plan, Workers' Compensation, government and private health and insurance plans, pension programs, and contractual and volunteer benefits. Also includes: costing, program design, E.A.P.s and special programs. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11249		Jan10	Apr18			OntarioLearn	$432.16

Computer Applications in Human Resources — COMP10193

NEW! Gain an understanding of the fundamental principles of Microsoft Excel as applied to human resource management related problems. A series of assignments leads you through the critical issues of spreadsheet-based database design, and demonstrates the potential needs which computer users have in this field. Working knowledge of business computer applications recommended. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12380		Jan10	Apr18			OntarioLearn	$432.16

Dispute Resolution — HMNS10093

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11262		Jan10	Apr18			OntarioLearn	$432.16

Personnel Research Techniques and HRIS — HRES10017

Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to: HR Research & Info Systems (HRESHRM16). Prerequisite: Human Resource Management Studies (MGMTBPC01). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11263		Jan10	Apr18			OntarioLearn	$432.16

Medical Office Skills

ce.mohawkcollege.ca/office

Turn to page 2 for contacts

Essentials In Health Records Management — MGMT10039

Learn professional record keeping practices with emphasis on filing, numbering and retention, qualitative analysis, confidentiality, reimbursements, regulatory and accrediting agencies and alternate health care systems. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11295		Jan10	Apr18			OntarioLearn	$384.28

Health Office Foundations — BUSN10138

Focus on personal and organizational skills required in a health care setting. Examine the health record with a major emphasis on confidentiality and the legal aspects of health information documentation and learn to effectively carry out the role of assisting with administration while in the employ of a nursing unit or health care office. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11645		Jan10	Apr18			OntarioLearn	$555.25

Medical Keyboarding — KEYB10005

Increase your knowledge of specific terms and improve keyboarding speed and accuracy. Includes case histories, a variety of medical reports, technical terminology and timed writings. Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003) and keyboarding skills of 30 net words per minute. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11294		Jan10	Apr18			OntarioLearn	$432.16

Medical Office Procedures — OADM10018

Understand administrative and clerical functions including patient reception, scheduling appointments, telephone procedures, medical records management and charting of progress notes. The Canada Health Act is introduced as well as OHIP and the principles of OHIP billing. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11296		Jan10	Apr18			OntarioLearn	$456.10

Medical OHIP Billing — OADM10010

Study the basics of efficient Health Claim Billing in Ontario. Learn to use the Schedule of Benefits and Preambles of the Ministry of Health, and examine computerized billing. Software not compatible with MAC computer. Equivalent to: Health Insurance Billing (INSROA350). Prerequisite: Comprehending Medical Terms and Diagnoses (HSCI10003). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11297		Jan10	Apr18			OntarioLearn	$432.16

Styles and Practices of Medical Transcription — HSCI10152

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD-ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSCI10003) and Communications (COMMLL041). NOT equivalent to Medical Transcribing 1 (OADMOA352). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11293		Jan10	Apr18			OntarioLearn	$432.16

Does online education fit your learning style?

Visit OntarioLearn.com and click on "Starting Out" to take a short quiz titled "Is Online Learning right for you?"

Non-Profit Marketing and Communication Series

ce.mohawkcollege.ca/nonprofit

Non-profit Marketing and Communications — MRKT10058
Part 1. Professionals will learn the components and terminology of strategic marketing & communications plans in a non-profit setting and compare this with a traditional for-profit organization. Learners will have an opportunity to apply this knowledge through workshop activities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12808	WE	Feb1	Feb1	6:30-9:30	1	Classroom (FF)	$88.00

Targeted Marketing for Non-profits — MRKT10059
Part 2. Non-profit professionals will identify, understand and apply targeted marketing concepts. Workshop themes include objective setting, identifying target markets through quantitative and qualitative research, message definition, and utilizing appropriate media tools. Learners will have an opportunity to apply this knowledge through workshop activities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12816	WE	Feb8	Feb8	6:30-9:30	1	Classroom (FF)	$88.00

Effective Advertising for Non-profits — ADVR10077
Part 3. Learn to develop effective advertising in a non-profit setting. Align advertising with marketing and communication plans. Conduct a SWOT analysis to determine effective advertising approaches. Learners will have an opportunity to apply this knowledge through workshop activities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12817	WE	Feb15	Feb15	6:30-9:30	1	Classroom (FF)	$88.00

Non-profit Public Relations — HRES10026
Part 4. In the last workshop of the series, non-profit professionals will gain an understanding of the role of public relations. Draft an effective media release and understand strategies for developing media contacts. Learners will have an opportunity to apply this knowledge through workshop activities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12818	WE	Feb22	Feb22	6:30-9:30	1	Classroom (FF)	$88.00

Non-profit Marketing and Communications Series — MRKT10057
Parts 1-4. This offering includes all four parts of the Non-Profit Marketing & Communications Workshop Series.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12820	WE	Feb1	Feb22	6:30-9:30	4	Classroom (FF)	$264.00

Project Management

ce.mohawkcollege.ca/projectmanagement

Introduction to Project Management — HRES10013
Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. Equivalent to: Project Management (BUSNBE305). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11299		Jan10	Apr18			OntarioLearn	$456.10
11418		Feb1	May10			OntarioLearn	$456.10
11473		Mar1	Jun7			OntarioLearn	$456.10

Project Communications and Human Resource Management — MGMT10137
NEW! The most valuable resource in any project is often the people whose talent and efforts will contribute to its success. Explore organizational communications, how it functions and how to overcome communication barriers in groups and with individuals. Emphasizes building the skills and knowledge needed to plan an effective project group, recruiting quality people to staff it, and building them into an effective team. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12485		Jan10	Apr18			OntarioLearn	$287.28

Project Contracting, Procurement and Quality Management — MGMT10138
NEW! Quality has become a primary component of competitive advantage and customer loyalty in the global economy and applies to services and products. In the project management context, all work products must support the project throughout its life cycle. The scope of the project must be defined to include the quality standards of the project outputs, thus planning-in quality. Procurement and contracting are also major components of the global economy. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12486		Jan10	Apr18			OntarioLearn	$384.28

Project Cost and Risk Management — MGMT10139
NEW! Covers the fundamentals of project cost management and control including project estimating at the project definition and approval stage, budgeting, resource costing and allocation, and status reporting. Discover a structured multi-tiered approach that can be used to identify the different types of risks associated with projects such as technical, time, costs, quality and others. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12488		Jan10	Apr18			OntarioLearn	$384.28

Project Management Applications and Simulation — MGMT10140
NEW! Using a case study method, work through a simulated mock project applying various project management tools and techniques. Activities will include project planning, decision-making, problem-solving and presenting project progress. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12491		Jan10	Apr18			OntarioLearn	$384.28

Project Management Scheduling Software — INFO10105
Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Prerequisite: HRES10013. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11298		Jan10	Apr18			OntarioLearn	$475.93
11417		Feb1	May10			OntarioLearn	$475.93
11472		Mar1	Jun7			OntarioLearn	$475.93

Project Management Skills Development — BUSN10105
Study the multi-dimensional aspects of people working in organizations in this comprehensive description of how organizations work, develop their culture, make decisions, and motivate their employees. Gain skills that are essential for successful project management. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11627		Jan10	Apr18			OntarioLearn	$456.10

Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications

Programs and Courses

^C Ontario College Certificates

^C Mohawk College Certificates

^A Acknowledgements of Completion

Stand-Alone Courses

English as a Second Language (ESL)

Language Instruction for Newcomers to Canada (LINC)

The LINC Program leads to the equivalent of Grade 12 English for post-secondary admission at Mohawk College.

LINC (Language Instruction for Newcomers to Canada)
Free to eligible individuals.

LINC for Youth (18 to 25) - Project Based Courses
Photography or Videography

Part-Time LINC Discrete Skills Courses
Listening and Writing

Enhanced Workplace Communications
Free part-time classes

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals
Free full-time classes
To register contact: Call: 905-575-1212 ext. 3199
Email: melissa.droughan-rahimian@mohawkcollege.ca
Web: mohawkcollege.ca/esl

Programs and Courses for Immigrants

Occupation Specific Language Training (OSLT)

Mohawk offers these four Occupation Specific Language Training courses to qualified immigrants who already have experience or training in Business, Health Sciences and Human Services.

OSLT - Business (946)
Learn to effectively and clearly communicate in Canadian business workplaces
OSLT - Health Sciences (944)
Learn to effectively and clearly communicate in Canadian health care workplaces
OSLT - Human Services (945)
Learn to better communicate on the job and to understand the socio-cultural dimensions of occupations in the Human Services field
OSLT - Technolgy
Learn to interact clearly and effectively with colleagues, clients, supervisors and project team members and to understand technology workplaces in Ontario.
To register contact: Call: 905-575-1212 ext. 3419
Email: mary-anne.peters@mohawkcollege.ca
Web: mohawkcollege.ca/oslt

CREDENTIALED PROGRAMS
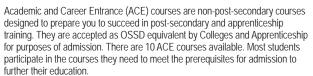
Academic and Career Entrance (ACE)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses
- Communications (English or Francais), a Mathematics course and any 2 courses from the list below.

ce.mohawkcollege.ca/ace

Academic and Career Entrance (ACE) courses are non-post-secondary courses designed to prepare you to succeed in post-secondary and apprenticeship training. They are accepted as OSSD equivalent by Colleges and Apprenticeship for purposes of admission. There are 10 ACE courses available. Most students participate in the courses they need to meet the prerequisites for admission to further their education.

Admission Requirements
- Completion of the 20 hour online Learn to Learn course. This will help determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. Register for the Learn to Learn course by filling out an application at acedistancedelivery.ca.

Enrollment is limited and tuition is free.
ACE courses are also available during the day, evening and part-time, for further information see Academic Upgrading Programs below.

ACE Apprenticeship Math — MATH10047 (SA)
Enhance skills developed in Core Mathematics in preparation for apprenticeship study. Includes: number sense and algebra; measurement and geometry; proportional reasoning: analytic geometry; relations and functions; trigonometric functions; statistics; and personal finance. Prerequisite: MATH10045. 100 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12593		Jan10	Jun13			OntarioLearn	
12615		Mar1	Aug2			OntarioLearn	

ACE Biology — BIOL10011 (SA)
Study the organization and energy of life. Complete one module on the human body and then choose a second focused on the human body or plant biology. Topics include: environmental biology and the changing environment on planet Earth. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12594		Jan10	Jun13			OntarioLearn	
12616		Mar1	Aug2			OntarioLearn	

ACE Business Mathematics — MATH10046 (SA)
Enhance your skill with business-related mathematics. Topics include arithmetic and geometric sequences and series; simple and compound interest; annuities; exponential growth; retail mathematics; data analysis; and solving various mathematical problems. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12601		Jan10	Jun13			OntarioLearn	
12599		Mar1	Aug2			OntarioLearn	

ACE Chemistry — GSCI10004 (SA)
Enhance your knowledge of chemistry. Focus on industrial and environmental issues, analyze problems, complete laboratory exercises and communicate scientific information effectively. Content is geared to adult learners entering health and environmental science programs. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12587		Jan10	Jun13			OntarioLearn	
12607		Mar1	Aug2			OntarioLearn	

ACE Communications — COMM10148 (SA)
Develop your communication skills for success in college and in the workplace. Learn to express yourself well when presenting and defending ideas with the use of oral, visual, and written forms of communications. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12577		Jan10	Jun13			OntarioLearn	
12602		Mar1	Aug2			OntarioLearn	

ACE Computers — COMP10083 (SA)
Become comfortable using computer hardware and software (2 types) and online communication tools such as the Internet. Learn to generate documents, using popular application software. Ethical and safety issues associated with computer use are also discussed. 100 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12596		Jan10	Jun13			OntarioLearn	
12617		Mar1	Aug3			OntarioLearn	

ACE Core Math — MATH10045 (SA)
Develop foundational skills in numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday finance. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12583		Jan10	Jun13			OntarioLearn	
12603		Mar1	Aug2			OntarioLearn	

ACE Physics — PHYS10000 (SA)
Develop an understanding of physical concepts and principles and learn to apply them to various practical systems. Explore forces and motion; energy and simple machines; waves, sound, light, and optics; electricity and magnetism; and hydraulic and pneumatic systems. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12588		Jan10	Jun13			OntarioLearn	
12612		Mar1	Aug2			OntarioLearn	

ACE Self Management and Self Direction — CRED10044 (SA)
Develop knowledge, skills, and behaviours to enhance academic, employment and personal effectiveness. Focus on areas such as self-reflection, critical thinking, goal setting, study skills, organizational skills, group dynamics, and career/employment exploration. 80 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12590		Jan10	Jun13			OntarioLearn	
12613		Mar1	Aug2			OntarioLearn	

Academic Upgrading Programs
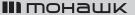
Tuition-free, flexible programs that help you build confidence and upgrade your skills!

Program includes
- A personal academic assessment
- An individualized "Learning Plan"

Preparing adult learners for
- College programs
- Apprenticeship
- Employment
- GED (General Education Development) test

Start date - Continuous intake: Flexible full-time or part-time hours, day or evening classes
Location - Fennell Campus, Hamilton
Contact - Call: 905-575-2029 or Email: upgrading@mohawkcollege.ca
Read more at mohawkcollege.ca/AU
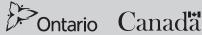
Financial assistance for day-care and/or travel expenses is available for eligible learners.

MOHAWK

EMPLOYMENT ONTARIO

Ontario   Canada

ACE Technology Math — MATH10044 (SA)

Enhance algebraic skills mastered in Core Mathematics in preparation for technology study. Learn to solve applied problems involving trigonometry, polynomial/rational exponential expressions, polynomial/logarithmic functions, and geometric principles and measurement. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12591		Jan10	Jun13			OntarioLearn	
12614		Mar1	Aug2			OntarioLearn	

American Sign Language

ACKNOWLEDGEMENT OF COMPLETION
Completion Requirement: 2 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/asl

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LANGLL120	American Sign Language I	39
LANGLL220	American Sign Language 2	39

American Sign Language I — LANGLL120
Learn the basics of the communication system used by most deaf people.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12538	TU	Jan10	Apr4	6:30-9:30	13	Classroom (FF)	$313.95

American Sign Language 2 — LANGLL220
Continue the study of A.S.L. begun in LANGLL120 to develop increased capability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12544	TH	Jan12	Apr6	6:30-9:30	13	Classroom (FF)	$313.95

Competence in the French Language Certificate (829)

MOHAWK COLLEGE CERTIFICATE
Graduation Requirement: 8 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/french

Discover the French Language. Develop practical written and conversation skills for work or personal enjoyment.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LANGFR003	La Pratique du Francais 1	39
LANGFR004	La Pratique du Francais 2	39
LANGFR005	La Pratique du Francais 3	39
LANGFS032	Parlons Francais 1	39
LANGFR006	La Pratique du Francais 4	39
LANGFS033	Parlons Francais 2	39
LANGFR007	La Pratique du Francais 5	39
LANGFS071	Parlons Francais 3	39

Already Have Experience with the French Language?
- If you think that you are eligible for placement into a higher level, you should register for the appropriate challenge exam.
- **You can challenge up to 75% of the courses for the Certificate.**
- Written tests (LANGFR003, LANGFR004, LANGFR005, LANGFR006): You may obtain up to 4 credits with these tests which measure competence in grammar.
- Oral tests (LANGFS032, LANGFS033): You may obtain up to 2 credits with these tests which measure conversational competence.
- A non-refundable fee will be charged.
- Exams are to be arranged during the semester.
- Contact Prior Learning Assessment and Recognition (PLAR) at plar@mohawkcollege.ca.

Beginners register in La Pratique du Francais 1 or French 1.

French 1 — LANG10061
Build confidence using simple structures and vocabulary to express yourself and ask questions in French. Read short articles for insight into French family life and family celebrations in Canada and around the world. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR003. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12806		Jan10	Apr18			OntarioLearn	$432.16
12876		Feb1	May10			OntarioLearn	$432.16
12885		Mar1	Jun17			OntarioLearn	$432.16

La Pratique du Francais 1 — LANGFR003
Learn the basics of grammatical structures and vocabulary for conversational applications. Equivalent to: LANG10061.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12489	MO	Jan9	Apr10	6:30-9:30	13	Classroom (FF)	$313.95

French 2 — LANG10062
Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR004. Prerequisite: LANG10061. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12807		Jan10	Apr18			OntarioLearn	$432.16

La Pratique du Francais 2 — LANGFR004
Acquire further knowledge of grammatical French to improve the skills essential for writing and conversation. Equivalent to: LANG10062. Prerequisite: LANGFR003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12495	TU	Jan10	Apr4	6:30-9:30	13	Classroom (FF)	$313.95

French 3 — LANG10063
Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR005. Prerequisite: LANG10062. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12809		Jan10	Apr18			OntarioLearn	$432.16

La Pratique du Francais 3 — LANGFR005
Exprimez-vous sans problème dans des discussions se rapportant à des situations quotidiennes. Le passé composé est un des points grammaticaux les plus importants enseignés dans ce niveau. Equivalent to: LANG10063. Prerequisite: LANGFR004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12498	WE	Jan11	Apr5	6:30-9:30	13	Classroom (FF)	$313.95

French 4 — LANG10064

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR006. Prerequisite: LANG10063. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12810		Jan10	Apr18			OntarioLearn	$432.16

La Pratique du Francais 4 — LANGFR006

Etudiez les éléments grammaticaux dans un contexte à la fois personnel et culturel. L'Imparfait, le conditionnel présent et passé ainsi que la révision des temps étudiés dans les niveaux précédents. Equivalent to: LANG10064. Prerequisites: LANGFR005 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12499	MO	Jan9	Apr10	6:30-9:30	13	Classroom (FF)	$313.95

French 5 — LANG10065

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. A headset or microphone and speakers is required for the oral parts of the course. Students will submit recordings using software such as Jing, YouTube or Windows Media Player. Equivalent to: LANGFR007. Prerequisite: LANG10064. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12811		Jan10	Apr18			OntarioLearn	$432.16

La Pratique du Francais 5 — LANGFR007

Enrichissez vos connaissances de la langue française en apprenant le Subjonctif, le Participe Présent, l'Infinitif Passé ainsi que les formes Actives, Passives et la Construction Causale. Equivalent to: LANG10065. Prerequisites: LANGFR006 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12502	TH	Jan12	Apr6	6:30-9:30	13	Classroom (FF)	$313.95

Parlons Francais 1 — LANGFS032

Developpez votre vocabulaire et differentes structures orales en etudiant les themes suivants : "Connaissons-nous", "Telephonons", "Voyageons", "Demandons directions", "Allons a la poste". Prerequisite: LANGFR005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12503	TU	Jan10	Apr4	6:30-9:30	13	Classroom (FF)	$313.95

Parlons Francais 3 — LANGFS071

Développez votre vocabulaire en étudiant les thèmes suivants: "Allons visiter - ville.", "Allons au restaurant!", "Allons magasiner!", "Allons nous habiller!", "Allons à la Banque!". Diverses conversations et situations quotidiennes échangées au sein d'une ambiance et d'une atmosphère relaxantes et amicales. Prerequisites: LANGFR007 and LANGFS033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12505	TH	Jan12	Apr6	6:30-9:30	13	Classroom (FF)	$313.95

Ready for your Certificate? Ready to Graduate?

Visit **mohawkcollege.ca/ConvocationPrep**

General Arts and Science Certificate (230)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/gas

Turn to page 2 for contacts

This program is designed to offer transfer pathways to additional college and university programs.

Program Highlights:
- Experience the benefits of a program designed as a bridge to help you choose the right path.
- Choose from a wide selection of course options for future studies in Business, Health Sciences, Social Sciences, Human Services and other college and university programs.
- Gain a good grounding in academic skills.
- Exposure to a wide variety of academic disciplines.
- Acquire a well-rounded general education.
- Develop skills in Humanities and Social Sciences.

Admission Requirements
- OSSD or equivalent (Mohawk Academic Upgrading, GED).
- Grade 12 English, C or U or equivalent.
- Grade 10 Mathematics, D or P level or equivalent is recommended for students taking Math and Science courses

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CREDAS101	First Year Foundations	42
SSCI10051	Introduction to Critical Thinking	42
Option Group 1 - Choose 1:		
COMM11040	Communication D	56
COMMLL041	Communication	42
Option Group 2 - Choose 3:		
See website for complete list of courses.		
Option Group 3 - Choose 4:		
See website for complete list of courses.		

Some courses are offered under other programs. Refer to the website and the index.

Communication — COMMLL041

Develop thinking, writing, reading, speaking and listening skills with emphasis on effective written communication. In online delivery, regular weekly class postings are mandatory and strict deadlines apply.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12555	TU	Jan24	Apr11	6:00-9:30	12	Classroom (FF)	$338.10

Developmental Psychology — PSYCSS271 (E)

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12955	MO	Jan23	Apr17	6:00-9:30	12	Classroom (FF)	$338.10
12882		Mar1	Jun17			OntarioLearn	$432.16

Introductory Sociology — SSCISS108 (E)

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12942		Jan25	Apr12			eLearn	$335.16

Sociology: Diversity and Social Change — SSCISS109 (E)

Explore various sociological perspectives. Consider social structure, gender, race and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12862		Jan10	Apr18			OntarioLearn	$388.16

Language Interpreter Training Program

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/languageinterpreter

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters in the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. Benefits individuals interested in a career in interpreting, and those already working as interpreters who wish to upgrade their skills and obtain a college credential.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- Excellent proficiency/fluency (reading, writing, speaking) in English and a second language.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LANG10031	Introduction to Spoken Language Interpreting	30
LANG10032	Consecutive Interpreting	30
LANG10033	Skills Development - Sight Translation	30
LANG10034	Skills Development - Simultaneous Interpreting	30
LANG10035	Setting Specific Interpreting	36
LANG10036	Capstone Course, Skills Integration	30

Competency Tests (CILISAT or ILSAT):
- You must successfully complete and pass a Competency Test (CILISAT or ILSAT) administered by a provincial agency.
- This mandatory testing should be taken after the fourth course (LANG10034) and must be completed prior to registration in the sixth course (LANG10036).
- Any associated expenses are your responsibility.
- Testing can be arranged through Mohawk College. Contact us for details.

Introduction to Spoken Language Interpreting — LANG10031

Explore the fundamentals of spoken language interpreting in various settings, with emphasis on the interpreter's role, standards of practice, and skills required for successful interpreting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12849		Jan10	Apr18			OntarioLearn	$292.40

Skills Development - Sight Translation — LANG10033

Focus on the fundamentals of sight translation and related skills, such as fast reading, scanning for main ideas, vocabulary enrichment, paraphrasing and more. Develop tools for handling ethical and performance challenges. Prerequisite: LANG10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12783		Jan10	Apr18			OntarioLearn	$336.40

Skills Development - Simultaneous Interpreting — LANG10034

Develop and practice proven skills and techniques for simultaneous interpreting in various settings and contexts, with emphasis on active listening, shadowing, retelling, paraphrasing, note taking, memory exercises and self-evaluation. Prerequisite: LANG10033.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12784		Jan10	Apr18			OntarioLearn	$336.40

Capstone Course, Skills Integration — LANG10036

Enhance your skills in consecutive interpreting and note taking, sight translation and simultaneous interpreting. Also covers professional comportment and the financial management skills required for work as an independent contractor. Prior to registering you must provide proof of successful completion of the CILISAT or ILSAT. Prerequisite: LANG10035.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12850		Jan10	Apr18			OntarioLearn	$292.40

Writing for Publication Certificate (123)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/writingpublication

Ideal for beginners and established writers interested in creating or enhancing their portfolio of written work! Refresh and refine your skills in the fundamentals of plot, prose and character or take specialized courses in a writing form that appeals to you. Whether you're a would-be novelist, filmmaker, poet, or writer of creative non-fiction, this reinvigorated program will help you jump-start your creativity, improve your technique and, most importantly, get you writing.

Admission Requirements
- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Option Group 1 - Choose 3:		**Hours**
COMM10311	Plot Development	39
COMM10312	Character Development	39
COMM10310	Prose Styles	39
COMMLL904	Creative Writing	39
LANGLL936	Writing the Novel 1	39
COMM10000	Intro To Creative Non-Fiction	39
COMMLLT03	Writing For Publication - Level 1	42
COMMLLT09	Writing For Publication - Level 2	42
COMMLLT02	Grammar For Writing Professionals	42
COMMLLT08	Writing Mystery And Suspense Stories	36
COMMLLP04	Writing Poetry	39
Option Group 2 - Choose 2:		
See website for a complete list of courses.		

ACKNOWLEDGEMENT OF COMPLETION

Visit the website for details on furthering your studies.

Creative Writing — COMMLL904

Learn or review the building blocks of fiction writing. Enhance your understanding of plot and character development, setting, dialogue, backstory, point of view, and the concept of "show, don't tell".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12558	WE	Jan11	Apr5	6:30-9:30	13	Classroom (FF)	$313.95

Creative Writing II Short Fiction — COMMLL945

Continue to hone your fiction writing skills. Create vibrant characters, settings and dialogue, then weave them together into cohesive short stories. Workshops and revisions follow your work from first to final draft.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12559	TU	Jan10	Apr4	6:30-9:30	13	Classroom (FF)	$313.95

Grammar For Writing Professionals — COMMLLT02

Enhance your practical skills in recognizing and correcting errors in accordance with accepted Canadian standards. Learn to work as part of an editing team to produce acceptable full-length manuscripts. Beneficial for potential editors, writers and proofreaders!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12790		Jan10	Apr18			OntarioLearn	$432.16

Intro to Creative Non-Fiction — COMM10000

Explore strategies for determining marketability and developing an idea into a professional non-fiction work. Focus on research, critical writing issues and preparing a publisher's proposal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12841		Jan10	Apr18			OntarioLearn	$364.22

Novel Writing 2 — COMM10143

Take your novel-in-progress to the next level. Refine your plot, character and theme in a workshop environment. Work toward a complete first draft. Learn about manuscript preparation and markets.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12561	WE	Jan11	Apr5	6:30-9:30	13	Classroom (FF)	$313.95

Plot Development — COMM10311

Focus on the unsung hero of great storytelling: Plot! Study and use various plot mechanics and devices through in-class workshops. Learn how to refresh classic storytelling arcs and incorporate back-story and thematic content. Avoid plot cliches. Examine great plots from movies, short stories and novels.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12557	TH	Jan12	Apr6	6:30-9:30	13	Classroom (FF)	$313.95

Romance Writing — COMMLLT04

Develop skills in creating intriguing plots, fascinating settings, engaging characters, and satisfying romances through examples and practical exercises. Previous writing skills recommended.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12846		Jan10	Apr18			OntarioLearn	$412.10

Travel Writing — COMM10121

Look at the wide range of travel writing assignments available to freelance writers, from commercial pieces that border on promotion writing, to literary travel writing and travel memoirs. Includes study of the various publishing markets for this type of work, from traditional to online opportunities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12843		Jan10	Apr18			OntarioLearn	$364.22

Writing For Publication - Level 1 — COMMLLT03

Explore creative writing and the publishing process, with attention to the various steps of manuscript preparation, including conferencing, editing and proofreading. Examine the writer's craft using professional works as models.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12788		Jan10	Apr18			OntarioLearn	$432.16

Writing For Publication - Level 2 — COMMLLT09

Explore the publishing process with emphasis on the Canadian magazine trade. Consider how to develop your ideas into acceptable compositions and examine strategies for approaching publishers. Prerequisite: COMMLLT03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12789		Jan10	Apr18			OntarioLearn	$432.16

Writing Poetry — COMMLLP04

Combine sound, memory, image and sensuality with strong technique to elevate your poetry. Learn how to edit your work. Expand your subject matter. Study devices and genres from the classic to the contemporary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12560	MO	Jan9	Apr10	6:30-9:30	13	Classroom (FF)	$313.95

OTHER COURSES

French - Advanced

Enhance your ability to converse in French!

ce.mohawkcollege.ca/advancedfrench

Turn to page 2 for contacts

Admission Requirements
- Certificate of Competence in the French Language or equivalent experience

Parlons Avance 1 — LANGFS077

Graduates of the Certificate of Competence in the French Language will build communication skills and fluency through discussion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12508	TU	Jan10	Mar28	6:30-9:30	12	Classroom (FF)	$241.50

General Education / Social Sciences

ce.mohawkcollege.ca/generaleducation

Turn to page 2 for contacts

The following courses are designed as general interest and/ or General Education Electives. Each course is a stand-alone course.

In some programs, you may be required to complete General Education Band Selection courses. An (E) designation for courses in the catalogue and the index indicates that the course can be used to fulfill General Education requirements. Refer to the index for additional course listings.

The following restrictions apply:
- The course chosen must NOT be related to (or included in) your program of studies.
- For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity, etc.
- You are advised to seek approval, from your Program Manager or General Education Coordinator, for the course you are considering, before registering.
- When you have successfully completed the course you must apply for an exemption, from your General Education course, through MOCOmotion.

Anger Management — CONF10005 (E)

Learn about the many types of anger and how to manage and/or modify it. Identify your specific anger triggers and how your anger evolves. Personality and behaviour influences will be examined before moving onto comprehensive anger management strategies proven to be highly successful. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12847		Jan10	Apr18			OntarioLearn	$388.16

Anthropology   PSYC10020 (E)

Develop an appreciation for the mystery of human development and put this development into the perspective of the entire Earth's history. Examine the physical, emotional and technological changes that man has experienced. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12831		Jan10	Apr18			OntarioLearn	$456.10

Art Through the Ages   ARTT10052 (E)

A survey of primarily Western artistic traditions beginning with Ancient Greece and Rome provides an understanding of continuity and change in art making through the ages. The exploration of art movements is framed thematically in relation to societal issues. Introduces Asian, Islamic, First Nations and African art. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12839		Jan10	Apr18			OntarioLearn	$475.93

Bridging Two Worlds: Connecting with Indigenous People of Canada   INDS10015 (E)

NEW! Familiarize yourself with indigenous worldviews and learn from, and about, indigenous people to dispel stereotypes and myths. Identify and discuss major events in Canada that have led to the issues facing indigenous people today.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12943		Jan10	Apr18			OntarioLearn	$388.16

Canadian Politics   SSCISS105 (E)

Develop insight into how Canada is governed. Analyze the structure of government in Canada, the practice of politics, and discuss major political issues. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12861		Jan10	Apr18			OntarioLearn	$388.16

Censorship and the Media   MCOM10060 (E)

Examine the history of censorship and its application in current issues. Through exposure to controversial materials and the discourse of censorship, gain an understanding of who controls knowledge, why and to what effect. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12801		Jan10	Apr18			OntarioLearn	$432.16

Culture, Language and Linguistics   COMM10277 (E)

Examine major concepts in culture and language including dialectology, historical linguistics and the sociology of language. Focus on cross-cultural communication and interaction techniques and the profound impact of sociolinguistics. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12844		Jan10	Apr18			OntarioLearn	$388.16

Developmental Psychology   PSYCSS271 (E)

Examine the growth and changes of mental, social and emotional characteristics from cradle to grave, with special emphasis on development of human personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12955	MO	Jan23	Apr17	6:00-9:30	12	Classroom (FF)	$338.10
12882		Mar1	Jun17			OntarioLearn	$432.16

Forensic Psychology   PSYC10001 (E)

Interested in understanding or pursuing a career in forensic/correctional psychology? Cover areas related to criminal psychology, police psychology, victimology, victim services, psychology, the courts and correctional psychology. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12833		Jan10	Apr18			OntarioLearn	$384.28

Growing Up Digital-Living and Working In Canada   INFO10158 (E)

Examine the impact of the Internet and digital media in shaping recent history and influencing the way Canadian youth live, work and play. Gain analytical tools to anticipate and act on future developments. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12836		Jan10	Apr18			OntarioLearn	$432.16

History of Aboriginal/Canadian Relations   INDS10017 (E)

NEW! Discover the historic stages of the relationship between Aboriginal peoples in Canada from contact to present day. Explore world views, cooperation and negotiations through the fur trade era and the impact of government colonial policy on Aboriginal communities, cultures and people.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12907		Jan10	Apr18			OntarioLearn	$456.10

Hockey Hall of Fame Presents   SPRT10007 (E)

Examine the incredible growth of Canada's national pastime, including formation of the NHL, the "original six" and national/international expansion. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12794		Jan10	Apr18			OntarioLearn	$432.16
12892		Mar1	Jun7			OntarioLearn	$432.16

Indigenous Identity & Relationship to the Land   INDS10018 (E)

NEW! Explore Indigenous cosmology, knowledge and world view and its relationship to the land. Students will be encouraged to examine and locate their own identity and world view in relation to these concepts.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12909		Jan10	Apr18			OntarioLearn	$456.10

Indigenous Peoples: A Global Perspective   INDS10019 (E)

NEW! Examine contemporary issues relevant to Indigenous people around the globe. Explore patterns and themes of Indigenous histories. Focus on contemporary revitalization, repatriation and preservation methods employed by Indigenous people and governments around the world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12911		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Children's Literature   COMMLLT06 (E)

Examine the history and development of children's literature and its varied forms and techniques. Explore major authors and important issues presented in this genre. Note: May involve material that is explicit and/or offensive to some. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12800		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Philosophy   SSCI10049 (E)

Examine philosophical issues such as self and world perception and investigate the connection between mind, body and spirit. Debate moral, ethical and human rights issues and philosophical paradoxes and learn to draw meaning from personal experiences. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12858		Jan10	Apr18			OntarioLearn	$388.16

Introductory Psychology   PSYCSS156 (E)

Examine the basis of human behavior. Study the scientific research process, the human brain and the nervous system, sensation and perception, learning, memory and personality. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12805		Jan10	Apr18			OntarioLearn	$432.16
12556	WE	Jan25	Apr12	6:00-9:30	12	Classroom (FF)	$338.10
12877		Feb1	May10			OntarioLearn	$432.16
12886		Mar1	Jun17			OntarioLearn	$432.16

Introductory Sociology   SSCISS108 (E)

Explore basic concepts for understanding human behaviour, individual biases, various roles in society and social groupings. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12942		Jan25	Apr12			eLearn	$335.16

The Olympics: Where Sport and Spectacle Meet   SPRT10023 (E)

Take an in-depth look at the socio-cultural relevance that the Olympics have on our society and historical review of the games that allows you to understand how the Olympics have altered the manner in which we view athletic competition. Special emphasis placed upon the emergence of elite athletes, financial remuneration, banned substances and the International Olympic Committee (IOC). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12856		Jan10	Apr18			OntarioLearn	$388.16

The Ontario Metis   HIST10018 (E)

Analyze the emergence of the Metis peoples and their relationship with the provincial government through historical, sociological and political perspectives. Explore trends and issues affecting the Ontario Metis in contemporary society. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12837		Jan10	Apr18			OntarioLearn	$456.10

Personality Psychology   PSYC10007 (E)

Learn to define personality and its influence on behaviour and actions. Examine patterns of thoughts, feelings and behaviour that make a person unique. Explore personality assessment and intelligence testing. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12832		Jan10	Apr18			OntarioLearn	$432.16

Philosophy of Art Concepts and Theories   SSCI10054 (E)

Explore the concepts of art, aesthetics, nature and experience as the subject of artworks, the place of art in life and society and mimetic theories in the philosophy of art. Equivalent: SSCIPT001. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12859		Jan10	Apr18			OntarioLearn	$388.16

Philosophy of Love and Sex   PERS10024 (E)

Love has the power to make us feel extraordinarily happy and utterly devastated. Explore this from the perspective of philosophy, which in itself is a form of love, specifically, the love of wisdom. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12838		Jan10	Apr18			OntarioLearn	$456.10

Political Science & Public Administration   SSCISS027 (E)

Gain an understanding of the Canadian governing system, and organizational theories pertaining to public administration, from a law enforcement perspective. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12860		Jan10	Apr18			OntarioLearn	$388.16

Popular Culture and the Media   COMM10276 (E)

Investigate popular culture in Canada and North America from a sociological perspective. Develop an understanding of the role of popular culture in today's society and the messages sent by the producers of mass media. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12835		Jan10	Apr18			OntarioLearn	$432.16

Popular Music and Society   MUSC10114 (E)

Analyze the sociological aspects of popular music from the 20th century to the mainstream music of today. Emphasizes important trends, genres, labels and individuals in music history. Special attention will be given to Canadian experiences in popular music. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12852		Jan10	Apr18			OntarioLearn	$388.16

Soccer and its Impact on Society   SSCI10031 (E)

Examine the impact of soccer on socio-economic, religious, political, and cultural views world-wide. Explore cultural trends and human behaviors influenced by soccer ideology and its effects on "pop culture". 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12827		Jan10	Apr18			OntarioLearn	$432.16

Social Psychology   PSYC10012 (E)

Develop an understanding of how and why individuals behave, think and feel in social situations. The study of the individual, his/her thoughts and resultant behaviour in social situations receives particular emphasis. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12787		Jan10	Apr18			OntarioLearn	$432.16

Society, Technology And Social Issues   SSCISS299 (E)

Examine significant technological developments from an historical perspective and consider their immediate social, political, economic and ecological impact. Explore associated ethical dilemmas and implications for the future. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12863		Jan10	Apr18			OntarioLearn	$388.16

Sociology: Diversity and Social Change   SSCISS109 (E)

Explore various sociological perspectives. Consider social structure, gender, race and ethnicity, the family, population, social movements and change. Prerequisite: SSCISS108. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12862		Jan10	Apr18			OntarioLearn	$388.16

Sociology-Sport — SSCI10046 (E)

Explore and discover the structural and cultural relationship of sport to society. Examine the issues of race, gender, social stratification, deviances, economics, religion and politics as they relate to sport in society. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12857		Jan10	Apr18			OntarioLearn	$388.16

Sport: The Global Business of Making Money — SPRT10022 (E)

Analyze the business side of sports and discuss the intricacies of global sports leagues as well as various countries' sport strategies. Sporting events such as FIFA World Cup and the Olympic Games generate large sums of money that have a positive impact on the economic situation of particular cities and countries. Special emphasis will be placed on attempting to understand how sport franchises and leagues make money. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12855		Jan10	Apr18			OntarioLearn	$388.16

Sports Psychology — PSYC10009 (E)

Examining the individual components of how one's mind works is a valuable tool for performance in specific sporting events. Concepts of psychology are discussed and applied in past, present and future contexts. Evaluate what goes into optimal levels of athleticism by examining how players, coaches and even fans of the sports get psyched. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12854		Jan10	Apr18			OntarioLearn	$388.16

Stress, Wellness and Nutrition — HLTH10111 (E)

Enhance your understanding of positive and negative stress in personal and professional lives. Using wellness perspectives, gain insights into controlling internal and external stressors to promote long-term health. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12630		Jan10	Apr18			OntarioLearn	$432.16
12873		Feb1	May10			OntarioLearn	$432.16
12883		Mar1	Jun17			OntarioLearn	$432.16

The Study of Human Sexuality — SSCI10003 (E)

Examine historical, theoretical, cross cultural, and life cycle perspectives on human sexuality. Discuss gender relations, body image, sexual diversity, arousal and response, mating, dating, and interpersonal attraction, interpersonal communication, sex education, sexual health or risk, and issues of power or intimacy. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12937		Jan10	Apr18			OntarioLearn	$456.10

Understanding Literature — COMM10095 (E)

Learn to appreciate literature critically by reviewing literary history and examining different genres. Explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. Creative-writing students will benefit from a framework in which to appreciate and evaluate their own writing. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12628		Jan10	Apr18			OntarioLearn	$475.93

The Video Game West — COMP10190 (E)

Explore North American history and issues, technological developments and contemporary societal connections via the Western video game genre. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12792		Jan10	Apr18			OntarioLearn	$432.16

Women in Film: Scandalous Sisters — ARTT10055 (E)

How are women represented in film? What kinds of stories are told about women's experiences - and who is telling these stories? Explore and analyze representations of women in a range of mainstream historical and contemporary films. Focus on movies that were seen as "scandalous" or controversial when they were released because of the "unconventional" behaviour and/or appearance of the central female character(s). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12834		Jan10	Apr18			OntarioLearn	$432.16

World Of Abnormal Psychology — PSYCSS021 (E)

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. Discuss eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYCSS233). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12936		Jan10	Apr18			OntarioLearn	$456.10
12870		Feb1	May10			OntarioLearn	$456.10
12880		Mar1	Jun17			OntarioLearn	$456.10

Languages

ce.mohawkcollege.ca/languages

Italian for Beginners — LANG10054

Develop the fundamental ability to comprehend basic Italian vocabulary and structures. Grammar, writing skills, and early reading skills are introduced. The reading passages are used as an introduction to the fundamental aspects of Italian culture. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12851		Jan10	Apr18			OntarioLearn	$388.16

Italian 1 — LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Text required for first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12539	WE	Jan11	Apr5	6:30-9:30	13	Classroom (FF)	$313.95

Italian 2 — LANGLLB03

Benefit from additional practice in grammar and conversation in everyday use. Prerequisite: Italian 1 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12545	MO	Jan9	Apr10	6:30-9:30	13	Classroom (FF)	$313.95

Introduction to Japanese — LANG10060

Gain a basic understanding of conversational Japanese, with a focus on vocabulary, common phrases, and grammar fundamentals. Japanese culture, customs, and society are also examined. Microphone required. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12786		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Spoken Mandarin Chinese — LANG10089

NEW! Designed for beginners of Mandarin Chinese. Uses Roman Alphabet (Pinyin) to teach Mandarin Chinese. Learn to pronounce, recognize Chinese sounds, introduce yourself and conduct basic conversations. Elements of Chinese culture essential to successful communication will be introduced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12913		Jan10	Apr18			OntarioLearn	$456.10

Spanish For Beginners — LANGLLE01

Through basic writing, reading, speaking, you develop everyday communication for business/travel skills appropriate for Spanish-speaking countries.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12543	TU	Jan10	Apr4	6:30-9:30	13	Classroom (FF)	$313.95

Spanish-Conversational 1 — LANGLLA04

Using practical conversation and vocabulary, you improve reading skills and your command of spoken/written Spanish. Prerequisite: basic knowledge of Spanish or Spanish for Beginners.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12540	WE	Jan11	Apr5	6:30-9:30	13	Classroom (FF)	$313.95

Spanish-Conversational 2 — LANGLLB04

Practice speaking and writing Spanish at the intermediate level. Prerequisite: Spanish Conversational 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12547	MO	Jan9	Apr10	6:30-9:30	13	Classroom (FF)	$313.95

Preparatory Sciences

ce.mohawkcollege.ca/sciences

Turn to page 2 for contacts

Prep Science (Chemistry) — GSCIPE053

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. You do not require prior knowledge in Chemistry, however, you do require a consistent and continuous commitment to meet course objectives, assignment deadlines and achieve high success. 57 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11212		Jan10	Apr18			OntarioLearn	$491.42

Prep Science (Physics) — PHYSPE001

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Physics. You do not require prior knowledge in Physics, however, you do require a consistent and continuous commitment to meet course objectives, assignment deadlines and achieve high success. 57 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11251		Jan10	Apr18			OntarioLearn	$491.42

Preparatory Chemistry — CHEMPE106

Focus on: measurement, matter, atoms and the periodic table, chemical bonding and equations, heat of reaction, acids, bases and salts, and liquids and solutions. NOTE: Monday class is every other week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11543	MO/TH	Jan16	Mar23	6:00-9:00	19	Classroom (FF)	$434.96

Sign Language

ce.mohawkcollege.ca/sign-language

Turn to page 2 for contacts

First Responders Basic American Sign Language — LANG10088

Police! Fire! EMS! Ambulance! If you are a first responder, or plan to become one, this training could help you save lives. Learn the ASL signs for emergency situations including alphabet, family members, numbers, useful expressions so that you can communicate with the deaf/hard of hearing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12894	SA/SU	Jan14	Jan15	9:00-4:00	2	Classroom (FF)	$106.60
12895	SA/SU	Feb11	Feb12	9:00-4:00	2	Classroom (FF)	$106.60

Social Media Essentials

ce.mohawkcollege.ca/socialmedia

Turn to page 2 for contacts

Turn to page 2 for contacts

Applied Social Media in Business — ADVR10072

Explore the application of social media in business organizations. Topics: corporate branding, fundraising, social media advocacy campaigns, realigning and utilizing traditional approaches to marketing, advertising and branding using social media. Discover the best practices for using social media as a learning and collaboration tool within organizations and in a professional networking and expertise-sharing capacity. Working knowledge of social media recommended. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11464		Mar1	Jun7			OntarioLearn	$456.10

Developing a Social Media Strategy — ADVR10074

Focus on skills-building and creating and implementing a social media strategy including identifying and working with social media tools, assessing how tools support overall branding, advertising, marketing and/or communication strategies. Explore, identify and engage online communities that support internal and external social media strategies and learn about resources that aid in the development and implementation of effective social media strategies. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11591		Jan10	Apr18			OntarioLearn	$456.10
11463		Mar1	Jun7			OntarioLearn	$456.10

Digital Communication — COMM10342

NEW! Social media requires a different approach to communication and writing in terms of how you write, who you are communicating with and how your message is received. Use social media tools to practice and assess your social media writing capacity. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12382		Jan10	Apr18			OntarioLearn	$456.10

Fundamentals of Digital Marketing Management — MRKT10026

Analyze how segmentation, target marketing and positioning are executed and the unique dimensions of product, pricing, place and promotion on the Web. Significant student collaboration, research and discussions required. Prerequisites: Introductory marketing, computer and communications. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11301		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Social Media — MCOM10228

NEW! Explore the fundamentals of social media including emerging technologies and tools, current trends and future directions, benefits, values and risks. Analyze case studies to assess how social media impacts and influences fields such as communication and marketing and how it informs future trends and developments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12896		Mar1	Jun7			OntarioLearn	$456.10

Personal Social Media Branding — ADVR10073

The line between personal and professional use of social media and the impact it has on both spheres is rarely clear. Develop an understanding of best practices for employee behaviour using social media and explore the common social media roles within an organization. Develop personal branding guidelines; identify differences between being personal and personable online and establish guidelines on how to create appropriate separation of professional versus personal life. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11592		Jan10	Apr18			OntarioLearn	$336.40
11465		Mar1	Jun7			OntarioLearn	$336.40

Social Media and Society SSCI10045 (E)

Explore major developments in social media and its impact on communication, business, government, the economy, and education. Gain hands-on experience with many of the leading social media applications such as Facebook, YouTube, Wikipedia and Twitter. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11606		Jan10	Apr18			OntarioLearn	$432.16

Social Media Marketing MRKT10055

Gain a fundamental understanding of many different digital channels including: social, mobile, games and other emerging digital channels of communication. Learn how to integrate messages and media into coordinated strategies to achieve marketing objectives. Equivalent to: Social Media and Web Design (HOSP10037). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11300		Jan10	Apr18			OntarioLearn	$456.10

Social Media Privacy & Security MCOM10227

NEW! Privacy and security of information are major concerns for individuals and organizations alike. Learners explore the importance of evaluating what and how personal and corporate information is stored and what information can readily be found online. By examining the associated Canadian legislation, learners learn to protect intellectual property, adhere to copyright laws, as well as advise others on confidentiality laws and keeping information secure.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12897		Mar1	Jun7			OntarioLearn	$336.40

Writing and Communication

ce.mohawkcollege.ca/writing

Turn to page 2 for contacts

For ESL (English as a Second Language) Students:
- COMMLL044 is equivalent to COMM11040 and COMMLL041.

AC - Communications, Part B COMMLL044

Improve reading, writing, listening and speaking skills required in a college setting. Learn to write clear, precise business documents with attention to grammar, vocabulary and idiom usage. Prerequisite: COMM10092, COMMLL043, or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12552	TH	Jan12	Apr6	6:00-10:00	13	Classroom (FF)	$434.96

Communication COMMLL041

Develop thinking, writing, reading, speaking and listening skills with emphasis on effective written communication. In online delivery, regular weekly class postings are mandatory and strict deadlines apply.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12555	TU	Jan24	Apr11	6:00-9:30	12	Classroom (FF)	$338.10

Communication D COMM11040

An introductory college level English course. Through a variety of assignments, develop the reading, writing, critical and analytical skills essential for communicators in college and upon graduation. Teaches writing through the critical reading of various fiction and non-fiction materials and brings students with basic skills to college level foundational skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12550	SA	Jan28	Apr8	8:30-1:30	11	Classroom (FF)	$434.96

English 1 COMM10256

Focus on effective communication in the workplace. Practice writing, speaking, reading, listening, locating and documenting information, and using technology to communicate professionally. Microphone is required. 45 hours. Equivalent to COMM LL041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12871		Feb1	May10			OntarioLearn	$456.10
12881		Mar1	Jun17			OntarioLearn	$456.10

Researching and Reporting-Lgs COMMLL122

Explore techniques for effective writing and develop research and reporting skills. Covers: problem definition, print-based and electronic research methodologies, survey strategies, and formal report writing. Equivalent to: Report Writing. Prerequisite: COMMLL041 or equivalent post-secondary communications course. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12845		Jan10	Apr18			OntarioLearn	$388.16

Writing Grammatically COMM10218

Enhance your understanding of English grammar. Benefit from a review of sentence parts, in-depth study of sentence structure and a practical review of stylistic conventions in business writing. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12625		Jan10	Apr18			OntarioLearn	$475.93

Writing Short Stories COMM10259

Examine story writing fundamentals, with emphasis on character development, narrative unity, and plot. Follow a step-by-step approach to producing a story for publication. Consider opportunities for publication and the submission process. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12629		Jan10	Apr18			OntarioLearn	$475.93

Community Services and Support

ce.mohawkcollege.ca/communityservices

Programs and Courses

C Ontario College Graduate Certificates

D Diplomas

C Mohawk College Certificates

A Acknowledgements of Completion

Stand-Alone Courses

CREDENTIALED PROGRAMS

A Q Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

ce.mohawkcollege.ca/acd

Overview of addiction, co-occurring addiction and mental health disorders. Suitable for individuals with experience in human services or health care settings who are interested in learning more about how to support individuals with addictions or concurrent disorders.

ce.mohawkcollege.ca/acd

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNS10034	Introduction to Concurrent Disorders	27
HMNS10037	Introduction to Mental Health (ACD)	27
HMNS10039	Introduction to Addictions	27

Introduction to Addictions HMNS10039

Gain a basic understanding of addictions including prevalence, diagnoses, assessment and treatment. Current issues and trends in the field will be explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12159	TU	Jan24	Mar21	6:00-9:00	9	Classroom (FF)	$217.35

C Q Autism and Behavioural Sciences Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 14 courses

ce.mohawkcollege.ca/autism

Understand evidence-based treatments and how they are used to teach children with autism, and design, implement and evaluate behavioural strategies. Complete two field placements in community settings, such as hospitals, clinics, classrooms or residential settings, to obtain real work experience.

Admission Requirements

- Prior approval for this certificate is necessary. Apply online at the website above.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Mail a copy of your educational qualifications to:
  Mohawk College Continuing Education
  P.O. Box 2034, Room i108
  Hamilton, ON, L8N 3T2

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10041	Autism - Introduction to Autism Spectrum Disorder (ASD)	45
HSCI10042	Introduction to Applied Behaviour Analysis	60
EDUC10034	Ethics and Professionalism	30
EDUC10030	Specialized Instructional Strategies	60
HMNS10005	Working with Families and Teams	45
CONF10004	Non Violent Crisis Intervention	14
WORK10144	ABS Field Seminar 1	28
WORK10596	Field Placement	126
EDUC10028	Behavioural Skill Building	60
EDUC10029	Parent and Staff Training	30
EDUC10031	Transition Planning and Implementation	30
HMNS10006	Treating Challenging Behaviour	45
WORK10020	Field Placement 2	196
WORK10145	ABS Field Placement Seminar 2	28

Autism - Introduction to Autism Spectrum Disorder (ASD) HSCI10041

Examine the core features and diagnostic criteria for the five major ASD syndromes including Autism, Asperger Syndrome, Rett Syndrome, Childhood Disintegrative Disorder and Pervasive Developmental Disorder NOS. Develop an introductory understanding of neurodevelopment and behaviour of children with ASD.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12175		Jan12	Apr13			eLearn	$399.15

Behavioural Skill Building EDUC10028

Review basic behaviour principles and teaching strategies. Examine curriculum development with emphasis on speech and language, social and play skills, personal care skills and inclusion into less restrictive environments. Learn to use the Assessment of Basic Language and Learning Skills (ABLLS). Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11548		Jan10	Apr18			OntarioLearn	$555.25

Ethics and Professionalism EDUC10034

Examine the foundations of ethical thinking and decision-making within a behavioural framework. Consider professional codes of ethics and other practice standards for behavioural analysts and critically evaluate your own professional development needs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12179		Jan12	Apr13			eLearn	$266.10

Introduction to Applied Behaviour Analysis HSCI10042

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12182		Jan12	Apr13			eLearn	$511.65

Parent and Staff Training EDUC10029

Develop techniques for training others to implement behaviour change plans (technology transfer). Topics include presentation formats, procedural integrity, performance feedback, evaluation, and challenges associated with mediator training. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12191		Jan12	Apr13			eLearn	$266.10

Specialized Instructional Strategies · EDUC10030

Examine common evidence-based behavioural approaches for teaching new skills in language, academics, daily living, play, and social skills to individuals with autism. Consider terminology, technique and rationale for the various approaches. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12278		Jan12	Apr13			eLearn	$511.65

Transition Planning and Implementation · EDUC10031

Learn to plan and mediate transitions for children with ASD. Examine models for effective transition planning, assessment and evaluation, differing perspectives on transitions within and across environments, developing collaborative relationships with parents and professionals, understanding transition practices and relevant legislation. Prerequisite: EDUC10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11549		Jan10	Apr18			OntarioLearn	$336.40

Treating Challenging Behaviour · HMNS10006

Explore various procedures for assessing and treating challenging behaviours by individuals with autism / Autism Spectrum Disorder. Recognized techniques and ethical considerations are emphasized. Prerequisites: HSCI10042 and EDUC10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12282		Jan12	Apr13			eLearn	$399.15

Working with Families and Teams · HMNS10005

Explore theories and current approaches to working with families of children with Autism Spectrum Disorders. Develop the skills required to collaborate with, and function effectively, as a member of a multi-disciplinary team. Prerequisites: HSCI10041 and HSCI10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12187		Jan12	Apr13			eLearn	$399.15

Career Consultant Certificate (076)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/careerconsultant

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Admission Requirements
- A degree or diploma or recognized equivalent.
- Submit application online on the program webpage.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CREDCAR01	Theories Of Career Development	39
CREDCAR02	Career Development Resources	39
CREDCAR03	Work Search Tools and Techniques	39
CREDCAR04	Individual Helping Relationships	39
CREDCAR05	Group Facilitation Skills	39
CREDCAR06	Career Development Measurement And Assessment	39
CREDCAR07	Socio Economic Change And Response	39
CREDCAR08	Diversity In The Workplace	39

Career Development Resources · CREDCAR02

Integrate attributes of career development resources, by examining print and electronic information sources available. Develop expertise in accessing relevant information using computer programs available to guide individuals through the career decision-making and work search process. Compile timely and accurate career development resources information by creating a Career Resources Compendium.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12314	WE	Jan18	Apr12	6:00-9:00	13	Classroom (FF)	$313.95

Diversity In The Workplace · CREDCAR08

Career Consultants have the opportunity to work with individuals from many diverse groups. Get prepared for your work in advising clients with specific needs and examine and address possible barriers to employment. The Ontario Human Rights Code, Conflict Resolution and, the Accessibility for Ontarians with Disabilities Act (AODA) and other legislative regulations will be discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12312		Jan19	Apr13			eLearn	$311.22

Theories Of Career Development · CREDCAR01

Survey current theories of career development, with an emphasis on dominant concepts and the accompanying processes. Examine the history, current thinkers in the field, life-span development, decision-making, and adaptation to change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12309		Jan19	Apr13			eLearn	$311.22

Child & Youth Care Diploma (612)

Formerly Child & Youth Worker (610)

ONTARIO COLLEGE ADVANCED DIPLOMA

Graduation Requirement: 30 courses

ce.mohawkcollege.ca/cyc

Designed to meet the needs of students who wish to obtain a recognized credential by studying part-time (evenings) and pursue, or enhance, a career as a Child & Youth Care professional. Identical to the full-time program which is offered during the day. Courses are generally scheduled in the evenings but students are usually required to complete some field placement hours during the day. You are encouraged to complete 2-3 courses per term (3 terms per year).

The curriculum is intended to develop the knowledge and skills graduates need to specialize in supporting children and youth experiencing social, emotional, mental health and behavioural challenges. Advanced course work focuses on a range of prevention, interviewing and treatment strategies and how these theoretical concepts can be applied in the field. Includes interviewing techniques, conflict management, counselling skills and program development. In addition, learn advocacy skills and be introduced to legal issues involving children and youth, including the child welfare system and the criminal justice system.

Admission Requirements
- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma (OSSD) with a minimum of 70% in Grade 12 English (guideline) or equivalent (Mohawk Academic Upgrading, GED).
- Prior to acceptance potential students may complete some courses (i.e. Communications, General Education Elective, etc.). Visit the website for more information.
- A criminal background check may be required before beginning placement.
- Submit application online on the program webpage.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HMNSCC142	Introduction to Child and Youth Care Practice	42
HMNSCC143	Introduction to Group Dynamics	42
HMNSCC162	Therapeutic Programming & Life Skills	42
PSYCSS156	Introductory Psychology	42
SSCISS108	Introductory Sociology	42
1 Communications Course (COMMLL041 or COMM11040)		
COUN10004	Introduction to Counselling and Communication Skills	42
HMNS10102	Introduction to Abuse/Trauma/Resiliency	42
HMNSCC257	Intervention Strategies for CYW	42
MGMTCC153	Legislation: Policies & Procedures	42
PSYCSS271	Developmental Psychology	42
WORK10112	Seminar 1 - Professionalism in Child and Youth Worker	84
COUN10008	Advanced Interviewing & Counselling	42
HMNS10103	Working with Exceptionalities	42
HMNS10112	Advanced Therapeutic Programming	42
HMNSCC358	Adolescence: Treatment Approaches & Issues	56
HSCICC327	Health Care & Pharmacology for Child & Youth Worker	42
OPELXXXXX	General Education 1 Option Table	42
HMNS10124	Trauma Informed Treatment Approaches	42
HMNSCC532	Family Work	42
HMNSCC553	Community Interventions & Resources	42
HMNSCC556	Advanced Group Work	56
HMNSCC558	Human Sexuality for Child & Youth Worker	42
OPELXXXXZ	General Education 2 Option Table	42
HMNS10104	Seminar 2 - Trends & Issues in Child & Youth Work	28
HMNSCC457	Cognitive Behaviour Modification in CYW	28
HMNSCC458	Assessment & Treatment Strategies in CYW	42
WORK10136	Field Placement 1	448
HMNS10105	Professional Development in Child & Youth Work	42
WORK10137	Field Placement 2	504

Adolescence: Treatment Approaches & Issues — HMNSCC358
Focus on the techniques and formulation skills needed to employ effective intervention strategies which meet the needs and goals of youth in treatment and in the community. Prerequisite: HMNS10102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11498	WE	Jan18	Apr19	6:15-9:30	14	Blended (FF)	$434.96

Advanced Therapeutic Programming — HMNS10112
Design therapeutic activities utilizing various therapies in order to meet the goals of emotionally, behaviourally, academically and socially challenged clients. Discuss the application and value of adventure therapy, directive and non-directive play therapies, art therapy, pet/animal therapy, music, drama, narrative, therapy and guided imagery. Prerequisite: HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11501	TU	Jan17	Apr11	6:15-9:30	13	Blended (FF)	$338.10

Community Interventions & Resources — HMNSCC553
Year 3 & 4. Review systems and other community change theories, learn methods of identifying gaps in service, access community resources, communication networks, professional networks, referral procedures and strategies for change.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11503	TH	Jan19	Apr13	6:15-9:30	13	Blended (FF)	$338.10

Health Care & Pharmacology For Child & Youth Care — HSCICC327
Gain basic knowledge & skills to provide appropriate health care to the ill & convalescent child/adolescent. Learn skills necessary for the safe preparation & administration of medication. Includes medications used with emotionally disturbed children & adolescents and for common illnesses and infections.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11504		Jan12	Apr13			eLearn	$335.16

Human Sexuality For Child & Youth Care — HMNSCC558
Integrate Human Sexuality Theory through planning, implementing and evaluating therapeutic programs. Prerequisite: HMNSCC162 & HMNSCC358

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11506	TU	Jan17	Apr11	6:15-9:30	13	Blended (FF)	$338.10

Intervention Strategies For Child Youth Care — HMNSCC257
Year 1 & 2. Introduces concepts, principles & procedures underlying the practice of child and youth work in treatment programs with children, adolescents & their families. Emphasizes development and use of a therapeutic relationship, behaviour management techniques, formulation of a basic level client case and care plan.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11507	MO	Jan16	Apr10	6:15-9:30	13	Blended (FF)	$338.10

Interviewing Skills 1 — COUN10011
Many clients seek help from community and social service agencies because they have difficulty coping with or managing problem situations. Covers the basic theory and skills necessary for effective interviewing and counselling. Equivalent to: COUN10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11583		Jan10	Apr18			OntarioLearn	$432.16

Interviewing Skills 2 — COUN10012
Build and expand the counselling skills introduced and practiced in Interviewing Skills I. Learn to use various higher order skills as measured by the interpersonal influence continuum, including confrontation, interpretation and focusing. Equivalent to: COUN10008. Prerequisite: COUN10011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11584		Jan10	Apr18			OntarioLearn	$432.16

Introduction To Group Dynamics — HMNSCC143
Provides a theoretical framework for the study of groups. Focuses upon the basic interactions, dynamics, patterns and processes that occur in small groups, with specific emphasis on interdependence, member roles and group productivity.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11509	TH	Jan19	Apr13	6:15-9:30	13	Blended (FF)	$338.10

Legislation: Policies & Procedures — MGMTCC153
Year 1 & 2. Focus on government structures, children's services legislation, agency licensing, policies & procedure, legal rights of children & adolescents, court procedures, logistics & protocol, routes of entry into service system, ethics & legal standards of work practice. Prerequisite: HMNSCC142.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11510		Jan12	Apr13			eLearn	$335.16

Professional Development in Child and Youth Work — HMNS10105
Process and explore your professional development and working style as you move through Field Placement 2 and prepare for entry into the Child and Youth Care field. Prerequisite: HMNS10104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11511		Jan12	Apr13			eLearn	$338.10

Trauma Informed Treatment Approach — HMNS10124
Examination of treatment therapies, concepts and practice utilized in human services work. Comparing and contrasting the various approaches and articulating the differences and usage for the Child and Youth Worker.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11513		Jan12	Apr13			eLearn	$335.16

Seminar 1 - Professionalism in Child and Youth Care — WORK10112
Prepare for Field Internship 1. Focus on professionalism in the field and be exposed to community agencies via mandatory volunteerism and community projects. Equivalent to WORKCC255. Prerequisite: HMNSCC142.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11412		Jan12	Apr13			FieldWork	$595.04

Field Placement 1 — WORK10136
Field placement provides an opportunity to integrate classroom theories while learning through real life situations. Introduces a variety of situations and provides exposure to a spectrum of community services, including public and private supported community agencies and institutions. Equivalent to WORKCC455. You MUST register for HMNS10104 AND WORK10136. Required prerequisites are listed at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11413		Jan9	Apr17			FieldWork	$559.87

Seminar 2 - Trends and Issues in Child and Youth Work — HMNS10104
An integrative seminar that assists you in processing and exploring trends and issues in Child and Youth Work as you move through Field Internship. You MUST register for HMNS10104 AND WORK10136. Delivered online via eLearn. Prerequisite: WORK10112.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11512		Jan12	Apr13			eLearn	$225.40

Field Placement 2 — WORK10137
Field placement 2 continues to provide opportunities to learn through real life situations by benefitting from the knowledge and guidance of the CYC staff and supervisors. Required prerequisites are listed at ce.mohawkcollege.ca/cyw.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11416		Jan9	Apr17			FieldWork	$811.05

Children's Mental Health

ACKNOWLEDGEMENT OF COMPLETION
Completion Requirement: 6 courses

ce.mohawkcollege.ca/cmh

Focus on the developmental process in children. Understand psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention and prevention strategies. Designed for Human Services professionals, parents and others who are currently working with infant, child and adolescent populations with potential mental health challenges.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HLTH10214	Psychiatric Disorders Common to Infant, Child and Adolescent	45
HLTH10215	Risk Factors of Common Psychiatric Disorders	45
HLTH10216	Prevention and Intervention Strategies - Child Mental Health	45
HLTH10217	Family Relationships and Impact on Psychiatric Disorders	45
HLTH10218	Cognitive Development, Trauma and Loss - Child Health Focus	45
Options - Choose 1:		
EDUCEC121	Child Development and Behaviour 1	42
PSYCSS271	Developmental Psychology	45

Some courses are offered under other programs. Refer to the index.

Cognitive Development, Trauma and Loss - Child Health Focus — HLTH10218
Determine the effects of trauma on the cognitive development of infants, children and adolescents and identify those children with trauma histories in order to limit the potential triggers within the therapeutic environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11618		Jan10	Apr18			OntarioLearn	$456.10

Family Relationships and Impact on Psychiatric Disorders — HLTH10217
Examine the interconnectedness of family relationships and their effect on common abnormal psychiatric disorders in the infant, child and adolescent populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11625		Jan10	Apr18			OntarioLearn	$456.10

Prevention and Intervention Strategies - Child Mental Health · HLTH10216

Learn how to apply prevention and intervention strategies to appropriately respond to stressful situations in the infant, child and adolescent population. Focus on the effective application of communication, critical thinking and problem solving skills in a variety of situations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12310		Jan10	Apr18			OntarioLearn	$456.10

Psychiatric Disorders Common to Infant, Child and Adolescent · HLTH10214

Emphasizes understanding abnormal cognitive and behavioural disorders and the daily effects and challenges on the mental health of the infant, child and adolescent population.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11613		Jan10	Apr18			OntarioLearn	$456.10

Risk Factors of Common Psychiatric Disorders · HLTH10215

Recognize the risk factors and triggers associated with common psychiatric disorders in the infant, child and adolescent population. Early identification and awareness of the behaviours will enable you to appropriately identify and assess the situation at hand.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11620		Jan10	Apr18			OntarioLearn	$456.10

Concurrent Disorders Certificate (252)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/concurrent

Develop an understanding of substance abuse, mental illness and the use of drugs in this part-time program. Complete field placements in a variety of community organizations. There is an increasing recognition of the unique needs of people who live with concurrent disorders in the helping professions. Co-occurring substance use and mental health problems present challenges for people in accessing comprehensive support and services. Most promising practices in social and health service agencies include integrated treatment approaches that are based on processes of empowerment that complement a person-centered model of wellness and health. Similarly, stakeholders locally and provincially, have acknowledged the need for employees with an understanding of people who live with concurrent disorders as well as supports, resources, and evidence based approaches.

Admission Requirements

- Prior approval for this certificate is necessary. Apply online at the website above.
- Minimum two-year College diploma or University degree.
- Preference given to applicants with a diploma or degree in Human Services.
- Past history working with individuals in a volunteer/field placement activity is strongly recommended.
- Applicants should note that some employment opportunities require that certain physical standards must be met as a condition of employment.

Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at ce.mohawkcollege.ca/get-started

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PROGRAM OF STUDIES

It is recommended that you complete 2 - 3 courses per semester to complete your credential in 2 years.

Mandatory Courses:		Hours
COUN10003	Development of Counselling Skills	56
CRED10088	Preparation for Field Placement	14
HLTH10152	Fostering Healthy Lifestyles	28
HLTH10153	Pharmacology for Concurrent Disorders	42
HMNS10050	Concurrent Disorders	56
HMNS10094	Concurrent Disorders, Issues & Ethics	42
COMM10131	Research, Reports and Proposals	21
CRED10081	Concurrent Disorders Field Seminar	14
HMNS10052	CD Treatment: Models for Treating Varied Populations	35
HMNS10053	Supporting Families Living With Concurrent Disorders	14
HMNS10054	Relapse Prevention and Harm Reduction	21
SAFE10085	Critical Incident & Safety Management	21
WORK10113	Field Placement Concurrent Disorders	200

NOTE: Completion of Nonviolent Crisis Intervention (CONFMHN08) AND ASIST: Applied Suicide Intervention Skills Training (HMNS10038) is equivalent to Critical Incident & Safety Management (SAFE10085).

CD Treatment: Models for Treating Varied Populations · HMNS10052

NEW! Examine the special needs of varied populations who experience concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11375		Jan10	Apr18			OntarioLearn	$395.30

Concurrent Disorders · HMNS10050

Analyze the prevalence of concurrent disorders and the relationship between the mental health system and the addictions system. Reflect on personal values and perspectives in regard to individuals with concurrent disorders. Examine evidence-based treatment models used by professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11377		Jan10	Apr18			OntarioLearn	$585.61

Concurrent Disorders, Issues & Ethics · HMNS10094

Explore the impact of prejudice and discrimination on people with mental health and substance use problems, as well as the issues and ethics involved when working with people experiencing concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11341		Jan10	Apr18			OntarioLearn	$463.76

Development of Counselling Skills · COUN10003

Utilize assessment skills and counselling techniques with a variety of approaches that are client centered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11380		Jan10	Apr18			OntarioLearn	$585.61

Fostering Healthy Lifestyles · HLTH10152

Appraise appropriate wellness education and engagement strategies in the development and promotion of healthy lifestyles with a focus on individuals who live with concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11383		Jan10	Apr18			OntarioLearn	$326.84

Pharmacology for Concurrent Disorders   HLTH10153
Explore the needs of clients taking prescribed medications who also have substance use problems. Examine the effects of psychiatric medications and substance use on the brain, how neurotransmitters work and pharmacokinetics. Determine common interactions between psychiatric medications and substance use.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11378		Jan10	Apr18			OntarioLearn	$463.76

Preparation for Field Placement   CRED10088
Outline expectations for Field Placement learning outcomes. Prepare for agency interview. Employability skills and ethical practice considerations are established.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12203		Jan10	Apr18			OntarioLearn	$189.91

Relapse Prevention and Harm Reduction   HMNS10054
NEW! Analyze harm reduction and relapse prevention models as they apply to supporting people who live within concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11343		Jan10	Apr18			OntarioLearn	$258.38

Research, Reports and Proposals   COMM10131
NEW! Research for professional development, helping clients access community and medical resources, accessing funding and grants. Developing proposals for programs, funding and grants. Reporting to meet agency requirements and guidelines.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11382		Jan10	Apr18			OntarioLearn	$258.38

Supporting Families Living With Concurrent Disorders   HMNS10053
NEW! Understand the impact on caregivers who support a family member with a concurrent disorder. Apply best-practice strategies to educate and support families in their understanding of their role in the recovery process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11349		Jan10	Apr18			OntarioLearn	$189.91

Concurrent Disorders Field Seminar   CRED10081
NEW! An integrative seminar that assists in connecting field placement experience to theory. You MUST register for CRED10081 AND WORK10113.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11381		Jan10	Apr18			OntarioLearn	$189.91

Field Placement Concurrent Disorders   WORK10113
NEW! Application of theoretical and skill knowledge to field practicum. You MUST register for CRED10081 AND WORK10113.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12208		Jan10	Apr18			OntarioLearn	$879.85

"I would definitely recommend Mohawk's ECE program. The teachers were supportive and I was able to take advantage of online learning and study at home in order to balance my family obligations. There are so many opportunities for employment and my co-op learning experiences have given me a chance to work with children and prepare me for that next step in to the workforce."

Linda, Early Childhood Education (ECE) Graduate

Counselling Techniques Certificate (802)

Turn to page 2 for contacts

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/counsellingtechniques

Designed for individuals who wish to develop counselling skills. Most participants are employed in roles where skills in interviewing or information gathering are required. Professionals in the community with extensive and relevant knowledge, skills and experience facilitate the courses.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMMTC101	Interaction And Communications	42
COUNTC103	Interviewing Skills In Counselling	42
COUNTC104	Individual Counselling	42
COUNTC105	Group Counselling	42
COUNTC208	Issues And Ethics In Counselling	42
PSYCSS156	Introductory Psychology	42
PSYCSS271	Developmental Psychology	42
PSYCTC106	Report Writing For The Behavioural Sciences	42

PSYCSS156 and PSYCSS271 are offered on page 45.

Interaction And Communications   COMMTC101
Examine the personal dynamics of communication in various settings, including the interview, small groups, and organizations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12445	WE	Jan18	Apr12	6:15-9:30	13	Blended (FF)	$338.10

Interviewing Skills In Counselling   COUNTC103
Focus on basic interviewing methods, procedures and behaviours. Techniques are applied through the use of role play activities in various counselling settings. Includes effective listening skills and empathy training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12457	MO	Jan16	Apr10	6:15-9:30	13	Blended (FF)	$338.10

Criminal Psychology and Behaviour

Turn to page 2 for contacts

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

ce.mohawkcollege.ca/criminal

Designed for those who work or volunteer in corrections programs, law enforcement, women's shelters, with youth at risk, or who have a special interest in criminal psychology and behaviour. Explore the reasons individuals become criminals, what motivates criminal behaviour, and why people are attracted to those with deviant behaviours.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
PSYC10002	Criminal Psychology - Psychopathic Minds	45
PSYC10003	Criminal Psychology 2 - Criminal Minds	45
PSYC10006	Domestic and Workplace Violence	45
PSYC10008	Co-dependency as an Addiction	45
SSCI10006	Cults and Terrorism	45
SSCI10008	Sexual Violence	45

Co-dependency as an Addiction — PSYC10008 (E)

Examine the personalities of abusers and those who are abused and how individuals with complimentary personality disorders unite and form bonds. Object Relations Theory and how women and men are unconsciously drawn to abusive partners because of personality disorders caused by childhood abuse or neglect will be the focal point.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11556		Jan10	Apr18			OntarioLearn	$456.10

Criminal Psychology - Psychopathic Minds — PSYC10002 (E)

Explore the psychopathic mind and examine how and why some individuals become criminals. Study what is known about serial killers, stalkers, rapists and criminals and current techniques used in criminal profiling and questioning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11553		Jan10	Apr18			OntarioLearn	$456.10

Criminal Psychology 2 - Criminal Minds — PSYC10003 (E)

Further explore issues discussed in Criminal Psychology Psychopathic Minds and examine psychological models related to criminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11337		Jan10	Apr18			OntarioLearn	$412.10

Cults and Terrorism — SSCI10006 (E)

Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11552		Jan10	Apr18			OntarioLearn	$456.10

Domestic and Workplace Violence — PSYC10006 (E)

Examine conflict resolution strategies and where they work to reduce incidents of violent behaviour such as abusive relationships, confrontation in the workplace and violence in the schools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11338		Jan10	Apr18			OntarioLearn	$412.10

Sexual Violence — SSCI10008 (E)

Study sexual violence in the context of male toward female, female toward male, and incest and child abuse. Examine the reasons for sexually deviant behaviours and the latest strategies for treating victims and perpetrators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11554		Jan10	Apr18			OntarioLearn	$456.10

Diversity and Intercultural Relations

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

ce.mohawkcollege.ca/diversity

Learn to recognize racial inequity and negative stereotyping as a significant social problem. Gain a greater understanding of the complex issues arising from the interaction of different cultural and ethnic groups within contemporary Canada. Examine diversity in a social context, explore critical differences in cross-cultural communication and identify the sources, causes, forms and manifestations of these issues in our society. Prepare yourself to act equitably and justly when working with diverse populations.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMM10073	Introduction to Intercultural Communication	42
EDUC10092	World Religions: Western and Eastern Traditions	35
SSCI10017	Diversity and First Nations	42
SSCI10026	Introduction to Racism and Discrimination	42
SSCISS108	Introductory Sociology	42
SSCISS288	Contemporary Social Problems-Police Foundations	48

Some courses are offered under other programs. Refer to the index.

Contemporary Social Problems-Police Foundations — SSCISS288

Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. Explore how individual behaviours collectively create social issues. Includes: crime, violence, abuse, social stratification, ageism, and racism. Prerequisite: Sociology 1 (SSCISS108).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11587		Jan10	Apr18			OntarioLearn	$475.93

Diversity and First Nations — SSCI10017

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self-determination. Equivalent to: Diversity & First Nations: Canada (SSCI10039).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11577		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Intercultural Communication — COMM10073 (E)

Build skills and confidence in communicating respectfully with people from different cultures. Consider differences in gestures, personal space and customs and identify intercultural issues in North American society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12162		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Racism and Discrimination — SSCI10026 (E)

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11585		Jan10	Apr18			OntarioLearn	$432.16

Early Childhood Education Diploma (213)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

ce.mohawkcollege.ca/ece

Through a blend of online and face-to-face evening courses, prepare to work in municipal or private institutions offering educational care for preschool children. Meets the certification requirements of the Association for Early Childhood Education.

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Grade 12 English (70% guideline).
- Volunteer experience in child care is strongly recommended.
- Communicable Disease Screening and a Criminal Background Check will be required before beginning placement.
- Submit application online on the program webpage.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
EDUC10074	Infant and Toddler Learning Environment	42
EDUCEC115	Learning Environment 1	42
EDUCEC121	Child Development & Behaviour 1	42
EDUCEC128	Parent Teacher Child Relationship 1	42
HLTHEC101	Health, Safety & Nutrition	28
EDUC10093	Field Placement Prep	14
1 Communications Course (COMMLL041 or COMM11040)		
EDUCEC215	Learning Environment 2	42
EDUCEC221	Child Development & Behaviour 2	42
EDUCEC228	Parent Teacher Child Relationship 2	42
WORK10130	ECE Field Placement 1	200
WORK10603	Theory to Practice 1	28
EDUCEC129	Family Dynamics	42
EDUCEC301	Inclusion in the ECE Classroom	42
EDUCEC323	ECE Curriculum 1	42
EDUCEC420	Parents As Partners	42
WORK10131	ECE Field Placement 2	200
WORK10604	Theory to Practice 2	28
EDUCEC332	Supervision And Administration	35
EDUCEC423	ECE Curriculum 2	42
EDUCEC428	Issues in ECE	35
WORK10132	ECE Field Placement 3	200
WORK10605	Theory to Practice 3	28
OPELXXXXZ	General Education Option	42
OPELXXXXX	General Education Option	42

Administration and Supervision in ECE — EDUC10077

Examine the administrative procedures and supervisory functions required to operate a child care program. Develop the technical and interpersonal skills that ensure an efficient operation. Equivalent to: EDUCEC332.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11574		Jan10	Apr18			OntarioLearn	$432.16

Child Development & Behaviour 1 — EDUCEC121

Year 1 & 2. Study the theories and principles of child development as well as neuro-research findings affecting the prenatal and early developmental process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11516		Jan12	Apr13			eLearn	$335.16

Child Development & Behaviour 2 — EDUCEC221

Explore theories, principles, and changes evident in developing physical, intellectual, language, social & emotional perspectives in the middle childhood years. Consider the milestones, behaviours, abilities and emergent skills of this key period. Prerequisite: EDUCEC121.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11520		Jan12	Apr13			eLearn	$335.16

Children with Special Needs — EDUC10084

The person first, the disability second! Develop an understanding of various disabilities so you may work with children effectively in an inclusive environment. Equivalent to: EDUCEC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11588		Jan10	Apr18			OntarioLearn	$475.93

ECE Curriculum 1 — EDUCEC323

Prepare curriculum to support the interests and intelligences of children, based on documentation, philosophy and reflective practice in a respectful environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11518		Jan12	Apr13			eLearn	$335.16

ECE Curriculum 2 — EDUCEC423

Co-plan curriculum to support the interests and intelligences of children, based on documentation. Explore the impact of personal philosophy on curriculum design. Prerequisite: EDUCEC323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11521		Jan12	Apr13			eLearn	$335.16

Family Dynamics — EDUCEC129

Explore the relationship between the individual and the family and the meaning of family within a socially diverse context. Examine the dynamics, changes and challenges within families, and enhance self-awareness regarding personal experiences, beliefs and values.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11339		Jan10	Apr18			OntarioLearn	$388.16

Field Placement Prep — EDUC10093

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11522		Jan12	Feb16			eLearn	$212.71
11523		Mar2	Apr6			eLearn	$212.71

Issues In ECE — EDUCEC428

Focus on expanding your awareness and understanding of topics such as child abuse, research into the impact of quality in child care, the importance of advocacy, and other current issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11340		Jan10	Apr18			OntarioLearn	$332.30

Learning Environment 2 — EDUCEC215

Focus on the importance of play and children's interests as key components of effective learning environments. Develop advanced skills in planning developmentally appropriate interactive curriculum for children. Prerequisite: EDUCEC115.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11519	TH	Jan19	Apr20	6:30-9:30	14	Blended (FF)	$338.10

Parent Teacher Child Relationship 1 — EDUCEC128
Focus on a variety of observation techniques to enhance your work with children, families and co-workers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11517	TU	Jan17	Apr18	6:30-9:30	14	Blended (FF)	$338.10

Wellness for Children — HLTH10121
Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to: HLTHEC101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11573		Jan10	Apr18			OntarioLearn	$320.44
11528		Mar1	Jun7			OntarioLearn	$320.44

Working with Parents — EDUC10076
Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to: EDUCEC420.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11570		Jan10	Apr18			OntarioLearn	$432.16

Early Childhood Education - Leadership and Administration Certificate (932)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement 6 courses

ce.mohawkcollege.ca/eceleadershipadmin

Courses designed through a collaborative effort with Affiliated Services for Children and Youth. Benefit from the guidance of community leaders with extensive professional experience in Early Learning and Care. Competencies from the Occupational Standards for Child Care Administrators are incorporated in the curriculum.

Apply now at the website above!

ECE Leadership Development — EDUC10080
Demonstrate leadership qualities and skills with an emphasis on coaching, mentoring, conflict management, team building, motivation, and professional ethics in the early learning and care community. Equivalent to EDUC10053.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12510	TH	Jan19	Apr20	6:30-9:30	14	Blended (FF)	$338.10

ECE-Family Engagement — EDUC10081
Apply knowledge of family systems theory to everyday interactions with families by creating a culture of respect for diverse family groups. Analyze how personal values and experiences influence work in engaging families. Focus on a family-centered approach to services with awareness of current early year's policy direction and relevant legislation. Equivalent to EDUC10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12335	TU	Jan17	Apr18	6:30-9:30	14	Blended (FF)	$338.10

Get Started in eLearn
Information on accessing your eLearn course is available at
ce.mohawkcollege.ca/elearn

Early Childhood Education Resource Consulting Certificate (956)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/eceresourceteacher

Provides ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Admission Requirements
- An ECE Diploma or recognized equivalent.
- Submit application online on the program webpage.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
EDUCRT001	Introduction to Resource Teaching	42
HMNSRT011	Individual Development Planning 1	42
HMNSRT031	Working with Families	42
HMNSRT041	Individual Developmental Planning 2	42
HMNSRT061	Advocacy In The School And Community	42
LIBRRT071	CoOrdinating Resources	42
WORKRT021	Field Practicum 1	105
WORKRT051	Field Practicum 2	105

Advocacy In The School And Community — HMNSRT061
Compare the roles and expectations of families, classroom teachers, community partners and the Resource Teacher in relationship to becoming an effective advocate. Promote professional and ethical standards with confidence to overcome barriers and model collaborative behaviour, enabling others to advocate for children with exceptionalities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12504		Jan19	Apr20			eLearn	$335.16

Individual Developmental Planning 2 — HMNSRT041
Develop long range individual development plans for children in group settings. Recognize when early intervention is required and identify types of supports available through observations, assessments, goal setting, written reports and program planning. Incorporate information from parents and ECE professionals using a collaborative team approach. Prerequisite: HMNSRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12496		Jan19	Apr20			eLearn	$335.16

Introduction to Early Intervention — EDUC10100
Provides an historical overview of the field of early intervention/Early Childhood Education - Resource Consulting, including models of service delivery, levels of prevention, current issues, and trends. Key terms and concepts and the roles and responsibilities of the early intervention team will be explored. Equivalent to: EDUCRT001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11589		Jan10	Apr18			OntarioLearn	$432.16

Working With Families — HMNSRT031
Apply knowledge of family systems theory to everyday interactions with families by creating a culture of respect for diverse family groups. Analyze how personal values and experiences influence work in engaging families. Focus on a family-centered approach to services with awareness of current early year's policy direction and relevant legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12492	TU	Jan17	Apr18	6:30-9:30	14	Blended (FF)	$338.10

Field Practicum 1 — WORKRT021

Combine theory and practice in an integrated setting for 105 hours of supervised field placement. Observe and analyze the role of the resource teacher and work as a team member with staff to assess, plan, implement and evaluate individual developmental plans. Prerequisite: HMNSRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12529		Jan9	Apr10			FieldWork	$568.60

Field Practicum 2 — WORKRT051

Combine theory and practice in individual settings with young children and their families for 105 hours of supervised field placement. Monitor progression and prepare long-term individual developmental plans based on input from staff, clinicians and families through a series of home visits. Prerequisites: HMNSRT041 & WORKRT021.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12530		Jan9	Apr10			FieldWork	$568.60

Educational Support Diploma (747)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

ce.mohawkcollege.ca/es

Turn to page 2 for contacts

Complete your diploma online! Obtain the knowledge, skills and aptitudes to work with and support children with special needs in an educational environment.

Admission Requirements
- Courses are restricted to those who have applied and been accepted. Refer to website for application form and acceptance timelines.
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including: Grade 12 English, C or U or equivalent (70% guideline).
- First aid and crisis intervention training are strongly recommended.

Student Success Advisors (SSA)

As part of our commitment to student success, students in Continuing Education courses have access to a Student Success Advisor. Here is a summary of how your SSA may help you.

Academic and Program Advising
- Initial advice on course selection; changing programs; withdrawals
- Referrals to Program Managers for program specific advising
- Information about Academic Status, program pathways, transfers
- Create Academic Improvement and Success Plans

Student Support Services
- Referrals to specialized support services
- Guidance on college policies and procedures
- Support transition to college life

Multiple Advising Formats
- Via e-mail, drop-in or scheduled appointments
- In person, in groups, in workshops, online or over the phone

Learn more at mohawkcollege.ca/ssa

PROGRAM OF STUDIES

Your Program of Studies will vary depending on your completion date.

Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal And Interpersonal Dynamics	42
EDUCEDE19	Technology in Education	42
MATH10065	Math in an Educational Setting	42
PSYCSS156	Introductory Psychology	42
SAFE10004	Safety In An Educational Setting	42
1 Communications course (COMMLL041 or COMM11040)		
EDUC10075	Placement Preparation	42
EDUC10002	Inclusion and Cultural Diversity	42
EDUC10040	Total Communication Part 1	42
PSYCSS271	Developmental Psychology	42
EDUCEDE22	Behaviour and Mental Health Exceptionalities	42
EDUC10085	Placement 1	132
COMP10006	Adaptive and Assistive Technology	42
EDUC10041	Total Communication Part 2	42
EDUCEDE21	Classroom Skills	42
EDUCEDE23	Communication Exceptionalities	42
EDUC10086	Placement 2	132
EDUC10001	Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004	Learning Strategies	42
EDUC10037	Transition Planning	42
EDUCEDE26	Physical and Multiple Exceptionalities	42
EDUC10087	Placement 3	132
OPELXXXXX	General Education Option	42
OPELXXXXZ	General Education Option	42

Adaptive and Assistive Technology — COMP10006

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11374		Jan10	Apr18			OntarioLearn	$388.16

Autism Spectrum Disorder- Assisting Student Development — EDUC10001

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisite: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11373		Jan10	Apr18			OntarioLearn	$388.16

Behaviour and Mental Health Exceptionalities — EDUCEDE22

Explore suitable approaches for working with students with exceptionalities, their parents, and professional colleagues. Learn appropriate strategies for managing behavioural and/or emotional challenges. Prerequisites: EDUCEDE14 and EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11359		Jan10	Apr18			OntarioLearn	$388.16

Classroom Skills — EDUCEDE21

Examine Ontario Curriculum, with emphasis on language arts, mathematics, one content area and physical education. Develop understanding of teamwork in a classroom and become more effective in assisting learners. Prerequisites: EDUCEDE14, EDUCEDE17 and EDUCEDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11360		Jan10	Apr18			OntarioLearn	$388.16

Communication Exceptionalities — EDUCEDE23

Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisite: EDUCEDE22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11358		Jan10	Apr18			OntarioLearn	$388.16

Foundations of Education — EDUCEDE14

Focus on techniques, ethical practices, historical developments in education and the impact of legislation on the EA's role. Discuss learning styles, observation strategies and data collection in a classroom setting and community supports.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11363		Jan10	Apr18			OntarioLearn	$388.16

Inclusion and Cultural Diversity — EDUC10002

Learn to promote inclusivity in the classroom. Examine racism, multiculturalism, equity and diversity, social and political issues, and barriers to understanding and open communication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11372		Jan10	Apr18			OntarioLearn	$388.16

Learning Strategies — EDUC10004 (E)

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11371		Jan10	Apr18			OntarioLearn	$388.16

Math in an Educational Setting — MATH10065

Follow the five strands of math as per the Ontario curriculum guidelines set by the Ministry of Education at a grade 10 level. Review concepts in number sense and numeration, measurement, geometry, patterning and algebra, data management and probability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11355		Jan10	Apr18			OntarioLearn	$388.16

Personal And Interpersonal Dynamics — EDUCEDE17

Enhance personal and professional skills in organizing information, analyzing tasks and situations, and selecting and implementing solutions. Analyze issues, philosophy and techniques related to behaviour management in educational settings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11362		Jan10	Apr18			OntarioLearn	$388.16

Physical and Multiple Exceptionalities — EDUCEDE26

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisite: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11356		Jan10	Apr18			OntarioLearn	$388.16

Placement Preparation — EDUC10075

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11367		Jan10	Apr18			OntarioLearn	$388.16

Safety In An Educational Setting — SAFE10004

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. Must be completed prior to registering for placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11354		Jan10	Apr18			OntarioLearn	$388.16

Technology in Education — EDUCEDE19

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Access to Ministry software is recommended. Advised to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11361		Jan10	Apr18			OntarioLearn	$388.16

Total Communication Part 1 — EDUC10040

Investigate non-verbal communication issues with particular focus on supporting deaf and hard of hearing students. Learn basic signed English, and explore non-verbal communication options and Sign Language issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11369		Jan10	Apr18			OntarioLearn	$388.16

Total Communication Part 2 — EDUC10041

Continue to examine teaching and implementation strategies to enhance communication skills, given different limitations and exceptionalities. Prerequisite: EDUC10040.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11368		Jan10	Apr18			OntarioLearn	$388.16

Transition Planning — EDUC10037

Focus on the job coaching role. Learn to assist the exceptional learner with basic life skills and job readiness training.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11370		Jan10	Apr18			OntarioLearn	$388.16

Placement 1 — EDUC10085

Formerly Practicum 2. Under the guidance of a supervising teacher or school team, support learners effectively and demonstrate professional interactions in a Primary/Junior, Intermediate or Secondary educational division. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCEDE16. Prerequisite: EDUC10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11366		Jan10	Apr18			OntarioLearn	$525.91

Placement 2 — EDUC10086

Formerly Practicum 3. Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities (e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and / or multiple exceptionalities). Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCEDE24. Prerequisite: EDUC10085.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11365		Jan10	Apr18			OntarioLearn	$525.91

Placement 3 — EDUC10087

Build on the skills demonstrated in previous field work as preparation for the EA role in your preferred school board. Assist students with three types of exceptionalities not addressed in Practicum 3 in the implementation of their IEPs. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisite: EDUC10086. Equivalent to: EDUCEDE25.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11364		Jan10	Apr18			OntarioLearn	$525.91

Fundamentals of Correctional Practices

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

ce.mohawkcollege.ca/correctional

Gain an understanding of the law and theories relating to corrections, inmates and young offenders. Acquire safety and security skills and develop the ability to apply acquired learning in a practical fashion.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LAWS10152	Penology	30
LAWSPF111	Canadian Criminal Justice System	42
SAFE10091	Safe and Secure Environments	30
SSCI10056	Criminology	30
Options - Choose 2:		
LAWS10151	Correctional Practices	30
LAWSPF305	Youth in Conflict With The Law	42
PSYC10026	Special Populations I	30
PSYCSS021	World Of Abnormal Psychology	30

Some courses are offered under other programs. Refer to the index.

Canadian Criminal Justice System
LAWSPF111 (E)

Explore the history, function, role and organization of Canadian Law enforcement services and contemporary issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11576		Jan10	Apr18			OntarioLearn	$432.16

Correctional Practices
LAWS10151

Essential institutional security duties are described and practiced including: key control, institutional counts, post security, personal and area searches, inmate escorts, inmate movement control, inmate segregation, control of contraband, admitting and discharge visits and correspondence, inventory control, transportation and mediations. Learn the techniques involved in writing security reports that meet institutional standards.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11547		Jan10	Apr18			OntarioLearn	$336.40

Criminology
SSCI10056

Examine various theoretical explanations of criminal and deviant behaviour. Relate criminology theory to various types of criminal activity, examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12778		Jan10	Apr18			OntarioLearn	$336.40

Penology
LAWS10152

Covers the history of corrections leading to the present penal system with focus on the prevailing ideologies and practices of the day. Examine the effectiveness of various correctional strategies such as probation, parole, electronic monitoring, and boot camps. Visit federal correctional facilities within the context of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11530		Jan10	Apr18			OntarioLearn	$336.40

Safe and Secure Environments
SAFE10091

Gain an understanding of the legal parameters of correctional operations, the organizational framework of federal and provincial correctional services, and an overview of staffing models and responsibilities in secure environments. Establish a knowledge foundation for subsequent applications of security skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12402		Jan10	Apr18			OntarioLearn	$336.40

Special Populations I
PSYC10026

Gain an awareness and appreciation of issues specific to working with unique client groups in the community and justice services field. Examine the legislation, policies, procedures, and interventions appropriate to the following special needs populations: female offenders/clients and aboriginal offenders/clients and study population profiles as well as historical and theoretical perspectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11532		Jan10	Apr18			OntarioLearn	$336.40

Holistic Studies - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

ce.mohawkcollege.ca/holistic

Holistic Studies provides students with an introduction to the philosophy and practices of holistic health. Gain a foundational understanding of the mind, body and spirit connection that is instrumental in health and healing by examining physical, mental and spiritual dimensions, as well as bio-energetic and socio-cultural factors. Various modalities of complementary and alternative therapies and lifestyle management techniques that promote self-healing, will be explored in a comprehensive, educational, self-explorative environment to learn the art and science of integrative health.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HLTH10225	Mind, Body, Spirit: The Connection	42
HLTH10226	Stress Response and the Immune System	42
HLTH10227	Cultural Studies	42
HLTH10228	Alternative Healing Methods	42

Mind, Body, Spirit The Connection
HLTH10225

Help to identify the patterns of an individual's life and the deep inter-workings of body, mind and spirit. Engage in activities and dialogue about issues pertaining to mental health and psychology. Discover the connection between physical disease and emotional, psychological and spiritual links. Make these connections in the context of the anatomy of the human energy system, and individual spirit, while creating a blueprint for optimal connection for maximal health and wellness potential.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12161	SA	Jan28	Mar11	9:00-4:00	6	Classroom (FF)	$338.10

Libraries and Digital Technologies Certificate (965)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

ce.mohawkcollege.ca/libdigtech

celibrary@mohawkcollege.ca

Digital technologies are transforming libraries and their services. Graduates of the Library Technician Diploma will benefit from this opportunity to update their knowledge! Keep pace with the challenges of these changes by examining updated knowledge and skills in an accessible, part-time, online program. Gain the conceptual insight and practical leadership strategies needed to address issues relating to digital technologies in library and information environments through active learning, a culminating activity and capstone project. Focus on the current and emerging technologies that affect your workplace and have an impact on the collections and services offered. Develop the 21st century fluency skills essential for active participation in libraries of all types. Obtain the skills and digital competencies needed to explore the opportunities and potential impact of current and emerging technologies on your organization.

Admission Requirements
- Library and Information Technician Diploma (college level) OR
- Master of Library Sciences (MLS), Master of Library & Information Sciences (MLIS), Master of Information Science (MIS), Master of Information (MI) OR
- Bachelor's degree with significant library experience.
- Applicants who have completed Southern Ontario Library Service EXCEL, Advanced EXCEL or Advancing Public Library Leadership programs will be assessed on an individual basis by the Program Manager.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LIBR10046	User Experience in Libraries	39
LIBR10047	Library Leadership in the Digital Age	39
LIBR10048	Issues in Digital Resource Management and Technologies	39
LIBR10049	Digital Media in Libraries	39
INFOLT402	Electronic Publishing & Emerging Library Technologies	36
LIBR10035	Introduction to Metadata and Metadata Applications	36
LIBR10042	Resource Description & Access	36
LIBR10041	Online Searching	39
LIBR10036	Strategies for Instruction for Library Technicians	39
INFO10172	Information Technology for Library Technicians	39
LIBR10050	Capstone I	100
LIBR10051	Capstone II	120

Some courses are listed under other programs. Refer to the index.

Issues in Digital Resource Management and Technologies   **LIBR10048**

Explore the management of library resources in electronic formats with emphasis on collection development, licensing and acquisition of e-resources, as well as issues relating to access, copyright and archiving. Examine the integration of social media platforms in provision of services. Assess the role of electronic resource management systems (ERMs) and digital repositories.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11335		Jan10	Apr18			OntarioLearn	$412.58

Library Leadership in the Digital Age   **LIBR10047**

Explore strategies for leadership within current and evolving library environments including strategies focused on self-management and collaboration. Examine decision making competencies and key factors supporting successful management and implementation of change. Assess leadership outcomes through analysis of impacts on the organization or community. Apply critical thinking skills and accurate, persuasive communication to library leadership in a multimedia world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11336		Jan10	Apr18			OntarioLearn	$412.58

Library and Information Technician Diploma (800)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 28 courses

ce.mohawkcollege.ca/library

celibrary@mohawkcollege.ca

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

Admission Requirements
- Applications must be submitted online through the Ontario College Application Service (OCAS) www.ontariocolleges.ca
- Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent (Mohawk Academic Upgrading, GED), or mature student status.
- A pass standing in grade 12 English at the general level, or equivalent.
- Library or related experience is strongly recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
LIBRLT110	Introduction to Libraries and the Information Industry	39
INFO10172	Information Technology for Library Technicians	39
INFOLT402	Electronic Publishing and Emerging Library Technologies	36
LIBR10041	Online Searching	39
LIBR10044	Reference Processes	39
LIBR10045	Reference Services and Sources	39
LIBR10040	Library Programming, Marketing and Advocacy	36
LIBR10042	Resource Description and Access I	36
LIBR10043	Resource Description and Access II	36
LIBR10039	Library Classification	39
LIBR10038	Indexing and Subject Analysis	36
INFOLT340	Database Design For Information Workers	21
LIBRLT351	Serials	18
LIBRLT350	Acquisitions	36
LIBR10037	Circulation and Inter Library Loan	36
HRESLT150	Human Relations and Supervision	36
MGMT10041	Library Financial Management and Budgeting	18
COMP10136	Introduction to Computers 1	42
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105
1 Communications course		
1 Literature course		
2 General Education courses		
Options - Choose 4:		
LIBRLT385	Children's Services and Issues	36
OADMRM100	Records And Information Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction And Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39
LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries And Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata & Metadata Applications	36
LIBR10036	Strategies for Instruction for Library Technicians	36

Some courses are listed under other programs. Refer to the index.

Acquisitions LIBRLT350

Focus on the acquisition of monographs. Develop skills in searching, ordering, receiving, collection development, the book trade and automated acquisitions functions. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11252		Jan10	Apr18			OntarioLearn	$340.28

Children's Services And Issues LIBRLT385

An issues-oriented introduction to the wide range of responsibilities in a public library setting associated with children's library services. Investigate the basics of planning and administration, collections development and management, information and readers' advisory services, and programming and program promotion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11244		Jan10	Apr18			OntarioLearn	$340.28

Circulation and Inter Library Loan LIBR10037

Explore circulation basics for libraries and information services. Topics include inventory control and inter-library loan and document supply. Equivalent to: LIBRLT215. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11328		Jan10	Apr18			OntarioLearn	$340.28

Database Design For Information Workers INFOLT340

ACCELERATED! Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2013 required. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11333		Feb1	Mar22			OntarioLearn	$220.58

Electronic Publishing and Emerging Library Technologies INFOLT402

Focus on electronic publishing, including using basic web design, 3D printing, screen recording, blogs, microblogs, augmented reality and gamification. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11332		Jan10	Apr18			OntarioLearn	$340.28

Health Libraries and Resources LIBR10004

Learn about key health information resources in all formats and identify the features and issues of different types of health libraries. Develop skills in searching the major indexes, electronic databases and the World Wide Web to find quality information to meet the reference needs of your varied clients. Prerequisite: LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11330		Jan10	Apr18			OntarioLearn	$340.28

Human Relations and Supervision HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11232		Jan10	Apr18			OntarioLearn	$340.28

Indexing and Subject Analysis LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Fee includes access to proprietary databases. Equivalent to: LIBRLT325. Prerequisites: LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11327		Jan10	Apr18			OntarioLearn	$340.28

Information Technology for Library Technicians INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, iPads and tablets, digital media and various software and applications. Access to a current mobile device with wireless Internet capability is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11331		Jan10	Apr18			OntarioLearn	$364.22

Introduction to Computers 1 COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets. Equivalent: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11644		Jan10	Apr18			OntarioLearn	$432.16
11442		Feb1	May10			OntarioLearn	$432.16
11489		Mar1	Jun7			OntarioLearn	$432.16

Introduction to Libraries and the Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements; apply through ontariocollege.ca

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11254		Jan10	Apr18			OntarioLearn	$364.22

Introduction to Metadata & Metadata Applications LIBR10035

Learn to apply metadata schemes and standards to describe digital and electronic web resources. Knowledge of HTML coding recommended. Prerequisites: INFOLT402, LIBRLT351 and LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11329		Jan10	Apr18			OntarioLearn	$340.28

Law Libraries And Legal Research LIBRLT405

Explore the Canadian and Ontario legal systems, with emphasis on legal materials, legal research, and the basics of running a law library. Learn to use primary and secondary legal materials and find information on specific topics using both print and electronic resources. Explore acquisitions, cataloguing and collection development in a law library setting. Access to a law library is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11241		Jan10	Apr18			OntarioLearn	$340.28

Library Classification LIBR10039

Study the principles of classification. Learn to use the Dewey Decimal and Library of Congress Classification schemes. Explore issues related to the process of classifying library materials. Fee includes access to proprietary databases. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11326		Jan10	Apr18			OntarioLearn	$364.22

Library Financial Management and Budgeting MGMT10041

ACCELERATED! Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Prerequisites: LIBRLT110 and INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11334		Feb1	Mar22			OntarioLearn	$196.64

Library Programming, Marketing and Advocacy LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to: LIBRLT435. Prerequisite: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11325		Jan10	Apr18			OntarioLearn	$340.28

Online Searching
LIBR10041

Learn to apply Boolean constructs and other concepts for efficient retrieval of information from the Internet, library catalogues and commercial databases. Equivalent to: LIBRLT220. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11324		Jan10	Apr18			OntarioLearn	$364.22

Reference Processes
LIBR10044

Explore fundamental principles of professional accountability that underpin the provision of information services in libraries. Develop effective reference interviewing techniques to answer customer queries. Explore topics related to the management of information service including service standards, in person and virtual service points, policy development and strategies for continuing professional development of staff. Equivalent to: LIBRLT420. Prerequisite: LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11257		Jan10	Apr18			OntarioLearn	$364.22

Reference Services and Sources
LIBR10045

Focus on reference services and resources used to answer information queries from library customers. Compare and evaluate traditional and emerging reference resources and apply online search skills to effectively answer typical customer queries. Equivalent to: LIBRLT425. Prerequisite: LIBR10044.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11256		Jan10	Apr18			OntarioLearn	$364.22

Resource Description and Access I
LIBR10042

Focus on RDA guidelines for descriptive catalogue records and MARC coding and ISBD punctuation for bibliographic records in an automated environment. Fee includes access to proprietary databases. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11258		Jan10	Apr18			OntarioLearn	$340.28

Resource Description and Access II
LIBR10043

Examine form and choice of entry according to RDA cataloguing guidelines, cataloguing applications of the World Wide Web, and sources of cataloguing copy in an automated environment. Learn to critically appraise public access catalogues. Recognize the changes in MARC coding resulting from RDA cataloguing guidelines. Equivalent to: LIBRLT305. Prerequisite: LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11323		Jan10	Apr18			OntarioLearn	$340.28

School Libraries
LIBRLT375

Focus on the unique features of elementary and secondary school libraries. Examine collection development and management, readers' advisory and reference services, and library programming in a school library setting. Consider new and emerging initiatives such as the Learning Commons model of school library services.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11247		Jan10	Apr18			OntarioLearn	$364.22

Serials
LIBRLT351

Explore the technical service aspects of serials with emphasis on ordering, tracking and cataloguing. Evaluate the impact of technology on serial collections. Prerequisite: LIBRLT302 or LIBR10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11250		Jan10	Apr18			OntarioLearn	$196.64

"The Online Learning program at Mohawk made it possible for me to get my diploma while working full time. Now I have the skills I need to succeed."
**Beth, 2013 Graduate
Library And Information
Technician Diploma**

Field Work 1
WORKLT290

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11229		Jan10	Apr18			OntarioLearn	$168.74
11408		Feb1	May10			OntarioLearn	$168.74
11410		Mar1	Jun7			OntarioLearn	$168.74

Field Work 2
WORKLT490

Broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11230		Jan10	Apr18			OntarioLearn	$168.74
11409		Feb1	May10			OntarioLearn	$168.74
11411		Mar1	Jun7			OntarioLearn	$168.74

Mourning, Grief and Bereavement

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

ce.mohawkcollege.ca/mourning

Expand your awareness and understanding of loss and death and discover how they affect individuals. Focus on mourning, grief and bereavement issues, communication strategies and religious philosophies of dying and death from the perspective of both the dying and bereaved. Completion of this unique program will enable you to better understand, support and care for those facing or coping with loss and death.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
PSYC10021	Thanatology	36
PSYC10022	Religious beliefs, traditions and customs of death	36
PSYC10023	Mourning, Grief and Bereavement	36
PSYC10024	Coping with Death: Counselling, Support and Alternative Therapies	36
PSYC10025	Learning from Death and Dying	36
PSYC10017	Death and Dying in Crisis Intervention	30

Coping with Death: Counselling, Support and Alternative Therapies
PSYC10024

Understand the various coping strategies for individuals experiencing grief and loss. Examine the mourning process, survey different counselling theories and approaches and identify groups and organizations dedicated to grief and bereavement issues. Emerging trends such as art therapy, journaling and online communities are presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11561		Jan10	Apr18			OntarioLearn	$384.28

Learning from Death and Dying — PSYC10025

Develop an understanding of the role of death and dying and grief and bereavement in modern society in this capstone course. Inspirational readings and personal narratives offer practical insight and powerful life lessons to assist you in providing support to individuals facing or coping with death and will better prepare you to confront your own mortality. Prerequisites: PSYC10021, PSYC10022, PSYC10023 and PSYC10024.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11563		Jan10	Apr18			OntarioLearn	$384.28

Mourning, Grief and Bereavement — PSYC10023

Examine reactions and responses to death from a variety of perspectives. Compare anticipated responses to death as determined by an individual's relationship to the deceased. Other factors influencing the grief response such as age, gender and manner of death are also considered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11559		Jan10	Apr18			OntarioLearn	$384.28

Religious beliefs, traditions and customs of death — PSYC10022

Explore attitudes towards death and the death rituals and ceremonies of world religious traditions including Hinduism, Judaism, Christianity, Islam and Buddhism. Explore the religious attitudes and beliefs concerning immortality and life after death.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11558		Jan10	Apr18			OntarioLearn	$384.28

Thanatology — PSYC10021

Thanatology is the study of death and dying. Develop an understanding of the broad, interdisciplinary nature of thanatology and explore personal attitudes and experiences of death. Current issues and topics such as near death experiences, death in the arts and media, and the business of the funeral industry will also be explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11557		Jan10	Apr18			OntarioLearn	$384.28

Psychosocial Rehabilitation Certificate (016)

See page 87 for information on this program.

Records and Information Management Certificate (810)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/recordsmanagement

With the increasing production of, and demand for, complex information and the widespread use of automated technologies, businesses, non-profit organizations and government agencies are striving to manage information assets effectively. Records and information management programs contribute to the efficiency of an organization's operations by providing systematic control of information resources, from creation through use, storage and final disposition. Learn to operate in a records management program in any organizational setting.

Admission Requirements

A pass standing in grade 12 English at the general level, or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
OADMRM100	Records And Information Management Fundamentals	39
OADMRM101	Active Records Management	39
GRAPRM102	Document Management Technology	39
LIBRRM103	Archives	39
Option Group 1 - Choose 1:		
COMMLL122	Researching and Reporting-Lgs	42
COMM10027	Organizational Business Communication	45
Option Group 2 - Choose 1:		
INFO10095	MSOffice 2007 or 2010	42
COMP10166	Microsoft Office 2013	42

Some courses are listed under other programs. Refer to the index.

Active Records Management — OADMRM101

Investigate the skills and techniques needed to effectively manage and control active records in various formats. Examine file plan development, typical filing systems, storage systems and equipment, and file maintenance procedures. Prerequisite: OADMRM100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11228		Jan10	Apr18			OntarioLearn	$364.22

Archives — LIBRRM103

Develop an understanding of archival theory and practice. Focus on the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventive conservation, and facility planning and security.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11220		Jan10	Apr18			OntarioLearn	$364.22

Document Management Technology — GRAPRM102

Explore the application of electronic documents, imaging and micrographic technology to records management, short and long term storage and retrieval. Topics include: metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11216		Jan10	Apr18			OntarioLearn	$364.22

MS Office 2010 — INFO10095

Study the diverse applications available within Microsoft Office (Professional, Academic or University Edition) including Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. MAC users not supported. Equivalent to: Computer Applications for Business (INFO10048). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11642		Jan10	Apr18			OntarioLearn	$432.16
11440		Feb1	May10			OntarioLearn	$432.16
11488		Mar1	Jun7			OntarioLearn	$432.16

Microsoft Office 2013 — COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. MAC users not supported.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11630		Jan10	Apr18			OntarioLearn	$432.16
11444		Feb1	May10			OntarioLearn	$432.16
11490		Mar1	Jun7			OntarioLearn	$432.16

Records And Information Management Fundamentals OADMRM100

Explore the field of records management and the role of records management programs in organizations. Develop your skills in inventorying, retention and destruction scheduling, and records management, including electronic records.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11224		Jan10	Apr18			OntarioLearn	$364.22

Retirement Communities

See page 93 for information on this program.

School Based Support

ACKNOWLEDGEMENT OF COMPLETION
Completion Requirement: 3 courses

ce.mohawkcollege.ca/sbs

Focus on supporting children and youth in an educational environment. Suitable for Child and Youth Worker students or graduates who are interested in learning more about how to support children and youth in a classroom setting.

Admission Requirements
- Child and Youth Worker Advanced Diploma (in-progress or completed).
- Interested applicants should contact us by email.
- cecommunity@mohawkcollege.ca

PROGRAM OF STUDIES	
Mandatory Courses:	**Hours**
EDUC10001 Autism Spectrum Disorder - Assisting Student Development	42
EDUC10004 Learning Strategies	42
COMP10006 Adaptive and Assistive Technology	42

Adaptive and Assistive Technology COMP10006

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11374		Jan10	Apr18			OntarioLearn	$388.16

Autism Spectrum Disorder- Assisting Student Development EDUC10001

Develop essential tools for working with children with ASD. Review the work of local professionals and international Autism experts, with emphasis on communication, social skills, behavioral challenges, family, sensory and educational issues. Prerequisite: EDUCEDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11373		Jan10	Apr18			OntarioLearn	$388.16

Learning Strategies EDUC10004 (E)

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11371		Jan10	Apr18			OntarioLearn	$388.16

Social Service Worker Diploma (215)

ONTARIO COLLEGE DIPLOMA
Graduation Requirement: 29 courses

ce.mohawkcollege.ca/socialserviceworker

Designed to meet the needs of students who wish to obtain a recognized credential by studying part-time (evenings) and pursue, or enhance, a career as a Social Service Worker. Identical to the full-time program which is offered during the day. Courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day.

The curriculum is intended to develop the skills and knowledge that graduates need to assist individuals and families in working through various types of challenges and enjoying more stable and fulfilling lives. Includes topics such as social work history and ethics, advocacy skills and crisis intervention. Competency skills such as interviewing, counselling, case management and documentation will be developed.

Incoming new students are encouraged to complete 3 courses per term in addition to field placements. By doing so, students may be able to graduate in as little as 3 years.

Admission Requirements
- Courses are restricted to those who have applied and been accepted.
- Ontario Secondary School Diploma (OSSD) with a minimum of 70% in grade 12 English (guideline) or equivalent (Mohawk Academic Upgrading, GED).
- Prior to acceptance potential students may complete some courses (i.e. Communications, General Education Elective, etc.).
- A criminal background check may be required before beginning placement.
- Submit application online on the program webpage.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HMNS10100	Intro to Social Service Worker	42
HIST10015	The History & Ethics of Social Work	28
COMMSO226	Interviewing Skills	42
HMNSSO127	Introduction To Group Dynamics	42
SSCI10047	Sociology for Social Service Workers	42
1 Communications Course (COMMLL041 or COMM11040)		
HMNS10101	Community Awareness and Field Placement Preparation	42
COMM10260	Case Management and Documentation	42
CREDSO123	Professional Development	28
HMNSSO230	SSW Advanced Interviewing Skills	28
HMNSSO232	Privilege & Oppression in SSW	28
PSYCSS156	Introductory Psychology	42
WORK10120	Seminar 1	14
WORK10121	Field Placement 1	200
OPELXXXXX	General Education Option 1	42
HMNS10097	SSW Methods of Intervention	42
HMNS10098	Advocacy for SSW	28
HMNS10099	Working with Children & Adolescents	28
PSYCAS407	Abnormal Psychology	42
WORK10122	Seminar 2	14
WORK10123	Field Placement 2	200
OPELXXXXZ	General Education Option 2	42
HMNS10095	SSW Community Change	28
HMNS10096	Issues Related to Family	28
HMNSSO231	Crisis Intervention	28
HMNSSO434	Practice in Organizations	28
LAWS10112	Social Policy & Law	28
WORK10124	Seminar 3	14
WORK10125	Field Placement 3	200

Community Awareness and Field Placement Preparation HMNS10101

Year 1 and 2. Prepare for real-world, field placement experiences by developing job search materials and interviewing skills. Adopt professional practice behaviours and examine community resources to use in future field placements. A prerequisite for field work. Students are expected to take this course in the year leading up to their first field placement. Equivalent to: HMNS10008.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11423	TU	Jan17	Apr11	6:15-9:30	13	Blended (FF)	$338.10

Intro to Social Service Worker HMNS10100

Year 1 and 2. Introduces the profession of social service work and the micro, mezzo and macro levels of practice. Examines the social structures that influence people's lives, anti-oppressive practices and working for social justice. Equivalent to: HMNSSO126 & SSCISO122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11424	MO	Jan16	Apr10	6:15-9:30	13	Blended (FF)	$338.10

Practice in Organizations HMNSSO434

Year 3 and 4. Plan for the transition from college to employment, taking into account self-care practices and professional identification, as well as the nature, scope, and diversity of factors affecting social service work. Learn to manage the complexities of professional practice using practical knowledge and resources to maintain a humanistic and client centered focus. Last class will be 1 hour in length.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11425	TH	Jan26	Mar30	6:30-9:30	10	Classroom (FF)	$225.40

Professional Development CREDSO123

Year 1 and 2. Identify the interpersonal skills which support effective interaction with co-workers, supervisors and client-consumers. Through collaboration with classmates, practice developing the skills presented and begin to integrate a professional identity, based on increased self-awareness. Last class will be 1 hour in length.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11426	WE	Jan25	Mar29	6:30-9:30	10	Classroom (FF)	$225.40

Social Policy & Law LAWS10112

Year 3 and 4. Analysis of social issues, legislation and policies is a key element of competent social service work practice. Examine social welfare legislation and policies in Canada. The impact of current social policy and legislation on various service user groups is scrutinized. Structural, critical and anti-oppressive theories form the basis of inquiry, analysis and evaluation of various social policies. Last class will be 1 hour in length.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11427	MO	Jan30	Apr3	6:30-9:30	10	Blended (FF)	$225.40

Teaching the Adult Learner Certificate (129)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/teachingadultlearner

Intended for individuals wishing to teach adults in a variety of environments including education and the workplace, or those who are currently teaching. Learn to facilitate effective program planning, design meaningful assessment and evaluation tools, and master good instructional skills. Explore learning styles, current issues in education, learning challenges, and instructing in non-traditional environments.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
EDUCTAL03	Adult Learning	42
EDUCTAL02	Curriculum Development	42
EDUCTAL04	Instructional Techniques	42
EDUCTAL05	Assessment And Evaluation	42
EDUCTAL08	Instructional Technology In Adult Education	30
SENSTAL06	Adults With Learning Disabilities	42

Adult Learning EDUCTAL03

Learn to apply the principles of adult learning and develop the basic skills essential to successful instruction. Specifically designed for teachers and trainers of adults.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12878		Feb1	May10			OntarioLearn	$432.16
12889		Mar1	Jun7			OntarioLearn	$432.16

Adults With Learning Disabilities   SENSTAL06

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12780		Jan10	Apr18			OntarioLearn	$432.16

Assessment And Evaluation   EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisite: EDUCTAL04.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12782		Jan10	Apr18			OntarioLearn	$432.16
12890		Mar1	Jun7			OntarioLearn	$432.16

Curriculum Development   EDUCTAL02

Learn a systematic approach to curriculum development based on a model that includes needs assessment, learning outcomes, course outlines, lesson plans, and assessment approaches for evaluating performance. Develop a course outline and a lesson plan. Prerequisite: SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12821		Jan10	Apr18			OntarioLearn	$432.16
12879		Feb1	May10			OntarioLearn	$432.16

Instructional Techniques   EDUCTAL04

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. A microphone is required for some course assignments. Prerequisite: EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12781		Jan10	Apr18			OntarioLearn	$432.16
12869		Feb1	May10			OntarioLearn	$432.16
12887		Mar1	Jun7			OntarioLearn	$432.16

Instructional Technology In Adult Education   EDUCTAL08

Examine effective integration of instructional technology into curriculum design, teaching techniques and assessment for adult learners. Considerable research and reading are required. Excellent computer and internet skills essential. Use multiple technologies including Turnitin. Prerequisite: EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12848		Jan10	Apr18			OntarioLearn	$292.40

Volunteer Management Certificate (095)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

ce.mohawkcollege.ca/volunteermgt

Gain the knowledge and skills needed for effective management of volunteer programs.

Admission Requirements
- An Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MGMTSSP24	Volunteer Management 1	60
MGMTSSP43	Volunteer Management 2	60
MGMTSSP63	Volunteer Management 3	60

Volunteer Management 2   MGMTSSP43

Further enhance your management skills with emphasis on leadership, legal issues, team building, communications plans, quality assurance. Prerequisite: MGMTSSP24. 24 hours in-class, 36 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12438	SA	Jan21	Mar25	9:00-4:00	6	Blended (FF)	$461.40

<div style="text-align:center">

OTHER COURSES
</div>

Human Services

ce.mohawkcollege.ca/human-services-courses

Abuse and Family Violence   HMNS10120

Abuse of children often occurs within the larger system of family violence. The impact of socialization and prevention programs will be examined as pertinent social issues. Covers assessment, treatment, conflict resolution skills, prevention techniques and programs. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11586		Jan10	Apr18			OntarioLearn	$475.93

ASIST: Applied Suicide Intervention Skills Training   HMNS10038

Learn to recognize risk and how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Updated curriculum will be presented-ASIST 11. Training material included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12435	SA/SU	Feb25	Feb26	8:30-4:30	2	Classroom (FF)	$174.49

Behaviour Management Systems   CONF10007

Learn to intervene in non-physical ways to calm and de-escalate student behaviour before violence occurs. Ontario-based curriculum to understand, prevent, and change negative behaviours. Preferred by many school boards and appropriate for all who work with children. Participants receive a BMS practitioner certificate. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12446	SA	Mar11	Mar11	9:00-4:00	1	Classroom (FF)	$144.93

Mental Health First Aid   HMNS10123

Mental Health First Aid (MHFA) gives people the skills to provide the early help that is so important in recovery. The aim is to improve mental health literacy, and provide the skills and knowledge to help people better manage potential or developing issues with mental health. Recognize the signs and symptoms of mental health problems. Training material will be provided in-class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12461	SA/SU	Mar11	Mar12	9:00-4:00	2	Classroom (FF)	$143.98

Nonviolent Crisis Intervention   CONFMHN08

Crisis Prevention Institute NVCI Certification valid for 1 year upon successful completion. Participants must wear comfortable clothing and closed-toe, rubber soled, flat shoes. Physical exertion is required. Registrations will only be accepted from current Mohawk College Diploma or Certificate students. Please bring proof of registration to class. Workbook included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12451	SA/SU	Jan21	Jan22	9:00-4:00	2	Classroom (FF)	$119.60
12456	SA/SU	Mar18	Mar19	9:00-4:00	2	Classroom (FF)	$119.60

Police Foundations

ce.mohawkcollege.ca/policefoundations

You may register in the following courses whether or not you have been accepted into the Police Foundations Diploma program. Many of these courses are included in the Police Foundations program of studies. The complete program is available through day school classes.

Communications/Reporting   COMMLL223

Develop professional skills for notebook entries, reports, presentations and general communication following guidelines used by police agencies. Access to a video camera is required. Prerequisite: COMMLL123. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11578		Jan10	Apr18			OntarioLearn	$432.16

Criminal And Civil Law — LAWSPF301

Develop legal research and analysis skills. Learn to analyze and classify offences and identify possible defences in criminal cases, examine the rights and obligations of citizens in civil law, and the responsibilities and limitations of citizens and police officers according to the Charter of Rights and Freedoms. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11579		Jan10	Apr18			OntarioLearn	$432.16

Criminal Code — LAWSPF302

Examine the most common Criminal Code offences - those against the person, property, weapons and public order. Apply knowledge acquired in Criminal and Civil Law to determine the facts in issue for the offences discussed. Prerequisite: LAWSPF301. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11580		Jan10	Apr18			OntarioLearn	$432.16

Principles of Ethical Reasoning — LAWS10174

Intended for law enforcement professionals, this course explores personal and professional ethical issues. Learn to clarify values, establish a framework for ethical decisions and appreciate the importance of moral philosophy in decision making. Equivalent to: LAWSPF106. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12840		Jan10	Apr18			OntarioLearn	$456.10

Provincial Offences/Motor Vehicle Offences — LAWS10076

Understand the issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12164		Jan10	Apr18			OntarioLearn	$432.16

Traffic Management — LAWSPF309

Learn to navigate and apply the Provincial Traffic Law, with emphasis on locating topics in the Acts and Regulations, mastering the definitions required to interpret traffic law and applying the law concerning Police Authorities, drivers licenses, permits and rules of the road. Practice interpersonal strategies and procedures for motor vehicle stops. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11581		Jan10	Apr18			OntarioLearn	$432.16

Security and Investigation

ce.mohawkcollege.ca/investigation

Turn to page 2 for contacts

By-Law Enforcement — LAWS10139

Examine the structure of municipal governments, their power to enact bylaws, and the importance of bylaws. Bylaw enforcement officers must have a thorough knowledge and understanding of municipal government and its role in society. They must know how municipal bylaws are generated, passed, and enforced by utilizing different provincial statutes and understand the importance of municipal investigations. 28 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12479		Jan10	Apr18			OntarioLearn	$320.44

Criminal Profiling Introduction — LAWS10177

Gain detailed insight into criminal investigative analysis. Developed for law enforcement professionals, investigators, security personnel and correctional services employees. Study techniques in analyzing, reconstructing and interpreting behaviour crime scenes and explore theories in criminal behaviour that lead to creating a profile of the offender and the offence, such as the types of motivations and behaviour traits and patterns of violent offenders. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11636		Jan10	Apr18			OntarioLearn	$456.10

Private Investigator-Licensing Requirements — LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services. 40 hours in-class and 10 hours online. In-class dates: Jan 21, 28, 29, Feb 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12466	SA/SU	Jan21	Feb4	8:00-4:00	4	Blended (FF)	$395.30

Private Investigator Training — LAWS10138

Learn the training standards prescribed by the Ministry of Community Safety & Correctional Services under the Private Security and Investigative Services Act. Content is based solely on Ministry-mandated requirements for eligibility to write the provincial licensing examination for Private Investigators in the province of Ontario. Equivalent to: Private Investigator-Licensing Requirements (LAWS10091). 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11582		Jan10	Apr18			OntarioLearn	$528.81

Private Security - Licensing Requirements — LAWS10087

Complete the training for security guard testing as mandated by the Ministry of Community Safety and Correctional Services. Ministry required Emergency Level First Aid certification training is included. Training manual may be purchased from the instructor (approx. $45.00). 25 hours in-class and 15 hours online. In-class dates: Jan 21, 28, 29.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12465	SA/SU	Jan21	Jan29	8:00-6:00	3	Blended (FF)	$322.00

Security Guard Training — LAWS10137

Understand the skills and attributes required to fulfill the role of a security guard. As preparation for, and to be eligible to write, the provincial Private Security Guard License certification exam familiarize yourself with requirements described at the Ministry of Community, Safety and Correctional Services website. Includes mandatory chat sessions. Equivalent to: LAWS10087. Prerequisites: Emergency First Aid and CPR prior to end date of course. Book included. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11564		Jan10	Apr18			OntarioLearn	$531.10

Wellness Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Meditation — RECL10041

NEW! Meditation can remove stress and replace it with a sense of calm, relaxation and inner stillness. Open to all levels of experience, this workshop will guide you in your journey to discover stillness and relaxation through awakened, mindful meditation. Students are required to bring a yoga mat or meditation cushion to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12906	TH	Jan12	Feb16	6:00-7:00	6	Classroom (FF)	$110.34
12908	TH	Feb23	Mar30	6:00-7:00	6	Classroom (FF)	$110.34

Yoga: Winter Wellness — RECL10042

NEW! A 4 part series that will inspire you to begin the New Year calm, healthy and balanced. Explore yoga postures, deep breathing and mindfulness to learn how these tools can help your daily life and keep you focused on what is truly important to you. Discover the importance and health benefits of creating balance in all areas of your life. Students are required to bring a yoga mat to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12903	TU	Jan31	Feb21	6:00-8:00	4	Classroom (FF)	$134.69
12905	TU	Feb28	Mar21	6:00-8:00	4	Classroom (FF)	$134.69

Computers

ce.mohawkcollege.ca/computers

Programs and Courses

C Mohawk College Certificates

A Acknowledgements of Completion

Stand-Alone Courses

Course Notes

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

Online Learning Information

- You need access to a computer with appropriate software.
- Instructors provide assistance with course content but cannot provide any technical support.

Prior Learning Assessment and Recognition (PLAR)

Do you have computer skills, but lack a certificate? The PLAR process can help you earn a Certificate faster. Visit www.mohawkcollege.ca/plar or email plar@mohawkcollege.ca to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged.

All Challenge Exams are completed in the Office 2013 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

Software Versions

- Adobe CC (Creative Cloud)
- Adobe Photoshop Elements 11 or 12
- Microsoft Office 2013
- Outlook 2013
- Publisher 2013
- Visio 2013
- Windows 7

Unless specified otherwise, software is your responsibility and is not included in course fees.

Business Computer Applications Certificate (915)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/buscomputer

Whether you need documentation to show your competence with computers or you want to be able to use your home computer more effectively, this program offers courses to meet the needs of today's computer users.

Admission Requirements

- If you do not have a basic understanding of Windows, you are strongly urged to complete Workshop for Windows (INFOBW001) before taking these courses. Refer to page 78.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
INFO10156	Computer Basics with Windows 7, Word and Excel	36
INFO10077	Word Core	36
INFO10078	Excel Core	36
Options - Choose 3:		
See website for a complete list of courses		

Some option courses are offered under the Web Design and Development **Certificate.**

Access Core   INFO10081

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12472		Jan9	Mar20			eLearn	$287.28

Access-Expert   INFO10214

NEW! Discover the advanced features of MSAccess for Windows. Gain skills in enhancing tables to create lookups, creating advanced queries and forms, creating relationships between tables to ensure data accuracy, working with form controls. Create, run and test macros and switchboard forms, set defaults and apply start up options. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12385		Jan10	Apr18			OntarioLearn	$336.40
12391		Feb1	May10			OntarioLearn	$336.40
12393		Mar1	Jun7			OntarioLearn	$336.40

Excel Core   INFO10078

Learn to create and modify Microsoft Excel 2013 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12475		Jan9	Feb13			eLearn	$287.28
12482	TU	Jan17	Apr4	6:30-9:30	12	Classroom (FF)	$289.80

Excel Expert   INFO10079

Learn to manage your Microsoft Excel 2013 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12487		Jan9	Feb6			eLearn	$287.28
12493	WE	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	$289.80

Introduction to Computers 1   COMP10136

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using MS Word and Excel. Equivalent: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11644		Jan10	Apr18			OntarioLearn	$432.16
11442		Feb1	May10			OntarioLearn	$432.16
11489		Mar1	Jun7			OntarioLearn	$432.16

PowerPoint 101   COMP10197

NEW! Learn to use MS PowerPoint for Windows including pull-down menus, toolbars and dialogue boxes. Create colourful graphics and text slides, along with reports, for your projects and presentations. Equivalent: INFO10082. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12514		Jan10	Apr18			OntarioLearn	$336.40

Word Core   INFO10077

Learn basic features of Microsoft Word 2013 including: creating, editing, formatting, printing and saving letters, memos and long documents. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12500		Jan9	Feb6			eLearn	$287.28
12507	TH	Jan12	Mar30	6:30-9:30	12	Classroom (FF)	$289.80

Word Expert   INFO10080

Master advanced features of Microsoft Word 2013. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and mail merges. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12513		Jan9	Feb6			eLearn	$287.28
12516	MO	Jan9	Apr3	6:30-9:30	12	Classroom (FF)	$289.80

Publisher Core   INFO10157

Learn to create professional flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12606		Jan16	Apr10			eLearn	$287.28

Computer Science - Level 1 Certificate (892)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/computerscience

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMP10062	Programming in Java	70
MATH10042	Mathematics for Computer Studies	56
ELEC10118	Computer Hardware and Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	70

MATH10042 is offered on page 106.

Programming in Java   COMP10062

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12363	SA	Jan21	Mar25	9:00-5:00	9	Classroom (FF)	$527.50

Network Fundamentals   ELEC10034

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12360	SA	Jan21	May6	5:00-10:00	14	Classroom (FF)	$527.50

ONE CARD

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Computer Science - Software Engineering Specialist Certificate (893)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/computersciencesoftware

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

Admission Requirements
- Completion of the Computer Science - Level 1 Certificate OR
- Able to meet course prerequisites

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMP10062	Programming in Java	70
COMPCO826	Introduction To Systems Analysis And Design	56
COMP10039	Programming in .NET	70
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

Programming in Java   COMP10062

Concentrate on the creation and use of classes as an object type while covering the basic elements that many traditional languages use (control structures, arrays, and file I/O). The principle programming language taught is Java but the knowledge and basics learned are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12363	SA	Jan21	Mar25	9:00-5:00	9	Classroom (FF)	$527.50

Microcomputer Engineering Hardware Certificate (899)

This program has been suspended. Students who are currently in progress should email cetechnology@mohawkcollege.ca for information.

Microcomputer Engineering Software Certificate (898)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/microcomputersoftware

Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

Admission Requirements
- ELEC10050 - Internet Technologies.
- ELEC10102 - Advanced Server Technologies or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMP10079	Oracle Essentials	56
COMP10039	Programming in .NET	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA (Service Oriented Architecture)	56

Oracle Grid Computing — COMP10081
Gain information about the Grid Space, explore Grid Concepts, Oracle flagship grid-enabling technology. Prerequisite: COMP10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12400	MO	Jan16	Apr24	6:00-10:00	14	Classroom (FF)	$434.96

MicroStation

ACKNOWLEDGEMENT OF COMPLETION
Completion Requirement: 3 courses

ce.mohawkcollege.ca/microstation

Students may work with MicroStation 10 Connect, V8i, or V8. Free software is available.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CADMMSN01	MicroStation 2D - Level 1	24
CADMMSN02	MicroStation 2D - Level 2	24
CADM10009	MicroStation 3D Level 3	24

MicroStation 2D - Level 1 — CADMMSN01
MicroStation is a powerful computer aided drafting (CAD) program that allows users to produce sophisticated 2D and 3D designs. The new user needs clear, basic, step-by-step instruction with related drawing practice to become an effective operator. Purchase the textbook from peter.mann@mohawkcollege.ca.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11197		Jan10	Apr18			OntarioLearn	$385.29

MicroStation 2D - Level 2 — CADMMSN02
Build on the basic techniques covered in Level 1 while learning the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01. Purchase the textbook from peter.mann@mohawkcollege.ca.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11198		Jan10	Apr18			OntarioLearn	$385.29

MicroStation 3D Level 3 — CADM10009
Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11199		Jan10	Apr17			OntarioLearn	$385.29

Network Specialist Certificate (184)

MOHAWK COLLEGE CERTIFICATE
Graduation Requirement: 5 courses

ce.mohawkcollege.ca/networkspecialist

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. Prepares you for CompTIA N+ and Cisco CCNA Certifications.

Admission Requirements
- Server and Network Support Certificate OR
- ELEC10118 (Computer Hardware and Software) and ELEC10034 (Network Fundamentals).

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMP10186	VoIP and Wireless Technologies	70
ELEC10051	Network Design and Troubleshooting	84
ELEC10052	Advanced Network Technologies	70
ELEC10106	Network Security and Management	56
ELEC10034	Network Fundamentals	70

Advanced Network Technologies — ELEC10052
Using Cisco Network Architecture explore network services. Select appropriate Wide Area Network (WAN) devices and technologies to meet network requirements. Implement and configure common WAN data link protocols and apply WAN security concepts, principles of traffic, access control, and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues using proper security and management tools. Prerequisite: ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12403	WE/FR	Jan18	Mar17	6:00-10:00	18	Classroom (FF)	$527.50

Network Fundamentals — ELEC10034
Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12360	SA	Jan21	May6	5:00-10:00	14	Classroom (FF)	$527.50

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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ce.mohawkcollege.ca/servernetworksupport

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED).
- COMPCO001 - Generic Computer Training.
- MATH10042 - Mathematics for Computer Studies or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ELEC10034	Network Fundamentals	70
ELEC10049	Server Administration	70
ELEC10050	Internet Technologies	56
ELEC10102	Advanced Server Technologies	70
ELEC10118	Computer Hardware and Software	56

Advanced Server Technologies — ELEC10102
Learn to install, maintain, monitor and troubleshoot a UNIX/LINUX operating system. Includes: common administration tasks, system backup, software installation and performance tuning. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12523	SU	Jan15	Apr30	9:00-2:00	14	Classroom (FF)	$527.50

Network Fundamentals — ELEC10034
Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to implement network topologies and IP addressing schemes, and configure and maintain local area networks. Lab Kit will be required (extra cost). Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12360	SA	Jan21	May6	5:00-10:00	14	Classroom (FF)	$527.50

Server Administration — ELEC10049
Build Server implementations to meet data source and network requirements using your own versions of MS Windows and Linux Server Network Operating Systems within a portable Virtual Server and Network environment. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12436	SU	Jan15	Apr30	2:00-7:00	14	Classroom (FF)	$527.50

Tuition Assistance
May be available to students who complete an online profile at
mohawkcollege.ca/financial-assistance

Web Design and Development Certificate (971)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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ce.mohawkcollege.ca/webdesign

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

Admission Requirements
- Understanding of Windows.
- Working knowledge of Internet resources.
- If you are unfamiliar with computers or the internet, completion of Introduction to Computers 1 (INFO10136) is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
INFO10110	Web Page Design	36
Options - Choose 5:		
INFO10144	Web Design Basics	36
INFO10149	Photoshop Adobe	36
INFO10112	Web Scripting with PHP	36
INFO10186	JavaScript for the Web	36
INFO10202	WordPress 1	36
COMP10150	Web Design for Mobile Apps	36
See website for a complete list of courses		

Refer to website for scheduling details for the following accelerated courses to be offered in Spring semester:
- INFO10186 JavaScript for the Web
- INFO10202 WordPress 1

Photoshop Adobe — INFO10149
ACCELERATED! Learn to edit and enhance images. Focus on selection tools, layers, masks and channels, text, vector drawing, colour adjustments, compositing, preparing files for the web. eLearn course opens Feb 21. In-class dates: Feb 24, Mar 4, 11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12888	TU/SA	Feb21	Mar11	8:00-4:30	3	Blended (FF)	$289.80

Web Design Basics — INFO10144
ACCELERATED! Learn the basics of Web Page Design including: XHTML, the fundamentals of style sheets, how to make images download quickly and look great, and how to get your completed site up onto the World Wide Web. eLearn course opens Jan 9. In-class dates: Jan 14, 21, 28.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12875	MO/SA	Jan9	Jan28	8:00-4:30	3	Blended (FF)	$289.80

Web Page Design — INFO10110
ACCELERATED! Create web pages, suitable for business or personal use, using Hyper Text Markup Language (HTML) in a windows environment. Prerequisite: INFO10144 or computer coding experience. eLearn course opens Jan 30. In-class dates: Feb 4, 11, 18.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12884	MO/SA	Jan30	Feb18	8:00-4:30	3	Blended (FF)	$289.80

Web Scripting with PHP INFO10112

ACCELERATED! Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Prerequisite: INFO10110. eLearn course opens Mar 13. In-class dates: Mar 18, 25, and Apr 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12891	MO/SA	Mar13	Apr1	8:00-4:30	3	Blended (FF)	$289.80

WordPress 1 INFO10202

NEW! Learn to build and maintain a self-hosted website using the WordPress hosted service. Includes: layout, themes, plugins and widgets. Gain the ability to expand and edit your own work after completion. Foundational knowledge of coding required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11142		Jan10	Apr18			OntarioLearn	$340.28

OTHER COURSES

Analytics

ce.mohawkcollege.ca/computerskills

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Analytics and Big Data BUSN10120

Examine the organizational goals and value provided by analytics and big data systems and processes. Learn the terminology and operating principles of these powerful technologies including the key planning aspects of implementation. Review the goals and roles of the stakeholders involved in analytics projects. 21 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11170		Jan10	Apr18			OntarioLearn	$242.58

Applied IBM Business Intelligence COMP10192

Explore IBM Cognos BI suite of products and underlying architecture. Hands-on demos and labs cover Data Modeling using Framework Manager and Cube Designer, Dashboard and Report Authoring using Report Studio and basic administration of a Cognos BI platform. Network with guest speakers, IBM partners, and BI developers and administrators. 36 hours in class, 12 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12458	SA/SU	Feb4	Mar24	8:30-2:30	6	Blended (FF)	$999.00

Business Analytics for Managers COMP10187

Understand the types and use of business data collected and identify the how and why of using it. Identify and examine legal, ethical and strategic uses of Business Practice handling of important and significant data and appropriate data analysis using case studies and individual and group assignments through in-class and virtual delivery. 24 hours in class, 18 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12454	SA	Jan21	Feb11	8:30-2:30	4	Blended (FF)	$960.48

Does online education fit your learning style?

Visit OntarioLearn.com and click on "Starting Out" to take a short quiz titled "Is Online Learning right for you?"

Cisco Certified Network Associate

ce.mohawkcollege.ca/computerskills

Turn to page 2 for contacts

Cisco Certified Network Associate 1 - Networking Fundamentals INFO10057

Introduces the architecture, structure, functions, components, & models of the internet & other networks. Covers the principles & structure of IP addressing & the fundamentals of ethernet concepts, media, and operations. Learn to build simple LANs, perform basic configurations for routers & switches, and implement IP addressing schemes. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12925		Jan10	Apr18			OntarioLearn	$621.35

Cisco Certified Network Associate 2 - Intro to Routing COMP10055

Describes the architecture, components, & operations of routers & switches in a small network. Configuring a router & a switch for basic functionality. Learn to configure & troubleshoot routers & switches & resolve common issues with RIPv1, RIPng, single-area & multi-area OSPF, virtual LANs and inter-VLAN routing in both IPv4 & IPv6 networks. Prerequisite: INFO10057. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12922		Jan10	Apr18			OntarioLearn	$621.35

Cisco Certified Network Associate 3-Routing and Switching COMP10117

Describes the architecture, components, & operations of routers & switches in larger and more complex networks. Configuring routers & switches for advanced functionality. Learn to configure & troubleshoot routers & switches & resolve common issues with OSPF, EIGRP, & STP in both IPv4 & IPv6 networks. Develop the knowledge & skills needed to implement a WLAN in a small-to-medium network. Prerequisite: COMP10055. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12923		Jan10	Apr18			OntarioLearn	$621.35

Cisco Certified Network Associate 4 - Wide Area Networking COMP10118

Focus on advanced IP addressing techniques (Network Address Translation, Port Address Translation and DHCP), WAN technology & terminology (PPP, ISDN, DDR, Frame Relay, Network Management), with an introduction to optical networking. Discuss network design & implementation with an emphasis on network security & reliability. Prerequisite: COMP10117. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12924		Jan10	Apr18			OntarioLearn	$621.35

Computer Sciences

ce.mohawkcollege.ca/computerskills

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Computer Skills For College COMPCO002

Focus on fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Learn to manage files and folders, format a Word document, manipulate data, formulas and charts in Excel and work with databases. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12622		Jan4	Mar29			eLearn	$335.16

Fundamentals of UNIX COMP10024

Establish a solid foundation with a Unix operating system. Construct and execute well-formed UNIX commands. Install end-user applications. Customize the user environment. Work with UNIX directories and files. Create and troubleshoot shell scripts. You must become familiar with creating and installing a Virtual Machine (https://www.virtualbox.org/wiki/Downloads) prior to the course start. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11204		Jan10	Apr18			OntarioLearn	$484.81

Generic Computer Training COMPCO001

Gain an overview of the Windows operating system, and Microsoft Office, Word and Excel fundamentals. Topics include managing files and folders, formatting a Word document and creating and manipulating data, formulas and charts in Excel. 28 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12623		Jan4	Mar29			eLearn	$223.44

Introduction to C# Programming COMP10116

Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11551		Jan10	Apr18			OntarioLearn	$432.16

Programming for Absolute Beginners COMP10189

NEW! Gain a general understanding of computer programming. Learn to store information in the computer, how to determine what the computer does next and how to get information in and out of the computer. Access to C compiler is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12341		Jan10	Apr18			OntarioLearn	$336.40

Programming in C COMP10122

Build knowledge of structured programming and problem solving using C as the foundation for further programming study. Consider operations; flow control; input/output; arrays; pointers; strings; and structures. Access to a C compiler required. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11546		Jan10	Apr18			OntarioLearn	$456.10

Software Testing COMP10173

Review various levels of software testing such as black box, white box, regression, static, dynamic or automated and learn to create test cases and a test plan. Helpful preparation for the ISTQB International Standard Testing Certified Qualification Board, Certified Tester Foundation Level exam. 21 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12375		Jan10	Apr18			OntarioLearn	$242.58

UNIX Administration 1 COMP10018

Establish a solid foundation in Unix Administration. Configure networking interfaces, as well as user and group administration. Address fundamental security issues. Enable various network services and manage the myriad collection of configuration files that make up the core of a Unix like system. Prerequisite: COMP10024. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11200		Jan10	Apr18			OntarioLearn	$484.81

Computer Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Want some quick computer training? Look here for some hands-on, three-hour workshops to learn the skills you need now!

Introduction to Excel INFO10193

Always wanted to know what Excel is all about? Discover the world of spreadsheeting with Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12864	SA	Jan21	Jan21	1:00-4:00	1	Classroom (FF)	$48.00

Excel Working with Formulas INFO10192

Automate your worksheets through the use of absolute referencing, formulas, and built in functions: such as average, minimum, maximum, count date, if scenarios. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12865	SA	Feb18	Feb18	1:00-4:00	1	Classroom (FF)	$48.00

Excel Linking Multiple Worksheets & Workbooks INFO10191

Introduces the user to advanced features such as working with multiple worksheets and workbooks. Creating/deleting worksheets, creating a formula that links more than one worksheet and or workbook. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12866	SA	Mar4	Mar4	1:00-4:00	1	Classroom (FF)	$48.00

Excel Working with Charts INFO10190

Learn to create a graphical view of worksheet data using Excel's Chart feature. Using Excel 2013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12867	SA	Mar18	Mar18	1:00-4:00	1	Classroom (FF)	$48.00

Desktop Applications

ce.mohawkcollege.ca/computerskills

Turn to page 2 for contacts

Computer Applications for Business INFO10048

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12868	TH	Jan12	Mar2	6:00-9:30	8	Classroom (FF)	$225.40

Microsoft Office 365 COMP10145

Learn to use MS Office 365 Web Apps. These browser-based versions of MS Excel, Word and PowerPoint enable editing of documents in web browsers while preserving the original formatting. MS SharePoint Online and MS Lync Online are also introduced. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11643		Jan10	Apr18			OntarioLearn	$336.40

Microsoft Office 2013 COMP10166

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2013 covering Word, Excel, PowerPoint, Access and Outlook. MAC users not supported.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11630		Jan10	Apr18			OntarioLearn	$432.16
11444		Feb1	May10			OntarioLearn	$432.16
11490		Mar1	Jun7			OntarioLearn	$432.16

Microsoft Office 2016 COMP10191

Become familiar with the applications contained in the Microsoft Office Professional or Academic or University Edition of Microsoft Office 2016 covering Word, Excel, PowerPoint, Access and Outlook. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11632		Jan10	Apr18			OntarioLearn	$432.16
11445		Feb1	May10			OntarioLearn	$432.16
11491		Mar1	Jun7			OntarioLearn	$432.16

MS Office 2010 INFO10095

Study the diverse applications available within Microsoft Office (Professional, Academic or University Edition) including Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. MAC users not supported. Equivalent to: Computer Applications for Business (INFO10048). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11642		Jan10	Apr18			OntarioLearn	$432.16
11440		Feb1	May10			OntarioLearn	$432.16
11488		Mar1	Jun7			OntarioLearn	$432.16

Office Simulation COMP10196
NEW! Learn to integrate word processing and spreadsheet skills by completing a variety of office tasks and prioritize work in order to complete tasks within time constraints. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12517		Jan10	Apr18			OntarioLearn	$555.25

Windows 10 INFO10215
NEW! Learn to use Microsoft Windows 10 to properly operate, secure and customize your computer, manage files, and more. Windows 10 uses a graphical/visual approach to performing operating system tasks. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12474		Jan10	Apr18			OntarioLearn	$432.16

Workshop For Windows INFOBW001
Explore the Windows environment. Learn basic skills including: managing the desktop, files and folders, Internet Explorer and more. Textbook required. Non-credit for the novice computer user.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12619	TU	Jan17	Feb21	6:30-9:30	6	Classroom (FF)	$144.90

Graphic and Web Design

ce.mohawkcollege.ca/computerskills

Adobe InDesign Basics COMP10120
Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign CS5, CS6 or CC required. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11641		Jan10	Apr18			OntarioLearn	$432.16

Design Basics COMP10172
Have you ever needed to design your own business card or flyer? Learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design. Adobe InDesign CS4-6, Word processor and Scanner required. Can support MAC users. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11203		Jan10	Apr18			OntarioLearn	$432.16

Dynamic Web sites with AMP (Apache, MySQL and PHP) COMP10155
Create dynamic web pages using PHP. Install the Apache web server and the MySQL database server and learn to interact with Apache and MySQL via PHP. Equivalent: INFO10112. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12234		Jan10	Apr18			OntarioLearn	$528.81

HTML Intermediate COMP10107
Learn to use Dynamic HTML (DHTML) for Cascading Style Sheets, controlling content, and positioning. Advanced DHTML features and structuring data with XML also receive emphasis. Equivalent to: Web Page Design (INFO10110). Prerequisite: COMP10106. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11208		Jan10	Apr18			OntarioLearn	$432.16

HTML Introduction COMP10106
Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11206		Jan10	Apr18			OntarioLearn	$432.16
11485		Mar1	Jun7			OntarioLearn	$432.16

Introduction to Computers 2 COMP10195
NEW! Learn more advanced and related skills in constructing spreadsheets using Microsoft Excel, developing presentations using Microsoft PowerPoint and creating, maintaining and publishing a database using Microsoft Access. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12518		Jan10	Apr18			OntarioLearn	$432.16

Java - Intermediate COMP10036
Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: COMP10035. 40 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11639		Jan10	Apr18			OntarioLearn	$416.20

Java - Introduction COMP10035
Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, joptionPane Class, arrays and basic Java Applets. 40 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11638		Jan10	Apr18			OntarioLearn	$416.20

Java Advanced COMP10180
Deal with advanced programming concepts and learn how to build Java programs that can access and manipulate data from database tables. Prerequisite: COMP10036. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11209		Jan10	Apr18			OntarioLearn	$432.16

JavaScript COMP10137
Learn the essentials which comprise most modern programming languages using JavaScript. Move from writing simple programs that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11226		Jan10	Apr18			OntarioLearn	$528.81

MySQL Databases COMP10149
Investigate the creation, modification, implementation, and maintenance of MySQL and MSSQL databases. Examine how these databases interface with internet applications and database servers. Prerequisite: Access Expert (INFO10177). Recommended prerequisite: HTML Introduction (COMP10106). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11202		Jan10	Apr18			OntarioLearn	$432.16

Web Usability-Writing & Design COMP10167
Focus on creating audience appropriate dynamic web sites. Discover how to use flow charts and navigational plans to design the framework for your sites. Learn to rewrite print based copy for use on the web, establish content guidelines and create sites that are accessible, usable and flexible. Analyze web site audiences and apply web usability testing principles to ensure good website design. Prerequisite COMP10106. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11210		Jan10	Apr18			OntarioLearn	$336.40

Health and Nursing

ce.mohawkcollege.ca/health

Programs and Courses

Ontario College Graduate Certificates

Diplomas

Ontario College Certificates

Mohawk College Certificates

Acknowledgements of Completion

Other Credentials

Stand-Alone Courses

CREDENTIALED PROGRAMS

Breastfeeding Program

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

LETTER OF RECOGNITION
• Outlining courses, course hours and LEAARC approval.

ce.mohawkcollege.ca/breastfeeding

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation. Emphasis is on physiology, critical appraisal, evidence based practice and research.

Designed to meet the IBLCE curriculum standards required for eligibility to write the IBLCE examination. Approved by the International Lactation Education Accreditation and Approval Committee (LEAARC).

Admission Requirements
• Health professional currently working with or planning to work with the breastfeeding dyad in near future.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10073	Level 1: Breastfeeding Basics	36
NRSG10074	Level 2: Breastfeeding Management	36
NRSG10075	Level 3: Advanced Breastfeeding Practice	36
CLIN10026	Breastfeeding Clinical Experience	24

Level 1: Breastfeeding Basics   NRSG10073
Examine the anatomy and physiology of human lactation, and ways to normalize breastfeeding and infant behaviour. Consider global strategies encouraging breastfeeding and develop skills you need to support successful breastfeeding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12235		Jan11	Apr12			eLearn	$287.28

Level 2: Breastfeeding Management   NRSG10074
Examine nutrition and the biochemistry of breast milk focusing on maternal and infant nutritional needs. Major topics examined are: observation, assessment and management of difficulties related to infant suck and milk transfer and tools and techniques to alleviate minor and major maternal/infant breastfeeding problems. Other foci are breastfeeding research utilization and best practice guidelines. Prerequisite: NRSG10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12238		Jan11	Apr12			eLearn	$287.28

Level 3: Advanced Breastfeeding Practice   NRSG10075
Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRSG10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12240		Jan11	Apr12			eLearn	$287.28

Breastfeeding Clinical Experience   CLIN10026 (SA)
Integrate breastfeeding knowledge and skills in a hospital or community based setting in this 24 hour clinical placement. Prerequisite: NRSG10075. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12150		Jan4	Mar31			FieldWork	$193.20

Bridging for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 24 courses

Designed for Internationally Educated Technologists who wish to meet CSMLS refresher requirements or prepare for the CSMLS exam.

ce.mohawkcollege.ca/bridgingmedlab

Admission Requirements
• Prior Learning Assessment by the CSMLS
• Canadian Language Benchmark of 7

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
SAFEMLS03	Safe Work Practices	12
MLSCMLS04	Specimen Procurement	18
MLSCMLS05	Basic Laboratory Techniques	33
INSTMLS06	Instrumentation Theory	24
INSTMLS07	Instrumentation Lab	18
MLSCMLS02	Standards of Practice	15
MLSCMLS09	Analytical Techniques 1 Theory	42
MLSCMLS10	Analytical Techniques 1 Lab	15
MLSCMLS11	Analytical Techniques 2 Theory	36
MLSCMLS12	Analytical Techniques 2 Lab	14
MLSCMLS13	Analytical Techniques 3 L and T	27
MLSCMLS14	Analytical Techniques 4 L and T	33
MLSCMLS15	Analytical Techniques 5 L and T	27
MLSCMLS17	Assessment and Interpretation of Results	60
MLSCMLS21	Sector and Specific Language and Health Culture	54
MLSCMLS22	Basic Laboratory Techniques II	30
QUALMLS18	Quality Control and Quality Management	54
MLSCMLS23	Sector and Specific Language and Health Culture II	30
MLSCMLS24	Sector and Specific Language and Health Culture III	30
MLSC10007	Introduction to Molecular Techniques	44
MLSCMLS20	Case Studies, Exam Preparation	30
CLINMLS08	Clinical Experience 1	225
CLINMLS16	Clinical Experience 2	225
CLINMLS19	Clinical Experience 3	225

Visit the website for application details, registration processes and additional information.

Analytical Techniques 2 Theory   MLSCMLS11
Review areas of study in Hematology such as Principles of Particle Counting Systems, Morphology of Cellular and Non-Cellular elements and Hemostasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11647		Jan16	Apr7			eLearn	$287.28

Analytical Techniques 3 L and T   MLSCMLS13
Review topics such as Immunology, Blood Group Systems and the handling of Blood Products.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12145		Feb27	Apr14			eLearn	$215.46

Analytical Techniques 4 L and T   MLSCMLS14
Review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12146		Mar6	May19			eLearn	$263.34

Analytical Techniques 5 L and T   MLSCMLS15
Review tissue preparation, staining techniques and tissue assessment relating to the study of Histology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12147		Jan2	Mar3			eLearn	$215.46

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/dementiastudies

Designed to build on the knowledge, skills, and attitude of professionals in the health and/or social service field in order to increase competency and skill in caring for those with dementia.

Admission Requirements
- Must have a Diploma or Degree in Health Sciences or Human Services within Canada.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
COMM10335	Communications and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics And Legalities 1	24
HSCIDEM06	Evaluation & Program Planning In Dementia Care	45
HSCIDEM07	Research And Development In Dementia Care	24
CLINDEM08	Dementia Clinical/Placement	90
Options - Choose 1:		
HSCIGER10	Introduction to The Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30

Courses are integrated with the Working With Dementia Clients - **Multidiscipline Certificate. See page number 95.**

Communication and Interpersonal Skills in Dementia Care   COMM10335
Focus on bringing the PERSON back to personal care. Learn to develop specialized non-verbal communication techniques, facilitate enhancement of workplace interpersonal skills and bridge communications between professional and family caregivers. Equivalent to: COMMDEM02. Prerequisite: HSCIDEM01 or COMM10336.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12283		Jan10	Apr18			OntarioLearn	$288.52

The Study Of Aging - Introduction   HSCIGER10
Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11156		Jan10	Apr18			OntarioLearn	$292.40

Physiology Of Aging   HSCIGER20
Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11159		Jan10	Apr18			OntarioLearn	$292.40

Assessment And Planning   HSCIGER30
Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11161		Jan10	Apr18			OntarioLearn	$292.40

Mental Health Aspects Of Aging   HSCIGER41
Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12289		Jan10	Apr18			OntarioLearn	$292.40

Dementia Clinical/Placement   CLINDEM08 (SA)
Gain clinical experience in Dementia Care. All theory courses must be completed prior to placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12271		Jan4	Mar31			FieldWork	$659.70

Diabetes Education Certificate (928)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/diabeteseducation

Develop a firm foundation in current clinical approaches to diabetes education. An excellent step towards certification as a Certified Diabetes Educator (CDE).

Admission Requirements
- Must be a practicing RN, RPN, Registered Dietician, Pharmacist, Chiropodist, RMT, Physician or another health related professional.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIDW001	Diabetes Care - Basic	30
HSCI10052	Introduction to Patient Education	30
HLTH10234	Living with Diabetes	45
HLTH10235	Diabetes: Throughout the Lifespan	45
HLTH10057	Diabetes Field Placement 1	60

Diabetes: The Basics   HLTH10236 (SA)
Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control including balance of food, physical activity and medication. Equivalent to: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12294		Jan10	Apr18			OntarioLearn	$456.10
12323		Mar1	Jun7			OntarioLearn	$456.10

Diabetes Education: Approaches in Practice   HLTH10233
Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Equivalent to: HSCI10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12295		Jan10	Apr18			OntarioLearn	$456.10
12325		Mar1	Jun7			OntarioLearn	$456.10

Living with Diabetes HLTH10234

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSCI10052 or HLTH10233. Equivalent to: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12297		Jan10	Apr18			OntarioLearn	$456.10
12330		Mar1	Jun7			OntarioLearn	$456.10

Diabetes: Throughout the Lifespan HLTH10235

Examine special issues related to diabetes and long-term complications. Consider diabetic pregnancy, gestational diabetes, and diabetes in children, adolescents and the elderly. Explore the design and evaluation of Diabetes education programs. Prerequisite: HLTH10028 or HLTH10234.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12298		Jan10	Apr18			OntarioLearn	$456.10
12332		Mar1	Jun7			OntarioLearn	$456.10

Diabetes Field Placement 1 HLTH10057 (SA)

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. All theory courses must be completed prior to placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12220		Jan4	Mar31			FieldWork	$461.40

Food Services Certificate (816)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/foodservices

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Admission Requirements
- Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CULIHCF10	Introduction To Institutional Food Service	30
CULIHCF20	Food Preparation 1	30
SAFE10096	Sanitation And Safety	42
SAFEHCF40	Food Service Management Functions	30
CULIHCF50	Food Preparation - 2	30
HLTH10232	Introduction to Nutrition	42
WORKHCF02	Food Services Fieldwork Requirement	60

Communication and the Food Service Worker CULI10082

Focus on the communication skills required by the Food Service Worker in health care. General principles of human communication such as verbal communication and listening are explored. Learn effective communication skills with patients, residents, co-workers and supervisors and develop writing and presentation skills. Equivalent: CULI10076 and CULIHCF10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12409		Jan10	Apr18			OntarioLearn	$432.16

Quantity Food Preparation CULI10083

Focus on cooking principles and methods for preparing food in large quantities. Review the nutritional components and values of various foods and methods for maintaining nutrition throughout food preparation and service. Food types will be examined and major cooking equipment will be discussed. Equivalent: CULI10075 and CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12420		Jan10	Apr18			OntarioLearn	$432.16

Sanitation and Safety SAFE10096

Focus on preventing food-borne illness in health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: SAFEHCF30 or HSCI10183.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12287		Jan10	Apr18			OntarioLearn	$432.16

Institutional Food Service SAFE10097

Focus on menu planning for an institutional kitchen. Learn to interpret menus, decide if menu items are within the capability of the institution, and identify appropriate cooking methods. Covers adapting recipes to specific quantities and portioning food according to the specifications of the institution. Learn to maintain appropriate inventories of foods and calculating food costs. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: SAFEHCF40 or HSCI10064.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12286		Jan10	Apr18			OntarioLearn	$432.16

Introduction to Nutrition in Health Care HLTH10065

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins, minerals and weight control throughout the life cycle. Prerequisite: CULIHCF20 or CULI10075. Equivalent to: CULIHCF50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12288		Jan10	Apr18			OntarioLearn	$336.40

Introduction to Nutrition HLTH10232

Introduces the basic principles of nutrition and the role of nutrition in the health care environment. Current nutrition recommendations for fat, fibre, vitamins, minerals and weight control will be discussed. Explore special considerations for nutrition throughout the life cycle. Prerequisite: CULIHCF10 or CULI10076. Equivalent to: HLTHHCF60 or HLTH10224.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12511		Jan10	Apr18			OntarioLearn	$432.16

Food Services Fieldwork Requirement WORKHCF02 (SA)

Required for students who are not currently working in a Health Care Facility. All theory courses must be completed prior to fieldwork. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12219		Jan4	Mar31			FieldWork	$461.40

Gerontology - Multidiscipline Certificate (037)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/gerontology

Designed for those who wish to pursue formal studies in aging. Gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

Admission Requirements
- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCIGER10	The Study Of Aging - Introduction	30
HSCIGER20	Physiology Of Aging	30
HSCIGER30	Assessment And Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 2:		
COMM10335	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. See page 96.

The Study Of Aging - Introduction   HSCIGER10
Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11156		Jan10	Apr18			OntarioLearn	$292.40

Physiology Of Aging   HSCIGER20
Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11159		Jan10	Apr18			OntarioLearn	$292.40

Assessment And Planning   HSCIGER30
Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11161		Jan10	Apr18			OntarioLearn	$292.40

Mental Health Aspects Of Aging   HSCIGER41
Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12289		Jan10	Apr18			OntarioLearn	$292.40

NEW Health Care Administration

ACKNOWLEDGMENT OF COMPLETION

Completion Requirement: 7 courses

ce.mohawkcollege.ca/healthcare

Health Care Administration will help provide an individual with knowledge and confidence in managing Health Care Professionals. Obtain skills in planning, ethics, policies, operations and more.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HLTH10241	Financial Practices for Health Care Organizations	42
HLTH10238	Health Care Operations	45
HLTH10239	Health Care Policy	45
HLTH10237	Law and Health Care Administration	45
HLTH10240	Statistics for Health Care Professionals	42
HLTH10251	Health Care Planning	45
HMNS10138	Management of Human Resources in Health Care	45

Health Care Operations — HLTH10238

NEW! Explore the impact of managerial decision-making on operational effectiveness. Learn typical challenges faced by line managers including operational planning, quality management and process redesign. Become familiar with the environmental factors that affect health care operations and determine the impact on organizational resources. Critical thinking and decision making processes are examined and applied to management and leadership problems in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12316		Jan10	Apr18			OntarioLearn	$456.10

Health Care Planning — HLTH10251

NEW! Understand the process of critical thinking and decision making and apply these skills to solve management and leadership problems in health care. Use quantitative and qualitative data to support decision making. Practice managerial and leaderships skills that support effective problem solving.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12313		Jan10	Apr18			OntarioLearn	$456.10

Health Care Policy — HLTH10239

NEW! Provides an overview of the current federal and provincial policy impacting the operation and service delivery of health care in Ontario. Become familiar with the internal and external factors impacting policy decision-making and implementation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12318		Jan10	Apr18			OntarioLearn	$456.10

Law and Health Care Administration — HLTH10237

NEW! Introduces the current legal landscape in Canadian Health Care with emphasis on Ontario. Explore the impact of legal decisions on the provision of service delivery, labour relations, policy, and other managerial functions. Understand the role of institutional governance, accreditation, and risk management in health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12321		Jan10	Apr18			OntarioLearn	$456.10

Management of Human Resources in Health Care — HMNS10138

NEW! Develop the necessary skills to manage staff, create a positive organizational culture and lead within a unionized workplace. Provides an **overview of the Human Resources areas that most significantly impact a health** care administrator, such as health and safety, training and development, and labour relations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12315		Jan10	Apr18			OntarioLearn	$456.10

Holistic Studies - Introduction

Medical Device Reprocessing Certificate (MDR) (927)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/mdr

Acquire the sterile processing theory and specialized skills to function in a Medical Device Reprocessing Department.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCI10121	Medical Device Reprocessing - Introductory	30
HSCI10123	MDR Principles and Practices 1	30
HSCI10124	MDR Principles and Practices 2	30
HSCI10125	MDR Principles and Practices 3	30
HSCI10122	MDR Laboratory Experience	42
CLIN10059	Clinical Experience MDR	150

MDR Principles and Practices 2 — HSCI10124

Provides knowledge and techniques necessary to assume proper instrument assembly and different methods of sterilization. Balance of hours online. Prerequisite: HSCI10123.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12156	WE	Jan11	Feb22	5:30-9:30	7	Blended (IH)	$241.50

MDR Principles and Practices 3 — HSCI10125

Covers event related sterility as it pertains to storage and distribution, material management and professionalism. Balance of hours online. Prerequisites: HSCI10124 and HSCI10122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12160	WE	Mar29	May10	5:30-9:30	7	Blended (IH)	$241.50

MDR Laboratory Experience — HSCI10122

Offered over 5 Saturdays involves 42 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical. Dates: Jan 14, 28, Feb 11, Mar 11, 25. Prerequisite: HSCI10121. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12149	SA	Jan14	Mar25	7:30-5:00	5	Other	$338.10

Clinical Experience Medical Device Reprocessing CLIN10059 (SA)

Apply MDR theory in a full-time preceptored experience in a hospital setting. Lab fee included. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12153		Jan4	Mar31			FieldWork	$800.80

Do you have an idea for a new course or program?

Let us know at ce.mohawkcollege.ca/ideas

Medical Laboratory Technician Certificate (047)

SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

ce.mohawkcollege.ca/medlabassistant

ce@michener.ca

Offered in conjunction with the Michener Institute (Toronto) and approved by the National Certification Body CSMLS and the Provincial Body OSMT. Complete the theory portion online at Mohawk College and the laboratory sessions at the Michener Institute. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

THE Michener INSTITUTE For Applied Health Sciences®

Admission Requirements
- Grade 12 English and Math AND
- Grade 11 Chemistry OR
- Mature student status.
- Submit application online on the Program webpage for September 2017.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MLSCMLA50	Med Lab Assistant Module 1	30
MLSCMLA51	MLAR Mod 2 - Laboratory Basics	21
BIOL10006	Preparatory Biology	56
MLSCMLA53	MLAR Mod 4 - Basic Techniques In Hematology	27
CHEMMLA54	MLAR Mod 5 - Basic Techniques In Chemistry	27
MLSCMLA55	MLAR Mod 6 - Basic Techniques In Microbiology	24
MLSCMLA56	MLAR Mod 7 Histology/Cytology	24
MLSCMLA61	Introduction To Transfusion Medicine	24
MLSC10003	Laboratory Basics Workshop	22
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

Med Lab Assistant Module 1 Introduction — MLSCMLA50
Focus on ethics, standards of practice, patient rights and safety. Covers specimen collection, handling, reception, processing and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11345		Jan11	Apr12			eLearn	$239.40

MLAR Mod 2 - Laboratory Basics — MLSCMLA51
Review laboratory protocols including basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/plasticware is presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11346		Jan11	Apr12			eLearn	$167.58

Preparatory Biology — BIOL10006
Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11347		Jan11	Apr12			eLearn	$431.81

Basic Techniques In Hematology — MLSCMLA53
Learn appropriate protocols at the lab assistant level for collecting and handling routine hematological specimens, preparing and staining blood films, setting up for processing of hemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11348		Jan11	Apr12			eLearn	$215.46

MLAR Mod 5 - Basics Techniques In Chemistry — CHEMMLA54
Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11350		Jan11	Apr12			eLearn	$215.46

MLAR Mod 6 - Basic Techniques In Microbiology — MLSCMLA55
Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11351		Jan11	Apr12			eLearn	$191.52

MLAR Mod 7 Histology/Cytology — MLSCMLA56
Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11352		Jan11	Apr12			eLearn	$191.52

Introduction To Transfusion Medicine — MLSCMLA61
Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11353		Jan11	Apr12			eLearn	$191.52

Laboratory Basics Workshop — MLSC10003
Gain practical skills in basic laboratory techniques and the use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler Illumination.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11357	FR SA/SU	Mar24	Mar26	5:00-9:00 9:00-5:00	3	Classroom (FF)	$152.95

Clinical Experience 2 — CLIN10035 (SA)
4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed. Clinical fees included. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12172		Jan4	Mar31			FieldWork	$1365.80

Medical Terminology

See page 30 for information on this program.

Medical Transcription Certificate (172)

See page 30 for information on this program.

Oncology Nursing Certificate (883)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/oncologynursing

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSGNSCC1	Oncology Nursing - Introductory	30
HSCINSCC2	Communications And Psychosocial Issues	36
HSCINSCC3	Major Malignancies I	39
HSCINSCC4	Major Malignancies II	39
HSCINSCC5	Symptom Control And Management	39
HSCI10151	Health Assessment	42
CLINNSCC6	Oncology Clinical Experience	48

Oncology Nursing-Introductory NRSGNSCC1
Explore Oncology Nursing. Includes: pathophysiology, epidemiology, prevention, screening and detection, treatment modalities and clinical trials. Prerequisite: Certification of registration from CNO as RN or RPN.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11127		Jan11	Apr12			eLearn	$239.40

Major Malignancies I HSCINSCC3
Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Includes: gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC2.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11129		Jan11	Apr12			eLearn	$311.22

Major Malignancies II HSCINSCC4
Examine the disease processes of cancer and the nurse's role in treatment, prevention and detection. Focus on cancers of the head and neck, the brain and central nervous system, skin cancer and melanomas, multiple myelomas, adult leukemia, and Hodgkin and non-Hodgkin lymphomas. Prerequisite: HSCINSCC3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11130		Jan11	Apr12			eLearn	$311.22

Health Assessment HSCI10151
Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12279		Jan10	Apr18			OntarioLearn	$432.16

Oncology Clinical Experience CLINNSCC6 (SA)
Integrate the knowledge and skills learned in the theory modules in a clinical setting. Hospital and/or community settings may be selected. All theory courses must be completed prior to placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12176		Jan4	Mar31			FieldWork	$382.08

Palliative Care - Multidiscipline Certificate (017)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/palliativecare

Palliative Care aims to relieve suffering and improve quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals. The curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Admission Requirements

- Must be a regulated/certified health care professional (e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCIHZA69	Palliative Care-Introduction	40
COMM10084	Communication And Informed Decision Making	40
HMNS10016	Loss, Grief & End Of Life Issues	40
HMNS10017	Professional Issues and Advocacy	40
HSCI10082	Pain Management	40
HSCI10083	Symptom Management	40
CLIN10033	Field Practicum	30

Palliative Care-Introduction HSCIHZA69
Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11322		Jan11	Apr12			eLearn	$319.20

Loss, Grief & End Of Life Issues HMNS10016
Explore models of loss and grief in the context of end of life issues. Concepts such as anticipatory grief, grief in the family system, and grieving over the life span will be examined. Ethical issues will be addressed as grief is discussed in the content of culture, family, life stages, and the physical, social, emotional and spiritual needs of individuals and their families. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11342		Jan11	Apr12			eLearn	$319.20

Professional Issues and Advocacy HMNS10017
Focus on interdisciplinary and collaborative practice between the palliative care team and the family. Discuss ethical issues and decision-making and legal issues. Advocacy for the rights of the person with advanced illness and their family will be discussed. Examine professional development, research and education for the palliative care professional. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11344		Jan11	Apr12			eLearn	$319.20

Field Practicum CLIN10033 (SA)
Benefit from the opportunity to practice in a hospice palliative care setting tailored to your identified learning needs. All theory courses must be completed prior to placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12180		Jan4	Mar31			FieldWork	$241.50

Perioperative Nursing Certificate (943)

ONTARIO COLLEGE GRADUATE CERTIFICATE
Graduation Requirement: 8 courses

ce.mohawkcollege.ca/perioperative

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Admission Requirements
- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Visit the website for the suggested program/course progression.		
Mandatory Courses:		Hours
NRSG10058	Operating Room Nursing - Introductory	48
HSCINSC87	Anaesthesia, Assessment & Critical Care	42
HSCI10156	O.R. Laboratory Experience A	45
NRSG10032	Operating Room Principles and Practices 1 Theory	38
NRSG10033	Operating Room Principles and Practices 2 Theory	40
HSCI10158	OR Laboratory Experience B	40
HSCI10184	Operating Room Lab Experience C	12
CLIN10060	R.N. Operating Room Clinical	150

Operating Room Nursing-Introductory　　　　NRSG10058
ACCELERATED! Introduces perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11387		Jan12	Feb24			eLearn	$378.93

Anaesthesia, Assessment & Critical Care　　　HSCINSC87
ACCELERATED! Focus on the perioperative nursing management of anesthesia assessment and critical care for the circulating role.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11527		Mar6	Apr7			eLearn	$335.16

O.R. Laboratory Experience A　　　　　　　HSCI10156
Practice skills for the scrub and circulating nurse roles in an operating room environment. Consists of lab and online. Location: Juravinski Hospital. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12537	SA	Mar11	Apr15	7:30-3:00	6	Other	$387.25

Operating Room Principles and Practices 1 Theory　NRSG10032
ACCELERATED CRN! Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary. Prerequisite: NRSG10058.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11319		Jan9	Feb7			eLearn	$303.24
11318		Jan9	Mar6			eLearn	$303.24

Operating Room Principles and Practices 2 Theory　NRSG10033
ACCELERATED CRN! Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac. Prerequisite: NRSG10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11321		Feb20	Mar27			eLearn	$319.20
11320		Mar20	May22			eLearn	$319.20

R.N. Operating Room Clinical　　　　　　CLIN10060 (SA)
Apply perioperative nursing theory and skills in this 150 hour full-time preceptored Operating Room Suite. All theory and lab courses must be taken prior to placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12186		Jan4	Mar31			FieldWork	$726.40

Psychosocial Rehabilitation Certificate (016)

ONTARIO COLLEGE GRADUATE CERTIFICATE
Graduation Requirement: 6 courses

ce.mohawkcollege.ca/psychosocialrehab

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. Gain an understanding of the foundations of the approach as well as core knowledge of, and experience with, skills related to incorporating the approach within mental health practices and programs. Many graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through www.uspra.org.

Admission Requirements
- Degree, diploma or certificate in a relevant field.
- If you do not have related knowledge and experience in mental health HLTH10016 (Mental Health Introduction) is a recommended starting point.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehabilitation Process	45
HSCI10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends In Mental Health	45
HSCIPSR06	Independent Study In Psychosocial Rehabilitation	60

Psychosocial Rehabilitation Foundations　　HSCIPSR01 (SA)
The Psychosocial Rehabilitation (PSR) approach enhances mental health recovery by supporting people who are recovering their mental health and well-being. Examine the vision, intention, philosophy, interventions and application of the PSR approach. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11121		Jan10	Apr18			OntarioLearn	$412.10

Mental Health Services　　　　　　　　　HSCIPSR02
Focus on applying the PSR framework in programs. Describes the measurement of PSR outcomes and illustrated a range of PSR programs. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11123		Jan10	Apr18			OntarioLearn	$412.10

Mental Health Practitioner Competencies　　HSCI10092
Key practitioner roles in mental health are presented, including: community support, peer support, vocational rehabilitation and housing support. Examine how the recovery and psychosocial rehabilitation approaches are integrated in mental health practitioner roles and determine the specific competencies integral to each of the roles. Weekly chat sessions: Thursdays at 8:30 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11122		Jan10	Apr18			OntarioLearn	$412.10

Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/criticalcarenursing

Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting or those who want to prepare for critical care nursing.

Admission Requirements
- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSG10036	Critical Care Module 1 - Introductory	30
NRSG10001	Critical Care Module 2 - Respiratory	33
NRSG10002	Critical Care Module 3 - Cardiovascular Nursing	45
NRSG10035	Special Needs Population In Critical Care Module 4	30
NRSG10003	Critical Care Module 5 - Neurosciences	36
NRSG10004	Critical Care Module 6 - Gastrointestinal and Genitourinary	39
CLIN10004	Critical Care Module 2 (Respiratory) - Clinical	24
CLIN10005	Critical Care Module 3 (Cardiovascular) - Clinical	24
CLIN10006	Critical Care Module 5 (Neurosciences) - Clinical	24
CLIN10007	Critical Care Module 6 (GI/GU) - Clinical	8

Critical Care Module 1-Introductory — NRSG10036

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11115		Jan11	Apr12			eLearn	$239.40
11623		Feb1	May3			eLearn	$239.40

Critical Care Module 2 - Respiratory — NRSG10001

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11116		Jan11	Apr12			eLearn	$263.34

Critical Care Module 3 Cardiovascular Nursing — NRSG10002

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11117		Jan11	Apr12			eLearn	$359.10

Special Needs Population In Critical Care Module 4 — NRSG10035

Learn how to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11118		Jan11	Apr12			eLearn	$239.40

Critical Care Module 5 Neurosciences — NRSG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11119		Jan11	Apr12			eLearn	$287.28

Critical Care 6 Gastrointestinal and Genitourinary — NRSG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11120		Jan11	Apr12			eLearn	$311.22

Critical Care Module 2 (Respiratory) - Clinical — CLIN10004 (SA)

Use the knowledge and skills learned in the respiratory module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10001. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12198		Jan4	Mar31			FieldWork	$193.20

Critical Care Module 3 (Cardiovascular) - Clinical — CLIN10005 (SA)

Integrate knowledge and skills learned in the cardiovascular module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10002. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12200		Jan4	Mar31			FieldWork	$193.20

Critical Care Module 5 (Neurosciences) - Clinical — CLIN10006 (SA)

Apply knowledge and skills learned in the neurosciences module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10003. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12202		Jan4	Mar31			FieldWork	$193.20

Critical Care Module 6 (GI/GU) - Clinical — CLIN10007 (SA)

Use knowledge and skills learned in the GI/GU module in this preceptored clinical placement. The preceptor retains responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10004. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12204		Jan4	Mar31			FieldWork	$64.40

Ready to Graduate?

Visit **www.mohawkcollege.ca/ConvocationPrep** for information and instructions.

Registered Nurse - First Assistant Certificate (921)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/rnfa

Program is comprised of independent study, part-time online, a full-time didactic component and a clinical internship. The didactic/laboratory practice component will be held in Hamilton. Accommodations will be your responsibility.

Admission Requirements
- See website.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 2 · NRSG10040

Develop intraoperative knowledge and techniques necessary for the RN First Assistant's role. The nursing diagnosis is used as the defining guide in planning and implementing patient care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11114		Jan11	Apr12			eLearn	$311.22

Registered Nurse - Occupational Health Nursing Certificate (875)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/occupationalhealthnursing

Prepare for practice as an Occupational Health Nurse in various employment settings. The courses will enhance the knowledge and skills of experienced Occupational Health Nurses and will assist with meeting the application qualifications for the Canadian Nurses Association Specialty Certificate Examination (COHN-C).

Admission Requirements
- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSGOHN01	Occupational Health Nursing Intro	42
HSCIOHN02	Occupational Health and Surveillance	42
HSCIOHN03	Health and Safety Legislation	42
HSCIOHN04	Health and Safety Management	42
WORKOHN05	Occupational Health Nursing Project	42
MGMT10020	Ergonomics and Disability Management for Occupational Health Nursing	42
HSCI10151	Health Assessment	42
HLTH10030	Health in the Workplace	42

Occupational Health Nursing Introduction · NRSGOHN01

Discover the practice of occupational health nursing and the ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11108		Jan10	Apr18			OntarioLearn	$388.16

Occupational Health and Surveillance · HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11109		Jan10	Apr18			OntarioLearn	$388.16

Health and Safety Legislation · HSCIOHN03

Introduces various health and safety legislation to assist you in the design and implementation of a health and safety program. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11110		Jan10	Apr18			OntarioLearn	$388.16

Health Assessment · HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12279		Jan10	Apr18			OntarioLearn	$432.16

Health in the Workplace · HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11113		Jan10	Apr18			OntarioLearn	$388.16

Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Obstetrics

Graduation Requirement: 7 courses for Neonatal

- On successful completion of each program you must apply for the Certificate in Perinatal Nursing and the Acknowledgement of Completion for the specific specialty.

ce.mohawkcollege.ca/perinatalnursing

Expand your knowledge and skills in Perinatal Nursing with an in-depth study of obstetrical/neonatal nursing of mother, fetus/newborn and family from conception to six weeks postpartum. Emphasis is on physiology, evidenced-based practice, research and nursing management. The Perinatal Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Admission Requirements
- Proof of current RN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
High Risk Obstetrics		
Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation - Provider Certification	10
NRSG10049	Obstetrical Nursing 1 Advanced	35
NRSG10051	Obstetrical Nursing 2 Advanced	40
CLIN10002	Obstetrical Nursing 1 Clinical Experience	72
CLIN10003	Obstetrical Nursing 2 Clinical Experience	72
Neonatal		
Mandatory Courses:		Hours
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation	10
NRSG10045	Neonatal Nursing 1 Advanced	35
NRSG10043	Neonatal Nursing 2 Advanced	40
CLINNSCF2	Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4	Advanced Neonatal Nursing 2 Clinical Experience	72

Perinatal Nursing 1 — NRSG10055

ACCELERATED CRN! Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Covers fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11609		Jan11	Mar2			eLearn	$279.30
11005		Jan11	Apr12			eLearn	$279.30
11612		Mar6	Apr21			eLearn	$279.30

Perinatal Nursing Part 2 — NRSG10056

ACCELERATED CRN! Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11617		Jan11	Mar2			eLearn	$279.30
11006		Jan11	Apr12			eLearn	$279.30
11619		Mar6	Apr21			eLearn	$279.30

Neonatal Resuscitation-Provider Certification — HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12221	FR	Mar3	Mar3	9:00-5:00	1	Classroom (IH)	$217.49

Neonatal Nursing 1 Advanced — NRSG10045

Examine nursing assessment and care of the moderately ill and/or preterm neonate. Includes preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11105		Jan11	Apr12			eLearn	$279.30

Neonatal Nursing 2 Advanced — NRSG10043

Examine the assessment and care of critically ill and/or very premature neonates. Topics include: cardiac problems, congenital anomalies, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Class Dates Jan 20, Feb 6, 24, March 24, 31. Prerequisite: NRSG10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11602	FR MO	Jan20	Mar31	9:00-4:00 9:00-4:00	5	Classroom (IH)	$319.20

Advanced Neonatal Nursing 1 Clinical Experience — CLINNSCF2 (SA)

Integrate the knowledge and skills learned in Advanced Neonatal Nursing 1 in a clinical setting. Clinical experience takes place in Level 2 perinatal nursing setting. Prerequisites: NRSG10045 and HSCI10163. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12211		Jan4	Mar31			FieldWork	$540.72

Advanced Neonatal Nursing 2 Clinical Experience — CLINNSCF4 (SA)

Integrate the knowledge and skills learned in Neonatal Nursing 2 Advanced in a Level 2+ or 3 neonatal intensive care setting. Prerequisites: NRSG10043 and CLINNSCF2 and HSCI10163. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12212		Jan4	Mar31			FieldWork	$540.72

Obstetrical Nursing 1 Advanced — NRSG10049

Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring, abnormal labour, and perinatal bereavement. You are required to login to eLearn at least ONE WEEK PRIOR TO FIRST CLASS. Course manual available on eLearn course home page. Prerequisite: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11104		Jan11	Apr12			eLearn	$279.30

Obstetrical Nursing 2 (Advanced) — NRSG10051

Focus on more complex obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease and obstetrical emergency situations. Some classess will be held at IAHS, Prerequisites: NRSG10049.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11605		Jan11	Apr12			Blended (IH)	$319.20

Obstetrical Nursing 1 Clinical Experience — CLIN10002 (SA)

Integrate the knowledge and skills learned in Advanced Obstetrical Nursing 1. Clinical experience will occur in a Level 2 perinatal nursing setting (L&D, antepartum clinic, antenatal diagnostic unit, etc.). Prerequisites: HSCI10163 and NRSG10049. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12206		Jan4	Mar31			FieldWork	$540.72

Obstetrical Nursing 2 Clinical Experience — CLIN10003 (SA)

Integrate knowledge and skills learned in the Advanced Obstetrical Nursing 1 & 2 courses in a Level 3 (or Level 2+/equivalent) perinatal clinical setting. Prerequisites: NRSG10051 and HSCI10163. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12209		Jan4	Mar31			FieldWork	$540.72

Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/mentalhealthnursing

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HSCI10145	Advancements in the Mental Health System	40
HSCI10147	Introspective Practice	36
HSCI10148	Health Challenges	36
HSCI10149	Whole Person Assessment	36
HSCI10150	Interventions Supporting Recovery	36
CLIN10070	Clinical for Mental Health	40

Advancements in the Mental Health System   HSCI10145

Integrate an appreciation of mental illness, knowledge of past, present and future trends, and an awareness of the legal aspect of mental health reform to shape your interactions with clients, families and the system. Explore the lived experiences of clients and challenge your awareness of cultural competence and the impact of stigma. Cannot be completed concurrently with any other course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13001		Jan11	Apr12			eLearn	$319.20

Introspective Practice   HSCI10147

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Prerequisite: HSCI10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11001		Jan11	Apr12			eLearn	$287.28

Health Challenges   HSCI10148

Investigate major mental illnesses and adapt your nursing practice to incorporate clients' mental illness as well as the effect of physical and social challenges on their health and recovery. Analyze the interplay between addiction, trauma and mental health. Prerequisite: HSCI10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11002		Jan11	Apr12			eLearn	$287.28

Clinical for Mental Health   CLIN10070 (SA)

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Clinical paperwork, information and assessments are housed on eLearn. All theory courses must be completed prior to clinical placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11376		Jan4	Mar31			FieldWork	$322.00

Registered Nurse/Registered Practical Nurse - Pediatric Nursing

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 7 courses

ce.mohawkcollege.ca/pediatric-nursing

Expand your knowledge and skills in Pediatric Nursing. Provides an in-depth study of content essential to the provision of effective nursing care for the pediatric population (infancy to adolescence) and their families.

Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSG10057	Pediatric Nursing - Introductory	40
NRSG10066	Nursing Care of Children with Cardio/Respiratory Disorders	40
NRSG10067	Nursing Care of Children with GI & Metabolic Disorders	40
NRSG10068	Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	40
NRSG10069	Nursing Care of Children with Hematological, Oncological & Palliative Care Needs	40
NRSG10091	Nursing Care of Children with Altered Mental Function	40
CLIN10056	Nursing Clinical Practicum	30

Pediatric Nursing-Introductory   NRSG10057

Explores the growth and development of pediatric clients from infancy to adolescence reviewing the normal physical, cognitive, social, and psychological developmental changes of each group. Designed for RNs and RPNs interested in caring for pediatric clients in the community and acute care settings, and provides key insights into supporting optimal development of pediatric clients in each age group.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12166		Jan11	Apr12			eLearn	$319.20

Nursing Care of Children with Cardio/Respiratory Disorders   NRSG10066

Focus on care of pediatric patients with cardiorespiratory disorders, particularly in a community setting. Emphasis on pathology, medical and nursing management, medication administration and ongoing assessment. You must login to eLearn one week prior to the start date. Prerequisite: NRSG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12167		Jan11	Apr12			eLearn	$319.20

Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function   NRSG10068

Examine the pediatric population with neurological, sensory and musculoskeletal problems. Focus on pathophysiology, assessment, medical and nursing management. Factors considered are client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus. Prerequisite: NRSG10057

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12168		Jan11	Apr12			eLearn	$319.20

Get Started in eLearn

Information on accessing your eLearn course is available at **ce.mohawkcollege.ca/elearn**

Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs NRSG10069

Examine the pediatric population with hematological, oncological problems and palliative care needs. Focus on pathophysiology, assessment, medical & nursing management. Consider client and family communication, education, cultural and spiritual influences. The community as a clinical setting is a major focus. Prerequisite: NRSG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12169		Jan11	Apr12			eLearn	$319.20

Pediatric Nursing Clinical Practicum CLIN10056 (SA)

Apply knowledge and skills of pediatric nursing acquired from prior paediatric nursing modules in a preceptored clinical placement. Focus will be on provision of care to pediatric patients and their families in a community setting. All theory courses must be completed prior to clinical placement. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12155		Jan4	Mar31			FieldWork	$241.50

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/maternalnewbornnursing

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Admission Requirements
• Proof of current RPN registration with College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSG10055	Perinatal Nursing 1	35
NRSG10056	Perinatal Nursing 2	35
HSCI10163	Neonatal Resuscitation-Provider Certification	10
NRSGNSCA1	Perinatal RPN Maternal Care	35
NRSGNSCA2	Perinatal Newborn And Family Care (RPN)	35
CLIN10073	RPN Perinatal Nursing Clinical	84

Perinatal Nursing 1 NRSG10055

ACCELERATED CRN! Enhance your knowledge and nursing skills in the field of perinatal nursing. Study the process of pregnancy from conception, through the antenatal period to labour & delivery. Covers fertilization, embryological and fetal development, psychological & physiological adaptations to pregnancy, pregnancy risk assessment, prenatal education applying health teaching principles & the process of labour & delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11609		Jan11	Mar2			eLearn	$279.30
11005		Jan11	Apr12			eLearn	$279.30
11612		Mar6	Apr21			eLearn	$279.30

Perinatal Nursing Part 2 NRSG10056

ACCELERATED CRN! Continue your in-depth study of perinatal nursing from the end of the labour process through the intrapartum and postpartum periods, examining the care of the mother, newborn and family. Includes thermoregulation, newborn transition and assessment, normal postpartum care, newborn care and feeding options, common newborn problems and health teaching to new parents. Prerequisite: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11617		Jan11	Mar2			eLearn	$279.30
11006		Jan11	Apr12			eLearn	$279.30
11619		Mar6	Apr21			eLearn	$279.30

Neonatal Resuscitation-Provider Certification HSCI10163

Gain hands-on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12221	FR	Mar3	Mar3	9:00-5:00	1	Classroom (IH)	$217.49

RPN Maternal, Newborn and Family Care Clinical Experience CLIN10073 (SA)

Integrate knowledge and skills learned in RPN Maternal, Newborn and Family Care Theory courses in a Level 1 or 2 perinatal clinical setting (antenatal clinic, maternal child unit, nursery, L&D-observation only). Prerequisites: NRSGNSCA2 and HSCI10163. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12270		Jan4	Mar31			FieldWork	$620.04

Perinatal RPN Maternal Care NRSGNSCA1

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. Focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisite: NRSG10056 and NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11106		Jan11	Apr12			eLearn	$279.30

NEW Research Skills

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

ce.mohawkcollege.ca/researchskills

Learn how to advance your skills in research methodology, design, planning and writing.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CRED10109	Introduction to Research Design	42
RSCH10009	Research Proposals: Planning and Design	45
COMM10340	Research Skills	28

Introduction to Research Design CRED10109

Develop your research literacy by studying research concepts, methodologies and techniques used in business, health, engineering, community services, and media. Examine historical, cultural and worldview perspectives that underlie decisions about research. Address ethical responsibilities inherent in research processes and products. Learn to identify and critically interpret research evidence to support decision-making processes in work environments and day-to-day life.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12329		Jan10	Apr18			OntarioLearn	$432.16

Research Proposals: Planning and Design RSCH10009

Research is a key component of sustainability in social and business-oriented organizations. Understand the elements of problem definition, reliable and valid methodologies, and data collection. The foundational skill of ethical consideration is developed. Prepare a complete Research Proposal prior to course completion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12334		Jan10	Apr18			OntarioLearn	$456.10

Retirement Communities

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 7 courses

ce.mohawkcollege.ca/retirement

Due to the aging population and the commitment from the Ministry of Health and Long-term Care to provide long term care beds in Ontario, there is an increasing demand for qualified Administrators and General Managers. This demanding career is accountable for the administration and management of the facility operations and this program allows students to have an understanding of the long-term care industry.

Admission Requirements

• A degree, diploma or certificate in a relevant field.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HLTH10110	Operational Overview in Long-term Care	42
BUSN10093	Sales and Marketing in Long Term Care Management	42
FINC10008	Financial Management (Retirement Communities/ Long Term Care)	42
HLTH10108	Resident Centred Care	42
HLTH10109	Food Nutrition & Hospitality Management for Retirement	42
HRES10020	HR and Labour Relations in Retirement Communities Management	42
HLTH10220	Healthy Adult Aging	42

Operational Overview in Long-term Care   HLTH10110

Examine client-centered care, with emphasis on the role of governments, and funding in health services, legal responsibilities in meeting standards, and strategic use of information technology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12300		Jan10	Apr18			OntarioLearn	$432.16

Sales and Marketing in Long Term Care Management BUSN10093

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12304		Jan10	Apr18			OntarioLearn	$432.16

Financial Management (Retirement Communities/Long Term Care)   FINC10008

Learn to use financial management and budgeting tools common to the private and not for profit sectors. Canadian financial infrastructure, funding and health care system also receive emphasis. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12302		Jan10	Apr18			OntarioLearn	$432.16

Resident Centred Care   HLTH10108

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12311		Jan10	Apr18			OntarioLearn	$432.16

Food Nutrition & Hospitality Management for Retirement   HLTH10109

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12274		Jan10	Apr18			OntarioLearn	$432.16

HR and Labour Relations in Retirement Communities Management   HRES10020

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Includes: compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12305		Jan10	Apr18			OntarioLearn	$432.16

Healthy Adult Aging   HLTH10220

Examine the normal physiological, psychological, social and spiritual changes affecting aging adults using the Holistic Approach to wellness. Additional topics include spirituality, changing requirements for physical activity, and health promotion measures. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12307		Jan10	Apr18			OntarioLearn	$432.16

NEW Rural and Remote Nursing

ACKNOWLEDGMENT OF COMPLETION

Completion Requirement: 5 courses
Learn how to practice health care tailored for rural and remote settings.

ce.mohawkcollege.ca/ruralnursing

Admission Requirements

• Proof of current RN/RPN registration with the College of Nurses of Ontario.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
NRSG10098	Rural and Remote Nursing: Provision of Chronic Disease Management	45
NRSG10097	Rural and Remote Nursing: Professional Conduct	45
NRSG10093	Rural and Remote Nursing: Primary Health Care	45
NRSG10095	Rural and Remote Nursing: Health Care for Indigenous People in Canada	45
NRSG10094	Rural and Remote Nursing: Foundations	45

Rural & Remote Nursing: Professional Conduct   NRSG10097

NEW! Evaluate the need to create professional practice environments in rural areas and utilize health/nursing informatics in relation to rural nursing practice. Identify and examine current technology strategies available to assist rural nursing needs. Understand professionalism in a rural context and the significant implications in terms of affirming and identifying sources of successful interactions within the role of rural nurse.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12337		Jan10	Apr18			OntarioLearn	$456.10

Rural & Remote Nursing: Provision of Chronic Disease Management   NRSG10098

NEW! Explore the concepts of chronic disease, both physical and mental, management within a rural context. Examine unique challenges for gerontological care, diabetes and cardiovascular issues in remote locations. Develop assessment and planning skills to support chronic disease.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12339		Jan10	Apr18			OntarioLearn	$456.10

Skin, Wound and Footcare Management

Completion Requirements: see Program of Studies

ce.mohawkcollege.ca/foot-care-program

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Admission Requirements
- Proof of current RN/RPN registration with College of Nurses of Ontario.

PROGRAM OF STUDIES		
Footcare Acknowledgement		
NRSGHZPAE	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18
Footcare Letter of Completion		
completion of the two courses above plus:		
CLIN10058	Footcare Field Practicum	7
Management of Wounds Letter of Completion		
HSCIHS127	The Management Of Wounds	30

Basic Footcare for RNs and RPNs   NRSGHZPAE
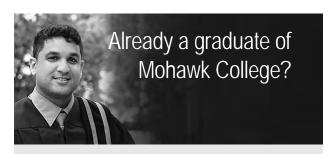
Focus on basic principles and skills in footcare. Purchase and complete the independent learning module at least 4 weeks before workshop date. Text & course manual available from Titles Bookstore at McMaster Hospital. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course. Bring a towel and basin to class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12163	TH SA	Feb9	Feb11	6:30-9:30 9:00-4:00	2	Classroom (IH)	$104.65

Advanced Footcare for RNs and RPNs   NRSG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12165	TH SA	Mar2	Mar11	6:30-9:30 9:00-4:00	4	Classroom (IH)	$337.39

Footcare Field Practicum   CLIN10058

Observe and implement footcare within scope of practice supervised by an experienced footcare nurse in a 7 hour clinical experience. Held at Idlewyld Manor in Hamilton. Materials included. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12452	TH	Mar30	Mar30	8:30-5:00	1	FieldWork	$189.85

The Management Of Wounds   HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring text (available in McMaster Hospital, Room 1G) to first class. In-class dates: Feb 4, Mar 4, April 1. Balance eLearn. Course manual available on specific course page in eLearn. Must bring proof of CNO registration to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11152	SA	Feb4	Apr1	9:00-5:00	5	Blended (IH)	$241.50

NEW   Victimology

Completion Requirement: 5 courses

ce.mohawkcollege.ca/victimology

Gain an understanding of victim rights, the roles of victim services, and the history of victimization from a victim centred focus.

Admission Requirements
- A degree, diploma or certificate in a relevant field.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
LAWS10187	Victimology: Theoretical Perspectives	45
LAWS10188	Victims of Crime	45
LAWS10189	Victimization and The Law	45
Option Group 1 - Choose 1:		
LAWS10190	Violence Against Women	45
INDS10016	Aboriginal Peoples: Understanding and Reducing Victimization	30
LAWS10191	Victims and the Media	30
LAWS10192	Men as Victims	30
HSCI10203	Childhood Victimization	45
Option Group 2 - Choose 1:		
HSCI10204	Diversity and Victim Assistance	30
HSCI10205	Compassion Fatigue, Self-Care and Professional Practice	30
HSCI10206	Victimology: Assessment and Intervention	45
HSCI10207	Victim Assistance Services	45

Aboriginal Peoples: Understanding and Reducing Victimization | INDS10016

NEW! Aboriginal people are overrepresented both as victims and offenders. Explore the impact of the residential schools, effects of colonialism on traditional values and culture, and structural victimization. Critically examine and assess Canada's principal approaches to addressing victimization and offending by and against Aboriginal peoples.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12418		Jan10	Apr18			OntarioLearn	$336.40

Compassion Fatigue, Self-Care and Professional Practice | HSCI10205

NEW! Working with victims of crime is a demanding profession. Learn the principles of debriefing, self-care and stress management. Reflective activities and in-class discussions enable an understanding of personal strengths and limitations and develop and critique personal strategies for managing occupational stress. Special attention is given to working within professional guidelines and to the creation of individual plans for professional development.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12432		Jan10	Apr18			OntarioLearn	$336.40

Diversity and Victim Assistance | HSCI10204

NEW! Develop the knowledge and skills required to provide culturally competent services to victims. Explore the dynamics of difference from a personal and professional perspective. Emphasis is given to marginalized and minoritized populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12425		Jan10	Apr18			OntarioLearn	$336.40

Men as Victims | LAWS10192

NEW! Men are more likely to be victims of stranger assaults. Explore the unique issues of men's experiences when victimized by crime. Masculinity theory is discussed and the victim offender continuum is examined. Response to and reporting of crimes is analyzed. Through discussions, examination of case studies and lectures, demonstrate an understanding of the victimization of men.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12421		Jan10	Apr18			OntarioLearn	$336.40

Victimization and the Law | LAWS10189

NEW! Being a victim of crime thrusts a person into a number of legal systems. Critically examine legal systems from a victims' perspective. Focus on the criminal and family law systems and how they intersect. Relevant legislation and recommendations from inquests and inquiries are examined. Restorative justice and victim rights are explored through discussion and case studies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12416		Jan10	Apr18			OntarioLearn	$456.10

Victimology: Assessment and Intervention | HSCI10206

NEW! Victim assistance workers must be able to plan and implement skills and techniques aimed at the prevention of crime and healing of victims. Understand the theoretical basis and practice of victim service interventions. Through lectures, class discussions and role play, learn to conduct threat assessments, triage, facilitation, mediation, negotiation, and non-violent crisis intervention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12434		Jan10	Apr18			OntarioLearn	$456.10

Victimology: Theoretical Perspectives | LAWS10187

NEW! The majority of Canadians experience criminal victimization at some point in their lifetime. Explore the meaning of the concept "victim" through theoretical perspectives and case studies. Conduct critical analyses and examine research methods in the field of victimology. Examine victim classifications, communities as victims, the link between victimization and offending, and violence prevention strategies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12411		Jan10	Apr18			OntarioLearn	$456.10

Victims and the Media | LAWS10191

NEW! Crime is frequently reported and sensationalized in the media. Through a review of current events, evaluate the role, and become sensitized to the impact, of the media in the lives of victims, paying particular attention to privacy issues. Develop media research, communication and public relations skills to effectively advocate for victims' issues in the media.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12419		Jan10	Apr18			OntarioLearn	$336.40

Victims of Crime | LAWS10188

NEW! Discover ways of ensuring that victims of crime are not further traumatized by the interventions designed to assist them. Examine the impact of various types of victimization including cybercrime, homicide, sexual assault, elder abuse, drunk driving, assault, intimate partner violence, globalization, human trafficking and fraud. Explore issues of grief, loss, trauma response and the costs associated with victimization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12413		Jan10	Apr18			OntarioLearn	$456.10

Violence Against Women | LAWS10190

NEW! Learn theory and practical skills essential to assist women who are victims of violence. Examine historical and social perspectives of violence against women; issues of power and authority within a feminist theoretical framework; different forms of violence against women, such as sexual violence and femicide; and women's varied experiences of violence (as impacted by race, class, sexual orientation, ability and age).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12417		Jan10	Apr18			OntarioLearn	$456.10

Ward Clerk Certificate (163)

Working with Dementia Clients - Multidiscipline Certificate (138)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/dementiastudies

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Admission Requirements
- Approved certificate in Health Science or Human Services within Canada.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
COMM10335	Communication and Interpersonal Skills	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
LAWSDEM04	Ethics and Legalities 1	24
CLINDEM05	Clinical Field Placement With Clients	60
Options - Choose 1:		
HSCIGER10	Introduction To The Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
HSCIHZA69	Palliative Care-Introduction	40

The Study Of Aging - Introduction   HSCIGER10

Focus on the study of aging. Examine the biological, psychological, social and spiritual aspects of aging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11156		Jan10	Apr18			OntarioLearn	$292.40

Physiology Of Aging   HSCIGER20

Examine the physiology of human growth, development and aging with special reference to the influence of diet, environment, exercise and disease on the normal processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11159		Jan10	Apr18			OntarioLearn	$292.40

Assessment And Planning   HSCIGER30

Develop skills in assessment, planning, intervention and evaluation for the aging adult. Includes: interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11161		Jan10	Apr18			OntarioLearn	$292.40

Mental Health Aspects Of Aging   HSCIGER41

Investigate many issues related to aging. Covers the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12289		Jan10	Apr18			OntarioLearn	$292.40

Clinical Field Placement With Clients   CLINDEM05 (SA)

Apply the skills learned in Dementia theory courses in a clinical setting. Prerequisites: COMM10335, COMM10336, HMNSDEM03 and LAWSDEM04. **You MUST register for HLTH10223 to complete required health clearances prior to registration. See page 96.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12269		Jan4	Mar31			FieldWork	$461.40

Working with the Aged - Multidiscipline Certificate (019)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/gerontology

Designed for those who wish to pursue formal studies in aging. Gain advanced knowledge in the domains specific to the process of aging including biological, physiological, social and spiritual aspects of aging, the dynamics of communication with the aging population and legal ethical issues related to the aging process.

Admission Requirements

- Completion of a certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA).

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIGER10	Introduction To The Study Of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects Of Aging	30
LAWSGER51	Legal And Ethical Issues Related To Aging	30
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 1:		
COMM10336	Exploring Dementia Care	24
COMM10035	Communication and Interpersonal Skills	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	40

Courses are integrated with the Gerontology - Multidiscipline (037) **Certificate. See page number 83.**

Preclinical and Clinical Information for Health and Nursing Students

Preclinical Requirements

Health and Nursing students wishing to complete clinical courses must successfully complete a number of preclinical requirements in the term prior to registering for a clinical course. You will register for the appropriate preclinical course and then login to Elearn to access PrePlacement clearance. There you will **find all the information needed to complete the Preclinical requirements.**

Preplacement/Clinical Service   HLTH10223

To meet all the requirements for placement and clinical.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12261		Jan4	Jan31				$101.00
12266		Feb1	Feb28				$101.00
12267		Mar1	Mar31				$101.00

Clinical Requirements

Each clinical placement will have a variety of requirements that must be met prior to the student attending the clinical site. These will include:

- successful completion of all theory courses
- completion of Preplacement/Clinical Service course (HLTH10223)

NOTES:

- You must complete and submit your clinical application prior to the term in which you plan on completing the clinical
- At times, due to excessive placement demands on agencies, placements may not be achievable in the term requested
- **Failure to attend clinical placement after confirmation will result in a fee of $150**
- Exclusion from clinical may be approved via the PLAR process. Contact the PLAR Office at 905-575-2395 or plar@mohawkcollege.ca

Visit your program webpage for more information!

or contact us by email

cehealth@mohawkcollege.ca

OTHER COURSES

CPR and First Aid Certification

ce.mohawkcollege.ca/cpr-first-aid

Additional courses requested by special interest groups can be accommodated.

C.P.R. 'C'/AED Recertification - Health Care Provider Level   HSCI10087

Skills needed to recognize and respond to cardiovascular emergencies. This Red Cross training includes using an automated external defibrillator. Designed for Health Professionals who have a previous CPR Level 'C' certification, within the last 12 months. No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11600	MO	Jan9	Jan9	5:00-9:00	1	Classroom (IH)	$60.74
11601	SA	Jan14	Jan14	9:00-12:30	1	Classroom (IH)	$60.74
11603	SU	Jan22	Jan22	9:00-12:30	1	Classroom (IH)	$60.74
11608	SA	Feb4	Feb4	9:00-12:30	1	Classroom (IH)	$60.74
11615	MO	Feb20	Feb20	5:00-9:00	1	Classroom (IH)	$60.74
11616	SA	Mar11	Mar11	9:00-12:30	1	Classroom (IH)	$60.74
11622	TU	Mar21	Mar21	5:00-9:00	1	Classroom (IH)	$60.74

C.P.R.'C'/AED - Health Care Provider Level   HSCI10086

Skills needed to recognize and respond to cardiovascular emergencies. This Red Cross training includes using an automated external defibrillator. No refunds or transfers after course end date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11541	SA	Jan7	Jan7	9:00-2:30	1	Classroom (IH)	$96.62
11544	SU	Jan15	Jan15	9:00-2:00	1	Classroom (IH)	$96.62
11597	TU	Feb7	Feb7	5:00-10:30	1	Classroom (IH)	$96.62
11598	MO	Feb27	Feb27	5:00-10:30	1	Classroom (IH)	$96.62
11599	TU	Mar14	Mar14	5:00-10:30	1	Classroom (IH)	$96.62

Standard First Aid, C.P.R. 'C'/AED   HSCI10088

Health Care Provider Level. Complete intensive training, according to Red Cross Standards, WSIB (ON) approved. Designed to meet training requirements of community or industry personnel. A prerequisite for many college entry programs (e.g. MedRadSciences, CVT, DCS, OTA/PTA, PSW, ECE, CYC, ES, Fire Fighters, etc.). First Aid Valid for 3 years. CPR valid for 1 year. Note: No refunds or transfers after course start date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11629	SA/SU	Jan7	Jan8	9:00-5:00	2	Classroom (IH)	$115.00
11631	SA/SU	Jan28	Jan29	9:00-5:00	2	Classroom (IH)	$115.00
11633	SA/SU	Feb18	Feb19	9:00-5:00	2	Classroom (IH)	$115.00
11637	SA/SU	Mar4	Mar5	9:00-5:00	2	Classroom (IH)	$115.00

Health

ce.mohawkcollege.ca/health-nursing

Arrhythmia Interpretation   HLTH10229

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. Prerequisite: Must be a Health Care Professional (RN, RPN, Paramedic, Pharmacy Tech, nursing student, etc.). Equivalent to: NRSG10060. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12285		Jan10	Apr18			OntarioLearn	$336.40

Basic Blood Collection   MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12257	SA	Mar11	Mar25	9:00-5:00	3	Classroom (IH)	$169.05

Canadian Health Care System   HLTH10256

NEW! Introduces the social, political and economic contexts of health care from the federal, provincial and municipal perspective, as it relates to health care professions and settings. Examines the Canadian health care system with a focus on issues and policies affecting the delivery of health care in Ontario. Introduces all levels of care delivery and focuses on health care reform.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12554		Jan10	Apr18			OntarioLearn	$432.16

Cultural Competence for Health Care Providers   HSCI10208

NEW! Provides an introduction to cultural competence and transcultural nursing. Students learn about culture, belief systems, values and practices that are specific to identified cultures, in order to better understand and provide health care that is both culturally competent and culturally appropriate which leads to improved quality care and health outcomes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12541		Jan10	Apr18			OntarioLearn	$456.10

Health Care Concepts   HLTH10244

Gain an overview of the Ontario health care system. Examine the interdisciplinary role of health care professionals. Engage in dialogue about current issues and trends that impact the health care system within the context of sustainability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12293		Jan10	Apr18			OntarioLearn	$216.70

Health Informatics Impact on Clinical Practices   HLTH10254

NEW! Focus on the impact, and gain an appreciation, of health informatics and clinical technologies on the quality of life of patients and their caregivers. Analyze the lives of individuals living with significant disabilities and how HI and clinical technologies impact their lives. Identify ethical issues that arise through the use of various clinical technologies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12551		Jan10	Apr18			OntarioLearn	$432.16

Human Anatomy and Physiology   HSCI10027

Study the human body and apply your knowledge during online discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to: Health Sciences I (HSCIPNB11). 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12281		Jan10	Apr18			OntarioLearn	$511.25

Introduction to Health   HSCI10209

NEW! Designed to introduce health care concepts by examining the interrelationships between individual, community and international health care, the role stress plays in health, the impact of lifestyle and the environment on health, and alternative and complementary health care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12542		Jan10	Apr18			OntarioLearn	$456.10

Online Course?

Book your exam early!
For instructions visit
ce.mohawkcollege.ca/exams

Mental Health in Society   HLTH10255

NEW! Focuses on a multi-disciplinary examination of the ways in which mental health and addiction is viewed by society and how these perceptions influence society's response to the practical and socio-political aspects of mental illness. Examine personal attitudes, societal myths, and stereotypes related to mental illness and addiction.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12553		Jan10	Apr18			OntarioLearn	$432.16

Mental Health Introduction   HLTH10016

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12276		Jan10	Apr18			OntarioLearn	$412.10

Nutrition for Fitness and Health Promotion   HLTH10252

NEW! Introduces human nutrition. Review basic dietary recommendations and needs. Includes the impact of age, illness, physical activity and social attitudes on food and eating behaviours. Issues including food supply, safety and counselling are discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12548		Jan10	Apr18			OntarioLearn	$432.16

Operating Room Attendant   NRSGNSCD9

Introduces the operating room environment and the role of the OR attendant. Includes: the OR team, communication skills, infection control, basic microbiology concepts, asepsis, positioning of patients and environmental cleaning practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12241	SA	Jan7	Feb4	9:00-5:00	5	Classroom (IH)	$257.60

Operating Room Attendant Laboratory Experience   HSCI10155

Utilize OR Attendant theory and skills in a hospital laboratory experience. Must have immunization clearance, mask fit testing and police check prior to the start date. Prerequisite: NRSGNSCD9. On successful completion of NRSGNSCD9 and HSCI10155 an Acknowledgment of Completion will be given. Course dates: Mar 3, 4 ,10, 11. Remainder online. Lab fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12249	FR/SA	Mar3	Mar11	9:00-5:00	4	Other	$291.50

Patient and Family Centred Care   HLTH10253

NEW! Provides an overview of patient and family centred care, including the core concepts of respect, dignity, partnership, shared decision-making, privacy and confidentiality. The course also discusses family engagement, cultural considerations, and communication strategies in the healthcare environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12549		Jan10	Apr18			OntarioLearn	$555.25

Patient Navigator-Fundamentals   HLTH10242

Investigate the fundamental principles of patient navigation, role, responsibilities and historical context. Focus on supporting patients with information and resources for basic needs to assist them in identifying their healing goals and moving positively toward them. Theoretical models are highlighted to enhance understanding of the comprehensive needs of patients and their adjustment to their personal health situation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12292		Jan10	Apr18			OntarioLearn	$456.10

Patient Navigator-Professional Conduct   HSCI10210

NEW! Investigate the fundamental principles of patient navigation, role, responsibilities and historical context. Emphasis will be placed on supporting patients with information and resources for basic needs that will assist them to identify their healing goals and move positively toward those goals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12546		Jan10	Apr18			OntarioLearn	$456.10

Preparatory Biology   BIOL10006

Discover human biology by examining body systems, cell structure & functions. Understand the organization of the human body from cell to organism, identify the major components and functions of the 11 body systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12272		Jan10	Apr18			OntarioLearn	$484.81
12319		Mar1	Jun7			OntarioLearn	$484.81

Processing of Physicians' Orders   HLTH10243

Learn to demonstrate appropriate processing skills for the completion of physicians' orders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12280		Jan10	Apr18			OntarioLearn	$336.40

Nursing

ce.mohawkcollege.ca/health-nursing

Health Assessment   HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12279		Jan10	Apr18			OntarioLearn	$432.16

Intravenous Therapy - RN/RPN   NRSGNSC90

Intended for RNs/RPNs who work with individuals who are receiving IV therapy. Covers anatomy and physiology, types of IV solutions, variety of equipment used, initiating IV therapy (venipuncture) and appropriate nursing care. Understand generally accepted practices for IV therapy. NOTE: Certification for the skill remains the responsibility of the employing agency. 28 hrs lab and 11 hrs online. Proof of current RN/RPN registration with the College of Nurses of Ontario.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12497	SA	Feb4	Mar11	9:00-5:00	6	Blended (IH)	$313.95

Pharmacology Theory Review for Nurses   NRSG10096

Review and update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12284		Jan10	Apr18			OntarioLearn	$384.28

"It has always been my passion and dream to work with the neonatal population. After some time gaining experience in the nursing field, I knew I wanted to start working towards courses that would help me achieve my goal of becoming a neonatal intensive care nurse (NICU). Mohawk College Continuing Education offers the Perinatal Neonatal Nursing Certificate that employers look for when hiring. I am able to take these courses while I continue to work part time as a Registered Nurse. This program allows me to complete my work at my own pace around my work schedule."

Brittany - Perinatal Neonatal Nursing Student 2016

Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg

Programs and Courses

C Mohawk College Certificates

A Acknowledgements of Completion

Stand-Alone Courses

CREDENTIALED PROGRAMS

A Cake Decorating

ACKNOWLEDGEMENT OF COMPLETION
Completion Requirement: 4 courses
ce.mohawkcollege.ca/cake-decorating

Admission Requirements
- Some manual dexterity is required for the use of sharp tools.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CULIGI737	Cake Decorating 1	15
CULIGI738	Cake Decorating 2	15
CULIGI739	Cake Decorating 3	15
CULI10081	Cake Decorating 4	15

Cake Decorating 1   CULIGI737

Learn the fundamentals of decorating cakes and cupcakes. Receive hands-on instruction in levelling, filling, smoothing and combing cakes. Learn and practice the essential skills for decorating - piping techniques, flowers and much more. List of supplies will be covered in the first class. Supply costs (approx. $95) are the responsibility of the participant.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12424	TH	Jan5	Feb2	6:30-9:30	5	Classroom (FF)	$130.75

Cake Decorating 2   CULIGI738

Create beautiful royal icing flowers, lily nail flowers, flood work, basket weave design and more. Supply costs (approx. $40) are the responsibility of the participant. Prerequisite: CULIGI737.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12427	TH	Feb9	Mar9	6:30-9:30	5	Classroom (FF)	$130.75

Cake Decorating 3   CULIGI739

Introduces the wonderful world of decorating with fondant. Use fondant for covering cakes as well as modelling flowers, bows and other adornments to be used on cakes, cupcakes and cookies. Stacking and tiering of cakes will also be covered. Supply costs of approx. $50 are the responsibility of the participant. Prerequisite: CULIGI738.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12429	TH	Feb16	Apr13	6:30-9:30	5	Classroom (FF)	$130.75

Cake Decorating 4 — CULI10081

Discover the versatility of using ready-made gum paste to create figures and realistic to nature flowers quite often seen on designer wedding cakes. Create an assortment of wired flowers including roses, lilies, hydrangea, orchids, leaves, etc. and learn to apply the flowers to cakes. Supply costs are approx. $65. Prerequisite: CULIGI739.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12430	TU	Jan10	Feb7	6:30-9:30	5	Classroom (FF)	$130.75

Culinary Skills - Introduction

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 4 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/culinary

Every great chef has a repertoire of knowledge from which to draw - this is your chance to learn from a pro! Whether you're just beginning to cook, or looking for a thorough refresher of the basics, these hands-on courses will have you cooking comfortably in no time and have been designed to build up your kitchen repertoire so you become a great home chef. Your journey starts with the fundamentals and continues to more advanced techniques which lead to creating spectacular dishes with a gourmet touch. Topics include knife skills, a wide range of cooking techniques, food safety and handling, plating and presentation techniques.

Admission Requirements
- Some manual dexterity is required for the use of sharp tools.

PROGRAM OF STUDIES		
Option Group 1 - Choose 3:		Hours
CULI10069	Cooking Fundamentals	24
CULI10070	Cooking Fundamentals - The Next Step	24
CULI10079	Fast Family Food at Home	24
CULI10071	Fundamentals of Gourmet Dining	24
CULI10078	Weekend Cooking Family Favourites	24
CULI10080	A Dip In The Mediterranean	24
Option Group 2 - Choose 1:		
CULI10072	Fish and Seafood	12
CULI10074	French Farm House Cookery	12
CULI10073	Creole and Cajun Cooking	12
CULI10077	Pub Favourites At Home	12

Bring a sharp "chef's" knife, hand towel, containers and apron to all courses.

Cooking Fundamentals — CULI10069

Join an expert chef and start your culinary journey by learning basic cooking skills. Instruction will be given on proper knife skills and handling, various cooking techniques and food presentation. Gain a new perspective on how to look at recipes to create savoury dishes that will impress family and friends. Food costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12398	WE	Jan11	Feb15	6:00-10:00	6	Classroom (FF)	$248.20

Cooking Fundamentals - The Next Step — CULI10070

Learn from a professional chef! Discover advanced methods (classic and modern) of food preparation & presentation. Covers simple to complicated dishes & creative plating methods. Become a food enthusiast and confidently make existing recipes into your own "signature dish" without relying on written recipes. Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12401	WE	Feb22	Mar29	6:00-10:00	6	Classroom (FF)	$248.20

Fundamentals of Gourmet Dining — CULI10071

Join our expert chef on a culinary adventure exploring different cuisines from around the world. Prepare a three course signature menu each week. Learn professional skills and impress your family and friends! Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12405	TH	Feb23	Mar30	6:00-10:00	6	Classroom (FF)	$248.20

Fast Family Food At Home — CULI10079

Join our expert chef to make fast, delicious, affordable and healthy meals while passing on culinary techniques to the next generation. Prepare an appetizer and an entrée each week. Bring a sharp chef's knife, food containers, apron and towel. Food costs included. Prerequisite: CULI10069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12407	TH	Jan12	Feb16	6:00-10:00	6	Classroom (FF)	$248.20

Floral Techniques - Basic Certificate (805)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/floral

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

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.
- Some manual dexterity is required for the use of sharp tools.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
FLORFC001	Techniques And Color Harmonies Basic	30
FLORFC004	Materials For Designs	30
FLORFC005	Designing With Exotics	30
FLORFC002	Wedding Work And Special Occasion	36
FLORFC003	Special Floral Tributes	30
FLORFC205	Style Trends In Design	30
FLORFC006	Special Design Workshop	30

Cost of materials is your responsibility.

Techniques And Color Harmonies Basic — FLORFC001

Study the care and handling of flowers, elements and principles of design, and colour harmonies. Complete flower arrangements in fresh and artificial material. Supplies will be discussed at the first class. A kit including equipment and supplies is available for purchase (approx. $60). Does not include fresh/artificial product.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12509	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$244.25

Designing With Exotics — FLORFC005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12521	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$244.25

Wedding Work And Special Occasion — FLORFC002

ACCELERATED! Focus on bridal bouquets, corsages, boutonnieres, and church and reception pieces. Fresh and artificial floral materials will be used. Kit available. Prerequisites: FLORFC004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12512	TU	Jan10	Feb14	9:30-4:00	6	Classroom (FF)	$292.55

Special Floral Tributes — FLORFC003

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12519	TU	Feb21	Mar21	9:30-4:00	5	Classroom (FF)	$244.25

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

ce.mohawkcollege.ca/homereno

Join us in these courses which are of interest to home renovators, apartment superintendents and townhouse maintenance committees. Emphasis on what you can do and when to call in the experts.

PROGRAM OF STUDIES		
Options - Choose 5:		**Hours**
BLDG10075	Tools and How to Use Them	12
BLDG10072	Basic Plumbing	12
ELEC10123	Basic Electrical	12
BLDG10073	Basic Maintenance	18
BLDG10074	Kitchens	12
BLDG10079	Flip That House	12
BLDG10086	Flooring And Mouldings	12
BLDG10087	Furniture Refinishing	12
CREA10135	Painting and Decorating	12
BLDG10088	Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion.

Basic Electrical — ELEC10123

Join an expert electrician to learn how to plan a rewiring, upgrading, and add-ons, according to code. Learn when an electrician and an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12528	SA/SU	Feb11	Feb12	8:30-2:30	2	Classroom (SC)	$126.60

Basic Maintenance — BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let us show you step by step how to get the job done. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12264	WE	Feb22	Mar15	6:30-9:30	4	Classroom (SC)	$126.60

Basic Plumbing — BLDG10072

Learn how to maintain and improve all your basic plumbing! We will show you how to save $$$ by knowing what to look for. Step-by-step instructions from fixing a leaky faucet to installing a toilet and everything in between. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12262	SA/SU	Jan28	Jan29	8:30-2:30	2	Classroom (SC)	$126.60

Flooring And Mouldings — BLDG10086

Practical hands-on instruction for installing flooring, from hardwood to ceramic tile. Learn about styles, colours, patterns and textures and get tips on measuring, layout and installation. Includes mouldings from baseboards, crown, rail and wainscoting. Material costs included in fee. Safety glasses required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12501	SA/SU	Mar25	Mar26	6:30-9:30	2	Classroom (SC)	$126.60

Kitchens — BLDG10074

Discover the "ins and outs" of refinishing and/or renewing your kitchen. Includes design, assembling and hanging cabinets, hardware and tiling a backsplash. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12273	SA/SU	Mar4	Mar5	8:30-2:30	2	Classroom (SC)	$126.60

Painting and Decorating — CREA10135

Hands-on instruction on painting like a professional! Learn a variety of finishes including Venetian Plaster and Faux. Discover wallpapering, staining wood and the tools that will make your project faster and easier. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12520	TH	Mar23	Apr13	6:30-9:30	4	Classroom (SC)	$126.60

Tools and How to Use Them — BLDG10075

Hands-on use of a variety of hand, power, cordless and air tools. Make home improvement and maintenance faster and easier. From screwdriver to table saw, measuring tape to jigsaw. Covers tool maintenance and safety. Material costs included in fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12490	WE	Jan25	Feb15	6:30-9:30	4	Classroom (SC)	$126.60
12494	WE	Mar22	Apr12	6:30-9:30	4	Classroom (SC)	$126.60

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/horticulture

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

Admission Requirements

• Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HORTHOR01	Fundamentals Of Horticulture	36
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	36
HORTHOR06	Annuals, Perennials, Bulbs	36

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

Conifers (Evergreens) — HORTHOR03

In depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12767	TH	Jan19	Apr6	6:30-9:30	12	Classroom (SC)	$289.80

Tuition Assistance

May be available to students who complete an online profile at

mohawkcollege.ca/financial-assistance

Interior Decorating Certificate (178)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/interiordecorating

Develop or enhance your skills in residential decorating. Study with professional consultants to develop your creative skills and practical knowledge. Courses are recognized by the Canadian Decorators' Association (CDECA).

CDECA Canadian Decorators' Association Recognized Institution

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES	
Mandatory Courses:	**Hours**
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting	30
METRHF230	Estimating	30
TEXT10029	Fabric For Interiors	30
CREA10029	Residential Lighting	30
CREA10034	Understanding Floors and Furniture	30
CREA10030	Soft Furnishings and Window Treatments	30
CREA10031	Accessorizing the Home	30
CREA10033	Creative Design Presentations	30
CREAHF240	Interior Design Studio	30
Options - Choose 2:	
CREA10036	Creative Paint Techniques	30
CADM10014	3D Computer Drafting	30
CREA10035	Kitchen and Bathroom Concepts	30
SBMG10001	Business Strategies for Interior Decorators	30
CREA10179	Hand Rendering Interior Design	30

Design Principles   CREAHF205
A perfect room requires skillful planning, careful composition and the right accessories and lighting. Learn professional strategies for selecting and placing furniture and transforming decorating dreams into stunning interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12533	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$243.00

Business Strategies for Interior Decorators   SBMG10001
Discover how to work with banking professionals, suppliers, trades and clients in operating your decorating business. Completion near the end of your program recommended.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12534	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$243.00

Creative Design Presentations   CREA10033
ACCELERATED! Learn professional techniques for creating sample boards, retail window displays and effective written presentations to promote your design concepts. Gain knowledge, skills and confidence by completing practical exercises, lectures, presentations and assignments. Completion of this course near the beginning of the program is strongly recommended. Prerequisites: CREAHF215, CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12531	TU/TH	Feb9	Mar14	6:30-9:30	10	Classroom (FF)	$243.00

Creative Paint Techniques   CREA10036
ACCELERATED! Master the latest faux finishing techniques. Supply costs must be paid to the instructor at the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12536	TU/TH	Jan5	Feb7	6:30-9:30	10	Classroom (FF)	$243.00

Interior Design Studio   CREAHF240
Create a professional, comprehensive client presentation. Prerequisite: 10 mandatory courses and 2 electives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12535	WE	Feb8	Apr12	6:30-9:30	10	Classroom (FF)	$243.00

Understanding Floors and Furniture   CREA10034
Focus on the fundamentals of furniture design and construction and flooring choices for finished and functional interiors.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12532	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$243.00

Landscape Design Certificate (080)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/landscapedesign

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

Admission Requirements
- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES	
Mandatory Courses:	**Hours**
HORTHOR01	Fundamentals Of Horticulture	36
HORTLA010	General Plant Identification	36
HORTLA009	Botany For Horticulture	36
HORTLA001	Landscape Design 1	36
HORTLA007	Landscape Design II	36
HORTLA008	Landscape Design III	36
Options - Choose 1:	
CADMCAD06	AutoCAD - Introduction	45
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers And Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

NOTES:
- It is highly recommended that General Plant ID or several of the Plant ID courses be taken prior to Landscape Design 2 or 3.
- If you are planning to use the Horticulture Certificate instead of taking HORTLA010 (General Plant ID), you must apply for an exemption for HORTLA010 before applying for the Landscape Design Certificate.

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

Botany For Horticulture
HORTLA009

Develop a basic understanding of plant structures, growth and reproduction, classification systems and the relationship between plants and the environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12774	TU	Jan17	Apr4	6:30-9:30	12	Classroom (SC)	$289.80

Landscape Design II
HORTLA007

Develop communication skills in landscape design and gain a comprehensive understanding of the elements and principles of a residential site development. Includes site analysis, conceptual drawing and final presentation through the means of graphic representation. Prerequisite: HORTLA001. Purchase of approximately $60 in supplies is required. NOTE: No class Feb 20 or 27. These will be replaced by field trips on Feb 11, Mar 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12773	MO/WE	Feb6	Mar22	6:30-9:00	14	Classroom (SC)	$289.80

Principles of Landscape Construction
BLDG10069

Develop the ability and knowledge to create practical and aesthetically appealing outdoor spaces. Gain an understanding of the purpose, limitations, and construction/installation techniques for common landscaping materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12515	FR	Jan20	Apr28	7:00-10:00	14	Classroom (SC)	$338.10

Professional Bartending

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

ce.mohawkcollege.ca/bartending

SMART SERVE
ONTARIO

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

Admission Requirements
- You must be 19 years of age or older.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HOSPFB107	Mixology	36
HOSP10010	Be A Professional Server	18
HOSPFB008	Smart Serve Certification Course	4
HOSPFB004	Wine Appreciation 1	30
HOSPFB005	Wine Appreciation 2	30

Smart Serve Certification is mandatory for alcohol servers in Ontario.

Important information regarding in-class alcohol consumption

Under a regulation of the Highway Traffic Act, there is a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under. Students registered in courses that include alcohol, who hold a novice license or are 21 years or under must not consume alcohol as part of these courses OR must sign a waiver indicating that they will not drive after these classes.

Be A Professional Server
HOSP10010

Learn the skills of a Professional Bartender/Wait Person. Acquire proper tableside techniques for bar and dining room service. Customer Relations, "Point of Sale" Systems, menu presentation, proper meal service, banquet service and bartending etiquette will also be addressed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12431	MO	Jan16	Feb27	6:30-9:30	6	Classroom (FF)	$149.90

Smart Serve Certification Course
HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Manual cost included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12215	SA	Jan21	Jan21	9:30-1:30	1	Classroom (FF)	$61.00
12222	SA	Feb18	Feb18	9:30-1:30	1	Classroom (FF)	$61.00
12225	TU	Mar7	Mar7	6:00-10:00	1	Classroom (FF)	$61.00
12223	SA	Mar25	Mar25	9:30-1:30	1	Classroom (FF)	$61.00

Tea Sommelier

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

ce.mohawkcollege.ca/tea

In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea. Students become familiar with a variety of different teas and regions and begin to identify their distinct aroma and flavour. Cupping procedures, tasting methodology, grading standards, industry terminology are introduced through the hands-on tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.

Tea Association of Canada
Association du Thé du Canada

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea Association of Canada for certification as a Tea Sommelier.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
HOSP10019	Introduction to Tea - Tea 101	12
HOSP10020	Regions of the World - Tea 102	18
HOSP10021	Tea Sensory Development - Tea 103	18
HOSP10022	Tea Types - Tea 104	18
HOSP10023	From Bush to Cup - Tea 105	18
HOSP10024	Preparation, Consumption & Health - Tea 106	18
HOSP10025	Menu Design and Food Pairing - Tea 107	18
HOSP10026	The Business of Tea - Tea 108	18

Introduction to Tea - Tea 101
HOSP10019

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards used in the industry. Designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance your enjoyment of tea. The basics of tea terminology and proper cupping techniques will be covered. Product costs included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12469	FR	Jan13	Feb3	6:30-9:30	4	Classroom (FF)	$124.10

Regions of the World - Tea 102 — HOSP10020

In the world, millions of people enjoy drinking tea. Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Students will taste and evaluate teas that are representative of each region. Prerequisite: HOSP10019. Product costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12470	FR	Feb10	Mar17	6:30-9:30	6	Classroom (FF)	$177.40

Tea Types - Tea 104 — HOSP10022

While there are more than 1500 varieties of tea available worldwide, all teas can be divided into three types - black, green and oolong. Learn the types of teas produced in the wide range of regions/countries in the world. Tasting and style comparisons will be a major component of the courses. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12483	TU	Feb21	Mar28	6:30-9:30	6	Classroom (FF)	$177.40

Menu Design and Food Pairing - Tea 107 — HOSP10025

Tea provides an extensive range of tastes ready to complement and enhance any cuisine. Explore the various ways of using tea as an ingredient in cooking, baking, cocktails, etc. Understand the principles behind using the tea beyond its traditional uses. Learn how to pair tea with food and create the perfect tea menu. Prerequisite: HOSP10024.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12473	TH	Jan12	Mar2	6:30-9:30	6	Classroom (FF)	$177.40

The Business of Tea - Tea 108 — HOSP10026

Learn about the various layers that make up the tea industry - commodity trader and auctions, packers and retailers. Who are they, what do they do and what are the challenges faced in each sector.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12477	TH	Feb23	Mar30	6:30-9:30	6	Classroom (FF)	$177.40

OTHER COURSES

Balloon Artistry

ce.mohawkcollege.ca/balloons

Balloon Satisfaction: Swell with Pride — RECL10039

NEW! Introduces the basics of balloon artistry. Learn fast tying techniques, safety regulations and the application of colour theory. Create duplets, quads, expressions and a centerpiece.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12916	MO	Jan16	Feb20	6:30-9:30	5	Classroom (FF)	$160.75

Becoming a Twister: Long Balloon Tricks — RECL10040

NEW! Learn to entertain with balloon art. Make a balloon flower, two minute characters, and a bear. Discover balloon weaving techniques that will enable you to make balloon bodies and baskets.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12917	MO	Feb27	Mar27	6:30-9:30	5	Classroom (FF)	$160.75

Floral Workshops

ce.mohawkcollege.ca/workshops

Easy Flower Arranging — FLORGI601

Try your hand at arranging and consider pursuing courses in the Floral Techniques program. Using fresh flowers and greens, create at least 4 simple projects using budget wise containers and accessories. Get tips on care and handling. Materials included. You MUST register by February 18.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12527	SA	Mar4	Mar4	9:30-2:00	1	Classroom (FF)	$90.40

Food and Drink

ce.mohawkcollege.ca/workshops

Bread - Bake it at Home — CULI10059

NEW! Learn to bake wheat based yeast breads at home using a variety of grains and seeds without additives or preservatives. Taste the difference! Food and materials costs of $12 included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12408	SA/SU	Jan28	Jan29	10:00-1:00	2	Classroom (FF)	$82.88

Brewing History — HOSP10042

NEW! Investigate the relationship that beer has had with humanity from the dawn of history to present day. Explore the mystery of fermentation, beer's central role in the development of ancient civilization, the move from medieval kitchens to commercial breweries, how beer shaped the New World, the link between location and style, the development of a global beer, and the current beer revolution.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12904		Jan10	Apr18			OntarioLearn	$432.16

Chocolate History — CULI10087

NEW! Survey the 4000 year old history of chocolate: from its ancient Mesoamerican origins, as a bitter drink of ritual and medicine, to the growth of a modern "chocolate culture" and its place as a mass-produced globalized product of the twentieth century. Investigate how chocolate became imported to Europe by the Spanish during the sixteenth century and transformed into a sugary drink of the nobility, as well as its later importance to colonization, the slave trade and the Industrial Revolution.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12902		Jan10	Apr18			OntarioLearn	$432.16

Making Pizza at Home — CULI10062

NEW! Learn to prepare a "from scratch" crust, using organic flours, discover a variety of toppings and THEN bake it. Taste, share and consider. Yes, we eat what we make! Food costs of $14 included in course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12410	SA	Feb25	Feb25	9:00-1:00	1	Classroom (FF)	$72.40

Soup's On! — CULIGI526

Explore the limitless possibilities of soup with our expert Chef! Begin with fresh stock to create cream soups, purees, and unusual recipes from around the world. Food costs of $22 paid to the instructor on the first night.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12921	TH	Jan5	Jan19	6:30-9:30	3	Classroom (FF)	$80.18

Super Foods: Beat the Winter Blues — CULI10084

NEW! Super Foods can be used to improve your diet and your mood! Discover simple and quick recipes and sample some healthy super foods that can help with the winter blues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12918	TU	Jan24	Jan24	6:30-9:30	1	Classroom (FF)	$84.38

Gardening

ce.mohawkcollege.ca/workshops

Choosing Trees for the Future   HORT10052
NEW! Considering trees for the future? Answer the questions, where, what, why and how! Includes selection factors, trees to avoid and how to plant trees for a sustainable environment. Bring a lunch.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12769	SA	Feb18	Feb18	10:00-4:00	1	Classroom (SC)	$93.39

Garden Pests - How to Spot Them and How to Deal With Them   HORT10048
NEW! Introduces common garden pests in Ontario and includes tips for identifying and managing them.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12768	SA	Mar25	Mar25	10:00-4:00	1	Classroom (SC)	$93.39

Landscaping for the Home   HORT10049
NEW! Learn to navigate the horticultural world as it applies to your home and garden. A great way to get geared up for the spring season! Field trip Sun Mar 5.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12772	TU	Feb7	Mar7	6:30-9:00	6	Classroom (SC)	$211.44

Perennials for the Home   HORT10050
NEW! A guide to popular and underused perennials that can add impact and presence to your home garden. Introduces bulbs, wildflowers, hostas, ferns and grasses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12771	TH	Mar2	Apr6	6:30-9:00	6	Classroom (SC)	$211.44

Popular Trees & Shrubs for the Home   HORT10051
NEW! Learn about popular trees, shrubs and evergreens to add interest and colour to your home landscape.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12770	TU	Mar21	Apr25	6:30-9:00	6	Classroom (SC)	$211.44

Pruning and Maintenance Of Shrubs And Trees   HORTHOR36
Demonstrations with live plants and illustrated presentations by a Certified Arborist are used to give you the confidence to prune your shrubs and garden plants successfully.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12931	SA	Mar11	Mar11	10:00-4:00	1	Classroom (SC)	$83.64

Home Renovation

ce.mohawkcollege.ca/workshops

Brick and Stone Essentials   BLDG10117
NEW! Introduces the do-it-yourselfer to the essential theory and skills involved in working with brick and stone. You must bring safety glasses, safety gloves and CSA certified steel toe workboots. Materials provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12926	TU	Feb21	May9	6:00-9:00	12	Classroom (SC)	$489.80

Learn to Tile Successfully   BLDG10105
Learn the basic steps of tiling by starting with a simple project. Hands-on instruction will be given from selecting tiles to the actual installation and completion of a project. A good stepping stone to have the confidence to undertake a backsplash or similar project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12946	SA	Jan28	Jan28	9:00-4:30	1	Classroom (SC)	$100.50

Steel Art Workshop - Pipe Shelving   WELD10075
Learn to turn a basic design into a functional work of art made of steel and wood and create your own pipe shelving unit. Gain basic skills including reading plans, measurement, pipe threading techniques, basic working, assembly and proper mounting. Bring safety glasses and safety boots. Materials provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12944	SA	Jan21	Feb11	12:00-4:00	4	Classroom (SC)	$188.80

Steel Art Workshop - Weld a Table   WELD10074
Learn to use welding skills to transform a basic design into a functional side table made of steel and wood. Introduces 45 and 90 degree angle joints, using angle iron as well as square tubing. Focus on metal distortion, notching of joints and down hand welds. Basic welding skills required. Bring your own tape measure, speed square, safety glasses and safety boots. Materials provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12945	SA	Mar11	Apr1	12:00-4:00	4	Classroom (SC)	$228.80

Sustainable Local Foods

ce.mohawkcollege.ca/sustainable

Between Farm & Table:Local Food Businesses & Cooperatives   CULI10086
NEW! Explore the plethora of local food businesses and infrastructure emerging across Canada. Businesses include innovative models such as cooperatives, eco-friendly distributors, non-profit partnerships and community supported agriculture. Brief history on global food system consolidation. Look at how restaurants, grocery stores, processors and abattoirs incorporate local food options. Discuss, debate and investigate regional examples.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12900		Jan10	Apr18			OntarioLearn	$456.10

Field to Fork:Introduction to Local and Global Food Systems   HORT10021 (E)
NEW! Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12830		Jan10	Apr18			OntarioLearn	$456.10

Food Security & Food Justice in Canada   CULI10085
NEW! Study causes and consequences of urban and rural food insecurity across Canada. Struggle with the tensions between short-term stop gaps and long-term food justice solutions. Bring these realities to life by doing research or field work for a food security organization in your region.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12901		Jan10	Apr18			OntarioLearn	$456.10

Mathematics

Steps for completing a course through the Math Learning Centre (MLC) at Fennell Campus

Register
- Select the date you wish to begin your studies. Make sure you can attend the in-person orientation session on the date you've chosen.
- Follow the appropriate column down to the course you require.
- Make note of the corresponding CRN.
- Use this CRN on your in-person registration form or when registering online.

Get Started
- Attend the mandatory orientation session on the start date you selected. You cannot begin your studies without attending the orientation.
- The orientation runs from 6:00-7:00 pm. at the Fennell Campus. You must arrive on time.

Complete your course
- Math Learning Centre courses are delivered through eLearn in a windows based environment.
- You will work through modules independently, however, personal one on one support is available in the Math Learning Centre from 8:30 am to 9:00 pm Monday to Thursday and Friday until 4:00 pm.
- Testing takes place in-person at the Fennell Campus in Hamilton.
- You must complete your course by the end date.

Full details are available on our website **ce.mohawkcollege.ca/mlc**

Start/Orientation Date		Jan 17	Jan 25	Feb 2	Feb 23	Mar 20		
End Date		May 19	May 26	Jun 2	Jun 23	Jul 21		
COURSE NAME	**COURSE NUMBER**	**CRN**	**CRN**	**CRN**	**CRN**	**CRN**	**FEE**	**PREREQUISITE**
Mathematics 1	MATH10011	12631	12660	12686	12711	12738	$338.10	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	12633	12661	12687	12712	12740	$338.10	Grade 12 Math (C or U)
Mathematics	MATH10020	12634	12662	12688	12713	12741	$338.10	MATH10012
Mathematics	MATH10024	12635	12663	12689	12714	12742	$338.10	MATHMS173
Mechanical Intermediate Algebra	MATH10029	12636	12664	12690	12716	12743	$338.10	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	12637	12665	12691	12717	12744	$434.96	Grade 12 Math (C or U)
Mathematics 2	MATH10053	12639	12666	12692	12718	12745	$338.10	MATH10011 or equivalent
NDE Mathematics	MATH10059	12640	12667	12693	12719	12746	$338.10	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	12641	12669	12694	12720	12747	$382.08	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **	12642	12670	12695	12721	12748	$540.72	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	12643	12671	12696	12723	12749	$382.08	Grade 11 Math (C or U)
Mathematics 1 - General Arts and Science	MATHMA006	12644	12672	12697	12724	12750	$338.10	Grade 10 Math (applied or academic)
Math	MATHMA018	12645	12673	12699	12725	12751	$338.10	MATHMA006
Mathematics	MATHMA101	12646	12675	12700	12726	12752	$338.10	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179	12647	12676	12701	12727	12753	$434.96	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	12649	12677	12702	12728	12754	$338.10	MATH10029
Mathematics	MATHMS122	12650	12678	12703	12730	12755	$434.96	Grade 10 Math (applied or academic)
Mathematics	MATHMS144	12651	12679	12704	12731	12756	$338.10	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	12652	12680	12705	12732	12757	$434.96	Grade 12 Math (C or U)
Mathematics	MATHMS171	12654	12681	12706	12733	12758	$434.96	Grade 12 Math (C or U)
Mathematics	MATHMS173	12655	12682	12707	12734	12760	$434.96	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244	12657	12683	12708	12735	12761	$338.10	MATHMS144
Mathematics	MATHMS248	12658	12684	12709	12736	12762	$434.96	MATHMS171
Mathematics	MATHMS377	12659	12685	12710	12737	12763	$338.10	MATHMS271

** CRN End Dates for MATHMA002 are Jul 18/17, Jul 26/17, Aug 3/17, Aug 24/17 and Sep 18/17.

MATHEMATICS COURSES

Mathematics Courses

ce.mohawkcollege.ca/mathematics-statistics

Differential Calculus   MATHMA383
Cover Empirical Equations, Conics, and Differential Calculus with Applications. 4 month (42 hour). Prerequisite: MATH10029.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12598	TH	Jan26	May25	6:00-9:00	18	Classroom (FF)	$338.10

Discrete Math & Statistics   MATH10064
Covers various topics from number theory, discrete mathematics and statistics. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12585		Jan10	Apr18			eLearn	$431.81

Engineering Mathematics 3   MATH10014
Study calculus. Learn about differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions, differential equations of the first and second order and Laplace transforms. Prerequisite: MATHMA279, MATH10021 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12390	WE	Jan25	Apr12	6:00-9:30	12	Classroom (FF)	$338.10

Fundamental Mathematics   MATH10031
Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with Percents and solving applied problems involving Percents. Know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12357		Jan10	Apr18			OntarioLearn	$456.10

Math   MATHMA018
Understand Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12589		Jan10	Apr18			eLearn	$335.16

Mathematics   MATHMA101
Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12592		Jan10	Apr18			eLearn	$335.16

Mathematics   MATHMS122
Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. 4 month (56 hour). Prerequisite: Grade 10 Math (applied or academic).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12600	WE	Jan25	May24	6:00-9:00	18	Classroom (FF)	$434.96

Mathematics   MATHMS171
Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12394	TU/TH	Jan24	Apr27	6:00-9:00	19	Classroom (FF)	$434.96

Mathematics   MATHMS173
Learn about Computations and Unit Conversions, Algebra, Equations, Right Triangle Trigonometry and Geometry and Mensuration. 4 month (56 hour). Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12605	TU	Jan24	May23	6:00-9:00	18	Classroom (FF)	$434.96

Mathematics   MATHMS271
Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. Prerequisite: MATHMS171.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12595		Jan10	Apr18			eLearn	$431.81

Mathematics 1   MATH10012
Develop understanding of Algebra, Equations, Graphing and Systems of Equations, Computations and Unit Conversions, Right Trigonometry and Oblique Triangle Trigonometry. Prerequisite: Grade 12 Math (C or U).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12389	WE	Jan25	May3	6:00-9:00	14	Classroom (FF)	$338.10

Mathematics 1 - General Arts And Science   MATHMA006
Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. Prerequisite: Grade 10 Math (applied or academic). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12586		Jan10	Apr18			eLearn	$335.16

Statistics   MATHMA482
Introductory statistics for Technology students. Focus on organizing & summarizing univariance data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165. NOTE: Monday class is every second Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12392	MO/WE	Jan23	Mar29	7:00-10:00	19	Classroom (FF)	$434.96

Statistics   MATHMA570
Covers organization & graphing of data, measures of location & variation, probability & sampling distributions, confidence intervals, hypothesis testing, statistical process control, Chi-square distribution, regression & correlation. Minitab statistical software will not operate on a MAC computer. Prerequisite: Introductory College level math course. Students wishing MATHMS474 or MATH10060 may take MATHMA570. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11242		Jan10	Apr18			OntarioLearn	$484.81

Statistics   MATHMS474
Covers organization and description of data, probability, binomial, poisson and normal distributions, confidence interval and MINITAB. Prerequisite: MATHMS173 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12395	WE	Jan25	Apr26	7:00-10:00	14	Classroom (FF)	$338.10

Technical Calculus I   MATH10052
Examine basic differentiation and integration and applications. Topics include differentiation of algebraic and transcendental functions, indefinite and definite integrals and methods of integration, and applications of derivatives and integrals. Equivalent to: MATH10016. Prerequisite: MATH10024 or MATHMS273. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11537		Jan10	Apr18			OntarioLearn	$555.25

Technical Calculus II   MATH10054
Examine applications of differentiation and integration in electronics. Focus on Maclaurin, Taylor and Fourier series, linear differential equations, double integrals, Laplace and Fourier transforms. Equivalent to: Engineering Mathematics 3 (MATH10014). Prerequisite: MATH10052 or Engineering Mathematics 2 (MATH10021). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11540		Jan10	Apr18			OntarioLearn	$456.10

Media and Creative Arts

ce.mohawkcollege.ca/creative

Programs and Courses

Ontario College Graduate Certificates

Mohawk College Certificates

Acknowledgements of Completion

Stand-Alone Courses

Aesthetics, Nail Technician and Applied Cosmetics Certificates

These certificates are offered as day-time, three term programs.

On successful completion you will receive three certificates.

You require approval from the Program Manager before registering.

For information, application or appointment email **cecreative@mohawkcollege.ca**

CREDENTIALED PROGRAMS

Aesthetics Certificate (026)

MOHAWK COLLEGE CERTIFICATE
Graduation Requirement: 13 courses

ce.mohawkcollege.ca/aesthetics

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

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASTHAES02	Aesthetics Skin Care I	39
ASTHAES03	Aesthetics Skin Care II	39
ASTHAES04	Aesthetics Skin Care III	39
ASTHAES05	Aesthetics Body Massage and Treatments	39
ASTHWS144	MakeUp Artistry	39
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
BIOLHZA34	Biology Preparatory	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
MRKT10044	Professional Selling in Cosmetics	39
WORKWS034	Work Experience Option	30
Options - Choose 1:		
ASTH10000	Hot Stone Massage	36
ASTHWS031	Make Up Paramedical and Camouflage Therapy	39
ASTHWS244	MakeUp Artistry II	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10005	MakeUp Bridal Black and White and Creative	39

Aesthetics Skin Care II   **ASTHAES03**
Enhance your understanding of product knowledge, bacteriology, sanitation and hygiene and develop skills in skin cleansing, massage and mask treatments. You must provide models for application sessions. Supplies included in course fee. Prerequisite: ASTHAES02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12185	WE	Jan4	Mar29	9:30-12:30	13	Classroom (FF)	$468.95

Biology Preparatory   **BIOLHZA34**
Enhance your understanding of human biology fundamentals as related to the Aesthetics Industry. Cannot be used to meet the entry requirements for health sciences programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12194	TU	Jan3	Mar28	9:30-12:30	13	Classroom (FF)	$328.95

Business and Marketing for the Cosmetic Industry   **MRKT10043**
Learn effective business and marketing techniques for starting a cosmetic business. Focus on freelance work, networking, advertising, product inventory and customer service.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12199	MO	Jan2	Apr3	1:00-4:00	13	Classroom (FF)	$333.95

Applied Cosmetics Certificate (830)

MOHAWK COLLEGE CERTIFICATE
Graduation Requirement: 6 courses.

ce.mohawkcollege.ca/cosmetics

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

Admission Requirements
Successful Completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MARKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39
Option Group 2 - Choose 1:		
ASTH10006	Manicure Pedicure care and Techniques	39
ASTHWS306	Waxing	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTHWS344	MakeUp Portfolio Development	39
ASTH10005	MakeUp Bridal Black and White and Creative	39
WORKWS034	Work Experience Option	30

Colour Theory For Fashion And MakeUp CoOrdination   **FASHWS013**
Study colour theory, style analysis, figure analysis, and image profile to develop a well accessorized wardrobe with co-ordinated makeup shades. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12196	MO	Jan2	Apr3	6:30-9:30	13	Classroom (FF)	$388.95

Cosmetology 1   **ASTHWS101**
Develop your knowledge of skin care, with emphasis on analysis of skin types, product knowledge, hygiene and nutrition. Equivalent: ASTHAES02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12189	WE	Jan4	Mar29	6:30-9:30	13	Classroom (FF)	$323.95

MakeUp Artistry II   **ASTHWS244**
Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTHWS144 or equivalent. Students are responsible for their own models.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12190	TU	Jan3	Mar28	6:30-9:30	13	Classroom (FF)	$323.95

Communications Media Practices Certificate (266)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 12 courses

ce.mohawkcollege.ca/cmp

Are you interested in learning the fundamentals of media production to complement your degree or diploma? Work with industry professionals to:

- Learn professional techniques of shooting and editing video.
- Produce layout and designs using industry-standard software.
- Write and edit audio content to air on Mohawk's campus radio station 101.5 The Hawk and our Internet station, Ignite Radio.
- Work with community partners to develop and plan a multimedia Capstone Project.
- Build an e-portfolio of your work to complement your existing degree/diploma.

Admission Requirements

Minimum requirements are:

- An Ontario College Diploma or University Degree.
- Other equivalent post-secondary experience or qualifications will be considered by Mohawk.
- For students enrolled in McMaster University's Communication Studies and Multimedia Programs; you must have completed two years of McMaster's Program and be in good standing.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MCOM10015	On-Air Production 1	70
MCOM10024	Story 3	28
MCOM10171	Post Production 1	28
MCOM10179	Independent Prod Planning	28
MCOM10217	Media Presentation Skills	14
MCOMTV213	Field Production	42
CRED10105	Career Planning ePortfolio	42
MCOM10027	Print Layout and Design	28
MCOM10192	Broadcast Production Video	42
MCOM10193	Broadcast Production Audio	42
MCOM10218	Capstone Project 1	56
MCOM10219	Capstone Project 2	245

Media Presentation Skills   MCOM10217

Explore the media and entertainment environments reliant on well-developed presentation and communication skills. Develop an understanding of the potential power of one's message, voice, body language, personal habits and active listening ability. Cultivate your talent and build confidence for a future career through workshops, presentations, research, analysis and meaningful discussion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12620	SA	Jan14	Apr15	9:00-10:00	14	Classroom (FF)	$112.69

Story 3   MCOM10024

Obtain one-on-one formative evaluation and feedback on your interviewing, researching and story writing skills. The key focus of this coaching is the interview. Maintain portfolios of your newsroom work, which will form the basis of regular evaluation, coaching and feedback.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12621	SA	Jan14	Apr15	10:00-12:00	14	Classroom (FF)	$225.40

Dressmaking Certificate (819)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/dressmaking

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

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
FASHDM110	Dressmaking 1 Level 1	30
FASHDM115	Dressmaking 1 Level 2	30
FASHDM120	Dressmaking 2 Level 1	30
FASHDM125	Dressmaking 2 Level 2	30
FASHDM130	Dressmaking 3 Level 1	30
FASHDM135	Dressmaking 3 Level 2	30
FASHDM140	Tailoring 1 Level 1	42
FASHDM145	Tailoring 1 Level 2	39

Cost of materials is your responsibility.

Dressmaking 1 Level 2   FASHDM115

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12291	MO	Jan16	Mar27	6:30-9:30	10	Classroom (FF)	$243.25

Dressmaking 2 Level 1   FASHDM120

Discover special techniques to eliminate the "homemade look" in all of your sewing. Complete a detailed blouse/dress. Prerequisite: FASHDM110 and FASHDM115 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12338	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$243.25

Dressmaking 3 Level 2   FASHDM135

Learn correct layout, construction and pressing pointers for specialty fabrics, with tips on beading, shirring and boning. Complete a special occasion dress/evening outfit. Prerequisite: First 5 courses or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12340	WE	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	$243.250

Fashion Design Certificate (804)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 8 courses

ce.mohawkcollege.ca/fashiondesign

Turn to page 2 for contacts

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

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.
- A sound knowledge of dressmaking skills is required for the pattern making courses.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
FASHFA200	Pattern Design And Drafting Basic	36
FASHFA210	Pattern Design And Drafting Intermediate	36
TEXTFA220	Dress Design Advanced	36
FASH10029	Specialized Pattern Drafting	36
FASHFA235	Designing Workshop	36
FASHFA201	Fashion Drawing	30
FASH10028	Colour Theory for Fashion	36
Options - Choose 1:		
FASHFA240	Costume Influencing	36
TEXTFA910	Fabric Awareness	30
SBMGMD249	How to Start a Small Business	30

Cost of materials is your responsibility.

Fashion Drawing   FASHFA201
Learn to transfer fashion ideas to paper. Focus on drawing details, fabrics and textures to be interpreted for pattern drafting and explore drawing materials and ways to illustrate designs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12343	TH	Jan19	Mar23	6:30-9:30	10	Classroom (FF)	$243.25

Pattern Design And Drafting Intermediate   FASHFA210
Focus on drafting and designing the bodice and hip length block working with standard and personal measurements. Develop bodices, collars, and neck line designs. Designing a dress/blouse is required. Prerequisite: FASHFA200.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12342	TU	Jan10	Mar28	6:30-9:30	12	Classroom (FF)	$294.80

Make-Up Artistry Certificate (056)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

ce.mohawkcollege.ca/makeupartistry

Turn to page 2 for contacts

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

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASTHWS029	MakeUp Theatrical and Special Effects	39
ASTHWS031	Make Up Paramedical and Camouflage Therapy	39
ASTHWS144	MakeUp Artistry	39
ASTHWS244	MakeUp Artistry II	39
FASHWS013	Colour Theory For Fashion And MakeUp CoOrdination	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTH10005	MakeUp Bridal Black and White and Creative	39
HRSY10010	Hairstyling for the Makeup Artist	24
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39
Option Group 2 - Choose 2:		
ASTHWS032	MakeUp Theatrical and Special Effects II	33
ASTHWS344	MakeUp Portfolio Development	39
WORKWS034	Work Experience Option	30

Hairstyling for the Makeup Artist   HRSY10010
A beginners approach to session/editorial hairstyling, from basic fundamentals such as fashion concepts and blow drying, to the more complex art of extension placement and hair pieces. It is becoming more common that Session artists know the fundamentals of hairstyling as well as makeup application. Having these combined skills will assist the artist to be more marketable based on their versatility. Supplies extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12197	WE	Jan25	Mar15	6:00-9:00	8	Classroom (FF)	$283.20

MakeUp Theatrical and Special Effects II   ASTHWS032
Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029. Check this link for a short video of the course http://vimeo.com/user11460605/review/108159435/6c05db2eb4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12188	TU	Jan3	Mar7	6:30-9:30	11	Classroom (FF)	$345.65

Music Certificate (809)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/music

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

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

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
MUSC10075	Piano Beginners Part A	22
MUSC10076	Piano Beginners Part B	22
MUSCMU020	Theory - Preliminary	28
MUSCMU123	Theory 1	28
MUSCMU140	Ear Training 1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
Options - Choose 1:		
MUSC10071	Vocal Advanced	22
MUSC10072	Guitar 1	22
MUSC10103	Piano Continued Explorations	28
MUSCMU182	Harmony 1	28

Piano Beginners Part A
MUSC10075

Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, major and minor chords. Access to practice piano required. Textbook required. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12568	TH	Jan12	Mar23	6:30-8:00	14	Classroom (FF)	$177.10

Piano Beginners Part B
MUSC10076

Enhance playing and sight reading techniques by exploring intervals, major scales and basic chording. Classical, popular tunes and duets may also be played. Recommended prerequisite: MUSC10075 or 1 year playing and sight reading experience. NOTE: 1 hour independent study is required. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12569	WE	Jan11	Mar22	8:30-10:00	14	Classroom (FF)	$177.10

Theory 1
MUSCMU123

Learn to understand the rudiments of Music, with emphasis on writing skills. Course coincides with the Royal Conservatory Theory examination, written May or December. Textbook Required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12573	MO	Jan9	Apr10	6:00-8:00	13	Classroom (FF)	$225.40

Nail Technician Certificate (027)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/nailtechnician

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

Admission Requirements
- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASTH10006	Manicure Pedicure care and Techniques	39
ASTH10007	Spa Manicure and Pedicure Applications	39
ASTHWS905	Gel and Acrygel Applications	39
ASTH10008	Sculpted Nail Enhancements	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
Options - Choose 1:		
ASTHWS101	Cosmetology 1	39
ASTHAES02	Aesthetics Skin Care I	39

Manicure Pedicure care and Techniques
ASTH10006

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12181	MO	Jan2	Apr3	6:30-9:30	13	Classroom (FF)	$779.90

Spa Manicure and Pedicure Applications
ASTH10007

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Prerequisite: ASTH10006.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12183	MO	Jan2	Apr3	9:30-12:30	13	Classroom (FF)	$543.95

"I'm a firm believer that you should never stop learning new things and the Continuing Education programs are a great way to find what interests you. I have taken Mohawk's CE programs for different reasons at various times, from updating my job skills, to learning a new hobby."

"I took Mohawk's Performing Arts Program starting with Acting For Beginners mainly to build my confidence in front of people. I soon came to realize that learning the craft of acting was much more than just performing. It develops many skills such as organization, listening, observation, memory, commitment, spontaneity, physicality, teamwork, social interaction, voice projection and more as well learning about the acting industry. I know that the skills I refined and learned in the Performing Arts Program will help in advancing my career in whatever profession I choose. These skills can be applied to more than just acting."

Jayme - First graduate of the Performing Arts Certificate

Performing Arts Certificate (929)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/performingarts

Develop the fundamentals needed to pursue a career in theatre arts and gain the skills to go forward in the acting industry with a hands-on perspective of the various roles in performing arts. Of interest to Media Studies students, and those wishing to increase their communication skills, spontaneity and showmanship, with a view to applying these skills to your present/future careers inside/outside of the acting industry.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CREA10072	Acting for Beginners	30
CREA10071	Acting Two	30
CREA10079	Acting Three The Feedback Show	30
CREA10085	The Career Class	30
Options - Choose 4:		
CREA10087	Acting for Film and TV	36
CREA10136	The Master Class	30
CREA10090	An Actor's Director	30
CREA10091	Whose laugh is it anyway?	30
ASTHWS029	MakeUp Theatrical and Special Effects	39
CREA10092	The Monologue Class	30
COMM10268	Writing for Stage	30
WORK10114	Work Experience	30

Acting for TV/Film   CREA10086

Explore the art of acting on camera. Through participation in mock commercial and film auditions, strengthen your technical skills and confidence and learn to stay in-character on and off the camera. Writers, or actors interested in writing, are encouraged to attend and may offer their work to the instructor for students to perform in class. Prerequisite: CREA10071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12562	TU	Jan10	Feb28	6:30-9:30	8	Classroom (FF)	$193.20

The Career Class   CREA10085

Learn the business side of Acting. Develop the right "package" to maintain a career in the industry. Use marketing & self-promotion techniques to get yourself in front of the right people to make your dream a reality. Prerequisite: CREA10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12565	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$241.50

The Monologue Class   CREA10092

Finding and performing the right monologue can propel an actor's career. Begin by studying the story your character is about to tell and why that moment has been chosen to tell it. Prerequisite: CREA10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12564	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$241.50

Whose laugh is it anyway?   CREA10091

Learn all forms of improvisation. Exercise creative muscles to build confidence and be ready for an audition or the boardroom. For all actors/working professionals with desire to strengthen their craft/presentation skills with a laugh.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12563	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$241.50

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

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/photography

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

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
PHTOPY109	History of Photography	30
PHTOPY225	Studio Lighting	30
PHTOPY101	Digital Photography 1	30
PHTOPY300	Digital Photography 2	30
Option Group 1 - Choose 1:		
PHTOPY110	Introduction To Digital Imaging/Photoshop	30
PHTO10054	Lightroom	30
Option Group 2 - Choose 3 per certificate:		
Refer to the website for a complete list of courses.		

Camera Requirements:
- DSLR with aperture priority mode, shutter priority mode, program mode and manual mode.

Digital Photography 1   PHTOPY101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12578	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$241.50

Digital Photography 2   PHTOPY300

Building on techniques covered in Digital Photo 1, learn and experiment with new creative/technical concepts. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12584	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$241.50

Digital Video - Introduction   PHTO10055

Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on DVD. You must bring your own laptop loaded with Mac iMovie or Windows Moviemaker & camera.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12582	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$241.50

History of Photography   PHTOPY109

Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12853		Jan10	Apr18			OntarioLearn	$292.40

Introduction To Digital Imaging/Photoshop   PHTOPY110

Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Delivered in computer lab during class time. Software provided in the lab only. Bring photographs and USB for storage. Software for self-use available for purchase at adobe.com Education Store.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12579	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$241.50

Lightroom — PHTO10054
Gain basic skills in the industry-standard tool for managing photo libraries and image processing. Learn to import, develop and present your photos. You must have your own laptop with Lightroom (available at adobe.com Education Store). Windows or MAC experience required. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12576	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$241.50

Studio Lighting — PHTOPY225
Learn to manipulate artificial light using studio strobes, light modifiers, and reflectors for portraits and products. You require camera, tripod and speed light (or strobes). COURSE LOCATION: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12581	MO	Jan9	Mar20	6:30-9:30	10	Other	$276.50

Urban Landscape And Documentary Photo — PHTOPY111
In this project/portfolio based course developed through in-class, self-directed and online modalities, you produce truthful, objective, and often candid photographs on a particular theme or subject used for publications, exhibitions or companies with private archives. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12580	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$241.50

Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

ce.mohawkcollege.ca/sewing

The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive the materials list by email.

Sewing - Introduction — TEXTHC027
Tackle a simple project and gain basic skills in operating a sewing machine. A great stepping stone for future participation in other sewing courses and the Dressmaking Certificate program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12346	FR SA	Jan13	Jan14	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Basic Sewing 1 — TEXTHC177
Develop skills in pattern reading, preparing the fabric, measuring, marking, pressing and machine sewing as you make a pair of elasticized shorts or pants. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12348	FR SA	Feb3	Feb4	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Basic Sewing 2 — TEXTHC203
Develop new skills in measuring, easy set in sleeves, facings, interfacings and finishing details by making a simple collarless shirt or top. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12353	FR SA	Feb24	Feb25	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Basic Sewing 3 — TEXTHC322
Continue to develop sewing skills by constructing a sleeveless or semi-fitted dress with set in sleeves and explore new techniques for zippers, easy fitting, hem and neck finishing. Patterns and fabric suggested.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12354	FR SA	Mar24	Mar25	7:00-9:00 9:00-5:00	2	Classroom (FF)	$83.25

Visual Arts Certificates

VISUAL ARTS - FOUNDATION CERTIFICATE (041)
Mohawk College Certificate - Graduation Requirement 7 courses

VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)
Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Foundation Certificate

VISUAL ARTS - ADVANCED CERTIFICATE (043)
Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Intermediate Certificate

ACKNOWLEDGEMENT OF COMPLETION
- Several Acknowledgements are available for a variety of course groupings.
- Contact us for details.

ce.mohawkcollege.ca/visualarts

PROGRAM OF STUDIES

VISUAL ARTS - FOUNDATION

Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30

Options - Choose 4:
Studio/hands-on courses from Visual Arts Certificates. Refer to website.

VISUAL ARTS - INTERMEDIATE

Mandatory Courses:		Hours
ARTTPG201	Design and Colour 2	30
ARTTPD301	Drawing 2	30

Option Group 1 - Choose 1:

PHTOPY109	History of Photography	30
SSCI10054	Philosophy Of Art Concepts and Theories	42
INFO10144	Web Design Basics	36

Option Group 2 - Choose 4:
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

VISUAL ARTS - ADVANCED

Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30

Option Group 1 - Choose 2:

SBMGMD249	How to Start a Small Business	30
EDUCTAL03	Adult Learning	36
PSYCSS156	Introductory Psychology	42
WORKPW900	Work Experience Option	30
ARTT10052	Art Through the Ages	48

Option Group 2 - Choose 4:
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.

Option courses may be listed under other Programs. Refer to the index.
Some ceramics courses have field trips.

Ceramics - Foundation 1 — CERAPC201

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11007	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11025	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11040	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11067	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11079	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11091	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 2 — CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11008	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11026	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11041	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11068	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11080	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11092	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 3 — CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11009	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11027	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11042	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11069	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11081	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11093	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Foundation 4 — CERAPC204

Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Prerequisite: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11010	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11028	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11043	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11070	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11082	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11094	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 1 — CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11011	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11029	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11044	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11071	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11083	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11095	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 2 — CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11012	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11030	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11045	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11072	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11084	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11096	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 3 — CERAPC303

Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Prerequisite: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11013	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11031	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11046	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11073	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11085	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11097	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Intermediate 4 — CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11014	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11032	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11047	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11074	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11086	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11098	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 1 — CERAPC401

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11015	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11033	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11048	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11075	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11087	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11099	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 2 — CERAPC402

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11016	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11034	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11049	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11076	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11088	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11100	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 3   CERAPC403
Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11017	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11035	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11050	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11077	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11089	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11101	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics - Advanced 4   CERAPC404
Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11018	MO	Jan9	Mar20	6:30-9:30	10	Classroom (SC)	$271.50
11036	TU	Jan10	Mar14	1:00-4:00	10	Classroom (SC)	$271.50
11051	TU	Jan10	Mar14	6:30-9:30	10	Classroom (SC)	$271.50
11078	WE	Jan11	Mar15	1:00-4:00	10	Classroom (SC)	$271.50
11090	WE	Jan11	Mar15	6:30-9:30	10	Classroom (SC)	$271.50
11102	TH	Jan12	Mar16	6:30-9:30	10	Classroom (SC)	$271.50

Ceramics Master Class   CERA10005
Challenge your skills on the wheel. Work to interpret, investigate, experiment with process/assembly through a series of clay projects. Bring your own clay or buy in class. Work not kept/fired at Mohawk.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12157		Jan9	Mar20			Classroom (SC)	$256.50

Chinese Brush Painting   ARTTPD101
Explore the styles, supplies and equipment used in Chinese brush painting to produce basic and simple strokes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11019	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 2   ARTTPD102
Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: ARTTPD101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11020	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 3   ARTTPD103
Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11021	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 4   ARTTPD104
Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: ARTTPD103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11022	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 5   ARTTPD105
Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: ARTTPD104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11023	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Chinese Brush Painting 6   ARTTPD106
Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: ARTTPD105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11024	SA	Jan7	Mar11	9:30-12:30	10	Classroom (FF)	$241.50

Design and Colour 1   ARTTPG101
Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. You are expected to scan and send assignments electronically. Email cecreative@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11052		Jan9	Mar20			Other	$241.50

Design and Colour 2   ARTTPG201
Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. You are expected to scan and send assignments electronically. Prerequisite: ARTTPG101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11053		Jan9	Mar20			Other	$241.50

Design and Colour 3   ARTTPG301
Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. You are expected to scan and send assignments electronically. Prerequisite: ARTTPG201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11054		Jan9	Mar20			Other	$241.50

Drawing 1   ARTTPD201
Enhance your ability to observe/record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, gesture using charcoal and pencil. Email cecreative@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11037	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$241.50

Drawing 2   ARTTPD301
Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: ARTTPD201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11038	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$241.50

Drawing 3   ARTTPD401
Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: ARTTPD301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11039	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$241.50

Drawing for the Absolute Beginner   ARTTPD501
Release artistic potential using right brain drawing. Ideal for beginners or those who feel they cannot draw at all. Bring coil bound sketchbook at least 14"x17" & HB and 4b pencils to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12174	WE	Jan11	Mar15	6:30-9:30	10	Classroom (FF)	$241.50

History Of Crafts   HISTPD024
Through independent/self-directed learning/projects with textbook, online and faculty resources, you examine the evolution of diverse approaches to craft in metal, wood, clay to understand the connection between mankind and Arts/Crafts. Instructor contact information provided prior to course start.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12178		Jan9	Mar20			Other	$241.50

Creative & Visual Arts Gallery
View projects completed by our students at **ce.mohawkcollege.ca/artgallery**

Painting 1 — ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Email cecreative@mohawkcollege.ca for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11055	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Painting 2 — ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11056	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Painting 3 — ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11057	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Painting 4 — ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11058	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Painting 5 — ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11059	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Painting 6 — ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11060	TU	Jan10	Mar14	6:30-9:30	10	Classroom (FF)	$251.50

Precious Metal Clay 1 — CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12177	TH	Jan12	Mar16	6:30-9:30	10	Classroom (FF)	$261.50

Watercolour Painting 1 — ARTTPD231

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Email cecreative@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11061	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

Watercolour Painting 2 — ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11062	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

Watercolour Painting 3 — ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11063	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

Watercolour Painting 4 — ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11064	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

Watercolour Painting 5 — ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11065	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

Watercolour Painting 6 — ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style. Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11066	MO	Jan9	Mar20	6:30-9:30	10	Classroom (FF)	$251.50

OTHER COURSES

Media

ce.mohawkcollege.ca/media

Turn to page 2 for contacts

Documentary Scriptwriting — COMM10343

NEW! Emphasizes the skills necessary to develop a proposal for a non-fiction film, video, or radio program. Learn to research original ideas, write the treatment and present a proposal for a documentary or corporate video. Covers script formats, terminology specific to each medium, budgets, marketing, financing and legal issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12898		Jan10	Apr18			OntarioLearn	$320.44

Dramatic Scriptwriting — COMM10344

NEW! Gain skills in developing original, short, dramatic script ideas. Includes: structure development process, researching and evaluating story concepts, writing outlines, treatment and first draft, revisions and polishing of a final draft to be marketed. Covers script formats and terminology specific to film, television and radio, intellectual property protection issues, marketing, and developing tools necessary to sustain a writing career.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12899		Jan10	Apr18			OntarioLearn	$320.44

Drawing for Comics & Graphic Novels — RECL10044

NEW! Discover the drawing techniques related to the genres of comics and graphic novels. Open to all drawing levels.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12912	TH	Jan26	Jan26	6:00-10:00	1	Classroom (FF)	$98.42

Graphic Novels Introduction — MCOM10225

NEW! Experience hands on curriculum that will explore the elements of constructing a graphic novel including writing, layout, and artwork.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12914	MO	Jan16	Mar27	6:30-9:30	10	Classroom (FF)	$241.50

Video Editing Introduction — MCOM10226

NEW! Video editing is the ability to turn video into a compelling story. Learn to edit video with video editing software and how to use these skills for your professional and/or personal videos.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12915	WE	Jan18	Feb15	6:30-9:30	5	Classroom (FF)	$120.75

Music

ce.mohawkcollege.ca/music-courses

Turn to page 2 for contacts

Admission Requirements

- Open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

Guitar for Beginners — MUSC10123

Learn basic classical/fingerpicking guitar styles; folk and country oriented chording and strumming techniques; and develop a working knowledge of guitar history. The bulk of materials will be delivered through an iSpring (PowerPoint) video presentation containing a weekly guitar lesson, fingerboard gymnastics/micro movement exercises, video play alongs, self-evaluation quizzes, and the Guitar Talk history video segments. Weekly live chats with the instructor. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12872		Feb1	May10			OntarioLearn	$456.10

Guitar Song Book — MUSC10078

Learn to play a variety of popular and contemporary songs just like they sound on the recordings. Students are encouraged to submit their favourite songs to be learned in the group lesson. Prerequisite: Guitar 3 or an ability to alternate standard open position chords with some bar chords. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12567	TH	Jan12	Apr13	8:30-10:00	14	Classroom (FF)	$177.10

Guitar-Adult Class 2 — MUSC10073

Learn to read standard guitar notation in the treble clef. Some proficiency with chords required. Recommended prerequisite: MUSC10072 or equivalent. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12566	WE	Jan11	Apr12	6:30-8:00	14	Classroom (FF)	$177.10

Jazz Harmony 1 — MUSCMU181

Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chordal functions and substitutions. Credit in the Applied Music Program. Prerequisite: MUSCMU123.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12575	TU	Jan10	Apr11	6:00-8:00	14	Classroom (FF)	$225.40

Piano Song Book — MUSC10053

Continue to develop piano skills from previous levels by learning to play a variety of genres and creating your own piano arrangements to suit your individual skill level and style. Prerequisite: Adult Piano 5 or minimum 3 years playing experience with ability to read music. Access to piano required. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12571	TH	Jan12	Apr13	8:30-10:00	14	Classroom (FF)	$177.10

Photography Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Enhance your photography skills!

Digital Cameras-How To Use Yours Effectively — PHTOCR527

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12940	SA	Feb4	Feb4	9:30-4:30	1	Classroom (FF)	$99.04

Sewing Workshops

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

The purchase of supplies is required. A materials list will be provided before the course starts. Please contact us for more information or to receive materials list by email.

Knitting-Basic — TEXTHC273

NEW! Concentrate on the basics of this popular fashion craft and learn new techniques and stitches while completing a project of your choice. Supplies are the responsibility of the participant.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12356	WE	Feb1	Mar22	6:30-9:30	8	Classroom (FF)	$249.99

Quilting - Basic Introduction — TEXTHC319

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12355	SA/SU	Feb4	Feb5	12:30-4:00	2	Classroom (FF)	$73.36

Visual Arts

ce.mohawkcollege.ca/workshops

Turn to page 2 for contacts

Sculpture: Form, Shape & Scale — RECL10043

NEW! Explore sculpture via form shape and scale using simple materials - which can sometimes result in monumental work! Experiment with both the additive and subtractive ways of sculpting. Work with different materials, methods and tools and discover the complexity of working in three dimensions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12910	MO	Jan23	Feb27	6:30-8:30	5	Classroom (FF)	$80.50

Technology and Skills Development

ce.mohawkcollege.ca/tech

Programs and Courses

C Mohawk College Certificates

A Acknowledgements of Completion

Other Credentials

Stand-Alone Courses

TECHNOLOGY AND SKILLS DEVELOPMENT

CREDENTIALED PROGRAMS

Advanced AutoCAD

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

ce.mohawkcollege.ca/advanced-autocad

Take advantage of these advanced AutoCAD courses designed for professionals who are interested in skill enhancement and career development.

Admission Requirements
- Completion of some basic AutoCAD courses or previous AutoCAD experience is recommended.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CADM10040	AutoDESK REVIT - Advanced	45
CADM10041	SolidWorks Advanced	45
CADM10051	AutoDESK 3D MAX	45
CADMCAD12	AutoCAD - Customization	45

AutoDESK 3D MAX CADM10051

Learn the techniques required for proficiency in 3D Max including drawing in 3 dimensions, importing files, adding lighting and rendering materials for architectural presentation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11533	TU	Jan17	Apr11	6:00-9:30	13	Classroom (FF)	$362.25

AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11575	SA/SU	Feb25	Mar26	8:30-1:00	10	Classroom (FF)	$362.25

SolidWorks Advanced CADM10041

Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11529	WE	Jan18	Apr12	6:30-10:00	13	Classroom (FF)	$362.25

Air Brake Training

ce.mohawkcollege.ca/airbrake

Admission Requirements
- Minimum requirement is full class "G" license (Ontario).

Air Brake Training MOTPSAM70

Learn the airbrake system and components. Earn your 'Z' Air Brake Endorsement on your Ontario License, as required by The Ontario Ministry of Transportation. Test & Booklet included. When you have successfully completed the endorsement course, you need to report to a DriveTest Centre within 6 months to add the Z endorsement to your licence.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12251	SA/SU	Jan21	Jan22	8:00-4:00	2	Classroom (SC)	$329.28
12255	SA/SU	Feb25	Feb26	8:00-4:00	2	Classroom (SC)	$329.28
12256	SA/SU	Mar25	Mar26	8:00-4:00	2	Classroom (SC)	$329.28

AutoCAD Design Certificate (191)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/autocad

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

Admission Requirements
- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPCO001) before starting this program.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CADMCAD06	AutoCAD - Introduction	45
CADMCAD15	AutoCAD - Advanced	45
CADMCAD11	AutoCAD - 3D Modeling	45
CADMCAD12	AutoCAD - Customization	45
Options - Choose 2:		
CADM10028	AutoDESK - REVIT	45
CADM10040	AutoDESK REVIT - Advanced	45
INFOCAD29	AutoDESK Inventor	45
CADMRE066	SolidWorks Basic	45

AutoCAD - 3D Modeling CADMCAD11

Introduces concepts and methods of 3D modeling. Gain a thorough grounding in the fundamentals of 3D and explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Prerequisite: CADMCAD15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11536	WE	Jan18	Apr12	6:00-9:30	13	Blended (FF)	$362.25

AutoCAD - Advanced CADMCAD15

Learn advanced techniques for proficiency in the use of AutoCAD. Recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12572		Jan10	Apr18			eLearn	$359.10
11538	TU	Jan17	Apr11	6:00-9:30	13	Classroom (FF)	$362.25

AutoCAD - Introduction CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables you to create basic 2D drawings. A sophisticated computer software application that can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12570		Jan10	Apr18			eLearn	$359.10
11534	WE	Jan18	Apr12	6:00-9:30	13	Classroom (FF)	$362.25

AutoDESK - REVIT CADM10028

Design buildings using REVIT Architecture software. Create floor plans, sections, elevations and 3D views, and typical architectural elements such as walls, windows, doors, furniture, floors, ceilings and roofs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11572	SA/SU	Jan14	Feb12	8:30-1:00	12	Classroom (FF)	$362.25

AutoDesk REVIT - Advanced CADM10040

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11575	SA/SU	Feb25	Mar26	8:30-1:00	10	Classroom (FF)	$362.25

Building Environmental Systems Certificate (090)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/buildenvironsystems

Become proficient in heating systems, air conditioning and refrigeration systems, electrical systems, air handling and preventative maintenance programs, water treatment programs and energy efficiency in large buildings.

Admission Requirements
- Practical work experience or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HRAPBES01	Heating	45
HRAPBES02	Air Conditioning And Refrigeration	45
BLDGBES03	Air Handling & Preventive Maintenance	45
BLDGBES04	Electrical	45
STENBES05	Controls	45
STENBES06	Water Treatment	45

Air Conditioning And Refrigeration — HRAPBES02
Examine the operation and maintenance of refrigeration and air-conditioning equipment. Intended for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12467	TU	Jan17	Apr11	6:00-9:30	13	Classroom (SC)	$362.25

Electrical — BLDGBES04
Learn the basics of electricity and building electrical services, motor control and wiring diagrams, and calculation of loads and charges. Designed for building operators.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11407	MO	Jan16	Apr17	6:00-9:30	13	Classroom (SC)	$362.25

Water Treatment — STENBES06
Examine water treatment, with emphasis on the importance of water treatment, its effect on equipment and water treatment terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12207	TH	Jan19	Apr13	6:00-9:00	13	Classroom (SC)	$362.25

Ministry of Advanced Education and Skills Development
Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Check out our Pre-Apprenticeship Training Programs at **mohawkcollege.ca/pre-apprenticeship.** (This website is updated as information becomes available.)

Trade offerings are based on labour market demand and industry support. Program offerings are funded by and subject to MAESD approval. In addition to Basic Level 1 in-school trades training, these full time day programs traditionally start in May/June each year. Programs include pre-trades training, trade specific safety training and a work experience component.

Contact Debbie DeDauw
Email: debbie.dedauw@mohawkcollege.ca   Call: 905-575-2301

Ontario This program is funded by the Government of Ontario.

Certificate of Qualification Examination Preparation

ce.mohawkcollege.ca/cofq

Prepare for the Certificate of Qualification exam, stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Admission Requirements
- Before registering in a Certificate of Qualification course, please contact the Apprenticeship Branch Office at 1-800-668-4479.
- Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam.

C of Q Automotive Service Technician 310S — MOTPSAM66
Prepare for the Automotive Service Technician Class 310S exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12947	TU	Jan24	Apr11	6:00-9:00	12	Classroom (SC)	$289.80

C of Q Electrical 309A — ELECHEQ12
Review theory and electrical code for the Construction & Maintenance 309A exam. Current code book required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12948	TU/TH	Jan24	Mar30	6:00-9:00	20	Classroom (SC)	$461.40

C of Q Instrumentation 447A — INST10006
Designed to help prepare experienced trades persons who have, or will soon have, permission to write the C of Q exam in the Instrumentation 447A trade area. Special emphasis will be placed on theory review and practice answering sample questions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12949		Jan10	Apr18			eLearn	$239.40

C of Q Prep Machinist 429A — MACHHAQ02
Review the theory of the Machinist trade area for the exam Industrial Machinist 429A Trade as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12950	TU/TH	Jan24	Apr13	6:00-9:00	24	Classroom (SC)	$540.72

C of Q Prep Millwright 433A — MECHHEQ02
Prepare for the Examination in the Industrial Mechanic (Millwright) 433A Trade area under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12951	TU/TH	Jan24	Apr14	6:00-9:00	24	Classroom (SC)	$540.72

C of Q Tool and Die 430A — MACHHEQ03
Prepare to write the Examination in the Tool and Die Trade 430A as stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12952	TU/TH	Jan24	Apr14	6:00-9:00	24	Classroom (SC)	$540.72

C of Q Truck and Coach 310T — MOTPSAM65
Prepare for the Truck-Coach Technician Class 310T exam under the Ontario Apprenticeship Tradesmen's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12953	TU	Jan24	Apr11	6:00-9:00	12	Classroom (SC)	$289.80

Pre-Licence Autobody — MOTPSAM67
A theory review designed to assist trainees (apprentices) to write the C of Q exam for Autobody Repair and Collision damage under the Ontario Apprenticeship Tradesman's Qualification Act.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12954	TU	Jan24	Apr11	6:00-9:00	12	Classroom (SC)	$289.80

CFC/ODP Training

ce.mohawkcollege.ca/cfc-odp

Required by individuals who do not have an ODP card or for those whose ODP card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Ozone Depleting Substances Awareness Program. Those who successfully complete the full one-day course will receive a renewable Ontario Ozone Depletion Card and a nationally registered number for refrigerant purchase.

CFC/HCFC/HFC Control   ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12242	SA	Jan14	Jan14	8:30-3:00	1	Classroom (SC)	$188.22
12246	SA	Feb11	Feb11	8:30-3:00	1	Classroom (SC)	$188.22
12247	SA	Mar25	Mar25	8:30-3:00	1	Classroom (SC)	$188.22

CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/cncprogramming

Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Admission Requirements

- For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings.
- Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended.
- See Machine Tool Operator Certificate for basic skills.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MACHRE810	CNC Programming - Basic	60
MACHRE811	CNC Programming - Intermediate	60
CADMRE455	CAD/CAM (MasterCAM) 2D	60
CADMRE456	CAD/CAM (MasterCAM) 3D	52

Some components of this program require approved safety glasses and footwear.

CAD/CAM (MasterCAM) 3D   CADMRE456

Generate 3 dimensional wire frame models and multi surface tool paths for pattern and mould making or die sinking. Prerequisite: CADMRE455.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12471	TH	Jan19	Apr13	6:00-10:00	13	Classroom (SC)	$408.52

CNC Programming - Intermediate   MACHRE811

Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12152	TU/TH	Jan17	Mar7	6:00-10:00	15	Classroom (SC)	$461.40

Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/constructionestimating

Accurate estimating and careful monitoring of costs are essential for ensuring a profit in any construction firm. Upgrade your estimating skills using computer software.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
INFO10105	Project Management Scheduling Software	42
MGMTCN340	Construction Management A	56
MGMTCN440	Construction Management B	56

Construction Management B   MGMTCN440

Develop an understanding of the role of project management in the construction industry, and the phases of a typical construction project, from job acquisition to project close-out. Prerequisite: MGMTCN340.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12366	TU	Jan17	Apr18	6:00-10:00	14	Classroom (FF)	$434.96

Estimating 2   BLDG10010

Measure the quantities of materials necessary to build residential and commercial buildings working from drawings and specifications. Prerequisite: BLDGEA202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11393	TH	Jan19	Apr20	6:00-10:00	14	Classroom (FF)	$434.96

Introduction To Cost Estimating   BLDG10012

Examine the construction estimating process used in general contracting and the role of the estimator in construction management. Complete simple residential and commercial exercises to develop skills with 'Taking-Off' methods. Students should have blueprint reading skills. Equivalent to: BLDGEA202. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12263		Jan10	Apr18			OntarioLearn	$408.22

Project Management Scheduling Software   INFO10105

Managing vast amounts of information is both time consuming and limiting so using project software allows work to be completed more efficiently. Become familiar with functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting. Prerequisite: HRES10013. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11298		Jan10	Apr18			OntarioLearn	$475.93
11417		Feb1	May10			OntarioLearn	$475.93
11472		Mar1	Jun7			OntarioLearn	$475.93

Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at
ce.mohawkcollege.ca/get-started

Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

ce.mohawkcollege.ca/electricalfundamentals

Benefit from a thorough grounding in the electrical fundamentals required in various maintenance occupations.

Admission Requirements
- A minimum of Grade 11 mathematics and physics, or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2-Commercial/Light Industrial	72
MATHMA002	Preparatory Mathematics(Technology)	72

MATHMA002 is offered on page 106.

CSA Approved safety shoes/boots and safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

Electricity 2-Commercial/Light Industrial ELECHV200

Focus on thermostats and electric control devices, 3-phase motors and starters, complex control system circuitry and schematic wiring diagrams. Field experience and prior knowledge of electricity required. Prerequisite: ELECHV107.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12938	MO/WE	Jan16	Apr10	6:00-9:00	24	Classroom (SC)	$540.72

Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/electronicfundamentals

Electronics are a key element of modern industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Admission Requirements
- Grade 12 Mathematics or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56
ELECER003	Electronics I (Semiconductors)	56
ELECER011	Digital Electronics 1	60

CSA approved safety glasses/eyewear with side shields are mandatory for admittance to all classes.

AC Electrical/Electronic Theory ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12932	TU	Jan24	Apr25	6:00-10:00	14	Classroom (FF)	$434.96

Digital Electronics 1 ELECER011

Develop a working knowledge of basic digital Integrated Circuit techniques and component operation. Prerequisite: ELECER001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12933	TH	Jan19	Apr27	6:00-10:00	15	Classroom (FF)	$461.40

Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

ce.mohawkcollege.ca/environmentalengineering

Learn to evaluate and implement programs to control environmental stresses. Examine environmental and waste audits, compliance assessment, program implementation, solid and liquid waste, air quality assessment, best management practices, and emergency planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Admission Requirements
- Prep Chemistry (GSCIPE053) or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
CHEMOH701	Principles Of Environmental Chemistry	42
ENVROH702	Environmental Science	42
ENVROH704	Air Pollution And Monitoring	42
ENVR10043	Environment Project Management	42
LAWSOH703	Environmental Legislation And Audit	42
WASTOH705	Water And Wastewater Treatment	42
WASTOH706	Solid And Hazardous Waste Management	42

Environmental Legislation And Audit LAWSOH703

Develop a working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12148	TH	Jan19	Apr20	6:30-9:30	14	Classroom (FF)	$338.10

Water And Wastewater Treatment WASTOH705

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12370	TH	Jan19	Apr20	7:00-10:00	14	Classroom (FF)	$338.10

Fire Safety Certificate (853)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/firesafety

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
SAFE10050	Fire Safety Inspections	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEFT103	Fire Safety 3-Fire Alarms	39
SAFEFT104	Fire Safety 4-Water Extinguishing Systems	39
SAFEFT105	Fire Safety 5-Special Extinguishing Systems	39
SAFEFT106	Fire Safety 6 Processes and Protection	39

Fire Safety 4-Water Extinguishing Systems · SAFEFT104

Consider the design and application of automatic sprinkler systems including water applications, and fluid mechanics for hydraulic systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12374	MO	Jan16	Apr24	6:00-9:00	13	Classroom (FF)	$313.95

Fire Safety 6 Processes and Protection · SAFEFT106

Explore various industrial hazards with emphasis on chemical plants, flammable operations and ovens, computers warehousing and textiles.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12934	TU	Jan17	Apr11	6:00-9:00	13	Classroom (FF)	$313.95

Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/fluidpower

Benefit from hands-on training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. Designed for individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Admission Requirements
- Basic knowledge of, or experience with, fluid power systems.

PROGRAM OF STUDIES	
Mandatory Courses:	**Hours**
STENMF201 Introductory Hydraulics	56
STENMF254 Hydraulics 1	70
STEN10095 System Studies	28
STENMF202 Introductory Pneumatics	42
STENMF354 Hydraulics 2	56
STENMF352 Pneumatics 2	49

Some components of this program require approved safety glasses and footwear.

Hydraulics 1 · STENMF254

Learn control valves, accessories and hydraulic fluids and how/where to apply these components in an operating hydraulic system to assure efficient operation of a system for a specific application. Utilizing specific laboratory equipment the student will have opportunity to do hands on lab experiments with typical valving/ accessories found in industry today. Prerequisite: STENMF201 Equivalent: STENMF101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12210	TU/TH	Jan17	Mar23	6:00-9:30	20	Classroom (SC)	$527.50

Pneumatics 2 · STENMF352

Deals with the design of pneumatic power and control systems including selection of components and application of pneumatic logic elements. Prerequisite: STENMF201. Equivalent: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12213	TU	Jan24	Apr25	6:00-9:30	14	Classroom (SC)	$388.69

Ready for your Certificate?
Ready to Graduate?

Visit **mohawkcollege.ca/ConvocationPrep**

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The TSSA will conduct the practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA:

A valid Gas or Oil Burner Technician III or II license, depending on the exam you are challenging.

Documentation of the hours related to the work experience for the license that you are challenging, types of equipment, etc. This would include letters or affidavits from employers detailing work experience related to the certification sought and the name and certificate number of the supervising certificate holder(s).

Fuel Technician Certification

ce.mohawkcollege.ca/fueltechnician

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

All Fuel Certification courses/programs are endorsed and supported by Ontario Regulation 215. You must write an examination within one year of accredited course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

Rewrites & Re-examination:
- Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. A candidate who is unsuccessful in their third attempt must attend a full training program again. As per OREG 215, a candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. One is able to rewrite after thirty days of an unsuccessful attempt.
- Mohawk College will advertise a rewrite schedule in the Continuing Education catalogue and on our website.
- No one should fill out an application for a higher certification level until successfully completing a lower level certification.
- Upon completion of all four parts of Gas Technician 2, the student will be permitted to book the final TSSA examination.
- Participants are required to pay an Examination Fee of $230.00 for each level (GT-3, GT-2, GT-1) of certification and each attempt.

For Fuel Technician information, access the TSSA link via ce.mohawkcollege.ca/ fueltechnician

Admission Requirements
- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. The Oil Burner Technician 3 & 2 training is offered through day school training at this time.

GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 25-31 to obtain the GT-1. (GT-2 is a prerequisite).

NOTES:

- The purchase of books will be required; instructors will advise.
- Payment for Gas Technician 3/2 Rewrite Exams will be required the first night of the reviews.
- Some courses are offered under other programs. Refer to index.

Gas Technician 2 - Part 1   GOPTRE050

Complete a 4 part course curriculum for certification as a Gas Technician 2 (GT-2) in Ontario. Focus on electrical, mechanical and electronic controls used in natural/propane gas heating. Prerequisite: Gas Technician 3 certification. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must successfully complete parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11422	TU/TH	Jan17	Apr27	6:00-10:00	30	Classroom (SC)	$858.00

Gas Technician 2 - Part 2   GOPTRE051

Train for certification as a Gas Technician 2 (GT-2) in Ontario. Topics include natural/propane gas handling, pressure regulation, piping and tubing systems, venting, and conversion burners. Prerequisite: Gas Technician 3. NOTE: Gas Technician 2, part 2 may be taken before part 1. You must have successfully completed parts 1 and 2 before enrolling in parts 3 and 4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12224	MO/WE	Jan16	May1	6:00-10:00	30	Classroom (SC)	$858.00

Gas Technician 2 - Part 3   GOPTRE052

Continue training for certification as a Gas Technician 2 (GT-2) in Ontario. Examine air handling principles, natural/propane gas forced warm air heating systems and add on devices. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12226	MO/WE	Jan16	May1	6:00-10:00	30	Classroom (SC)	$858.00

Gas Technician 2 - Part 4   GOPTRE053

Complete the fourth component of training for certification as a Gas Technician 2 (GT-2) in Ontario, with study of natural/propane gas forced air systems, hydronic heating and combo systems. Prerequisite: GOPTRE050 and GOPTRE051. NOTE: Gas Technician 2, part 4 may be taken before part 3. Examination/certification fee of $230.00 is extra after all 4 parts are completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12227	TU/TH	Jan17	Apr27	6:00-10:00	30	Classroom (SC)	$858.00

Gas Technician 2 Review   GOPT10002

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: GOPTRE050, GOPTRE051, GOPTRE052, GOPTRE053. PLEASE NOTE: TESTING ON FEBRUARY 15TH at 6:00 PM.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11420	WE	Jan18	Feb8	6:00-9:00	4	Classroom (SC)	$96.60

Gas Technician 3   GOPTRE244

Complete this mandatory study to obtain the Gas Technician 3 certificate (GT-3). Cover the 9 modules of required training. An additional examination fee of $230.00 will be charged for TSSA certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12228	MO/WE	Feb6	Jun14	6:00-10:00	36	Classroom (SC)	$1016.64
12229	MO/WE	Feb6	Jun14	6:00-10:00	36	Classroom (SC)	$1016.64

Gas Technician 3 Review   GOPT10003

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: STENST211; MOTPST208 or GOPTRE244. PLEASE NOTE: TESTING ON March 1st at 6:00 pm

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11421	WE	Feb1	Feb22	6:00-9:00	4	Classroom (SC)	$96.60

Geographic Information Systems Certificate (079)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

Turn to page 2 for contacts

ce.mohawkcollege.ca/gis

GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
INFOCVA03	Introduction To Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing A GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

Some courses are offered under other programs. Refer to the index.

Introduction To Geographic Information Systems   INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping. Computer software required: Open Source Software Quantum QGIS (works on Windows, Macs and Linux).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11217		Jan10	Apr18			OntarioLearn	$388.16

GIS Software - ArcView   INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. Included with the book is a fully functioning 180-day trial version of ArcView software that can be downloaded from the internet, along with data for the book's exercises. A Windows OS is required to install the software. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11227		Jan10	Apr18			OntarioLearn	$388.16

Designing, Managing/Implementing A GIS   INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Mandatory prerequisites: INFOCVA03, INFO10081 and INFO10177.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11225		Jan10	Apr18			OntarioLearn	$388.16

Remote Sensing   INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11233		Jan10	Apr18			OntarioLearn	$388.16

GPS - Global Positioning Systems   INFOCV630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11214		Jan10	Apr18			OntarioLearn	$388.16

Internet Mapping   INFOCVA08

Explore internet mapping foundations, principles, and design. Integrate data into consumable web maps that empower end users to make better decisions and manipulate code to benefit their internet map product. Discover implementation of systems from developing web services, handling data, and producing visually interesting map products. Includes web servers, web map services, hosting data, etc. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11222		Jan10	Apr18			OntarioLearn	$388.16

Home Inspection Certificate (171)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

ce.mohawkcollege.ca/homeinspection

Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

Admission Requirements
- Ontario Secondary School Diploma (OSSD) or equivalent (Mohawk Academic Upgrading, GED) including Mathematics including senior level English.
- Experience in the construction industry is an asset.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BLDGHI001	Interior/Insulation Inspection	42
BLDGHI002	Exterior Inspection	42
HRAPHI003	Heating Inspection I	42
HRAPHI004	Heating Inspection II	42
HRAPHI005	Plumbing Inspection	42
HRAPHI006	Air Conditioning and Heat Pumps Inspection	42
ELECHI007	Electrical Inspection	42
BLDGHI008	Structural Inspection	42
BLDGHI009	Roofing Inspection	42
COMMHI010	Communication/Professional Practices	42

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAHI) provided that 70% or higher is maintained in each of the subjects being submitted to OAHI for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAHI regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAHI or www.oahi.com.

Textbook Information
Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext. 251 at a cost of approximately $250 per course in addition to the course fees.

Air Conditioning and Heat Pumps Inspection   HRAPHI006

Learn to identify typical defects and apply correct inspection techniques for cooling systems and heat pumps.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12368		Jan10	Apr18			OntarioLearn	$432.16

Communication/Professional Practices   COMMHI010

Develop your professional communication skills with particular emphasis on reporting requirements, communicating inspection findings to the client, and professional conduct required of industry professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12373		Jan10	Apr18			OntarioLearn	$432.16

Electrical Inspection — ELECHI007

Learn to inspect the performance of residential electrical systems, with emphasis on service drops, grounding systems, service panels, wiring systems, devices, and fixtures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12364		Jan10	Apr18			OntarioLearn	$432.16

Exterior Inspection — BLDGHI002

Learn to conduct an exterior inspection, with emphasis on exterior wall coverings and retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, porches, railings, wall cladding, flashing trim, eaves, soffits, fascia, and exterior doors and windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12371		Jan10	Apr18			OntarioLearn	$432.16

Heating Inspection I — HRAPHI003

Learn to inspect installed heating systems (gas and oil furnaces and hot water boilers). Emphasis on identifying the energy source, type, material, condition, and safety concerns as well as inspecting the heating equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12365		Jan10	Apr18			OntarioLearn	$435.16

Heating Inspection II — HRAPHI004

Learn to inspect vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems. Prerequisite: HRAPHI003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12367		Jan10	Apr18			OntarioLearn	$432.16

Interior/Insulation Inspection — BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12372		Jan10	Apr18			OntarioLearn	$432.16

Plumbing Inspection — HRAPHI005

Focus on residential plumbing systems, with emphasis on interior water supply and distribution systems, water heating equipment, drain/vent/waste systems and related fixtures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12369		Jan10	Apr18			OntarioLearn	$432.16

Roofing Inspection — BLDGHI009

Learn to identify typical defects in roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. System performance, safety concerns, and compliance with existing codes and standards receive particular attention.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12361		Jan10	Apr18			OntarioLearn	$432.16

Structural Inspection — BLDGHI008

Learn to inspect foundations and footings, floors, walls and roof/ceiling structures, with emphasis on system performance, safety concerns, and compliance with good construction practices.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12362		Jan10	Apr18			OntarioLearn	$432.16

Human Machine Interfacing Certificate (182)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/hmi

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills to implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware InTouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Admission Requirements

- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASYSPLC11	PLC Programming 1	52
ASYS10004	HMI Programming 1	52
ASYS10005	HMI Programming 2	52
ASYS10006	HMI Programming 3	52

HMI Programming 1 — ASYS10004

Basic simple HMI interfaces, Line Display units, tags and PLC communications are studied. An introduction to software for HMI using the Wonderware Intouch package for HMI application covering static and dynamic graphics. Prerequisite: ASYSPLC11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11419	MO	Jan16	Apr17	6:00-10:00	13	Classroom (FF)	$408.52

PLC Programming 1 — ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11389	TU	Jan17	Apr11	6:00-10:00	13	Classroom (FF)	$408.52

Industrial Drives Certificate (202)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/industrialdrives

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
ASYS10001	Industrial Drives 1	52
ASYS10002	Industrial Drives 2	52
ASYS10003	Industrial Drives 3	52
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56

AC Electrical/Electronic Theory · ELECER002

Study AC electrical/electronic terms, concepts, and characteristics, and safety procedures. Prerequisite: ELECER001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12932	TU	Jan24	Apr25	6:00-10:00	14	Classroom (FF)	$434.96

Industrial Drives 1 · ASYS10001

Focus on AC and DC motor theory, single phase and three phase motors, and motor control and protection systems for various applications. Prerequisite: ELECER002.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11388	MO	Jan16	Apr17	6:00-10:00	13	Classroom (FF)	$408.52

Industrial Engineering - Level 1 Certificate (868)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/industrialengineering

For individuals in first level Industrial Engineering positions. Covers: conducting studies, drawing plant layout plans, quality control concepts, lean manufacturing concepts, and manufacturing problem solving.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HRESIM337	Management Of Human Resources	42
IENGIM132	Work Measurement 1	56
IENGIM252	Problem Solving	42
IENGIM332	Work Measurement 2	56
IENGIM535	Plant Layout And Material Handling	56
MGMTIM153	Manufacturing Management	42

Management Of Human Resources · HRESIM337

Examine behavioural science and its application to better understand human behaviour and the use of human skills in the work environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12388	TU	Jan17	Apr4	6:00-9:30	12	Classroom (FF)	$338.10

Manufacturing Management · MGMTIM153

Analyze the organization of modern industry and relationships among different functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12387	WE	Jan18	Apr19	6:00-9:00	14	Classroom (FF)	$338.10

Work Measurement 1 · IENGIM132

Learn about work study and factors affecting productivity with emphasis on stopwatch time study. Compare efficiency plans and apply techniques of line balancing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12386	TH	Jan19	Apr20	6:00-10:00	14	Classroom (FF)	$434.96

Tuition Assistance

May be available to students who complete an online profile at **mohawkcollege.ca/financial-assistance**

Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/industriallubrication

Enhance your knowledge of industrial lubrication practices. Offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Admission Requirements
- Employment responsibilities involving lubrication.
- Several years related experience.
- Secondary school chemistry, physics and mathematics are an asset.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MATLLUB00	Lubrication Fundamentals	45
MATLLUB04	Lubrication Systems, Storage and Handling	45
STENMF201	Introductory Hydraulics	56
MATLLUB06	Lubrication T.A.P. (Transportation/Application/Programs)	45
MECH10048	Power Transmission Components	56

Lubrication Systems, Storage and Handling · MATLLUB04

Develop an understanding of general equipment terminology, guidelines and applications, manual and automatic lubrication systems, operating procedures and trouble-shooting. Prerequisite: MATLLUB00.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12154	TU	Jan17	Apr25	6:00-9:00	15	Classroom (SC)	$362.25

Lubrication T.A.P. (Transportation/Application/Programs) · MATLLUB06

Viscosity classification systems for engines, automotive gear & transmission lubricants are discussed. Investigating Base oils & additive systems. Compressor lubrication; heavy-duty oil usage for mobile equip; marine, rail, aviation & recreational applications. Lubrication programs. Use of specifications & codes; ordering procedures, QC & WHMIS aspects. Handling & applying lubricants, reducing consumptions, recycling & solving lubricant problems. Hands-on applications may be included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12158	MO	Jan16	May1	6:00-9:00	15	Classroom (SC)	$362.25

Instrumentation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

ce.mohawkcollege.ca/instrumentation

PROGRAM OF STUDIES

Mandatory Courses:		Hours
INSTRE047	Instrumentation 1 For Tradesmen	72
INSTRE155	Instrumentation 2 For Tradesmen	72
INSTRE131	Instrumentation 3 For Tradesmen	56

Instrumentation 1 For Tradesmen · INSTRE047

Examine control and measurement for pressure, temperature, level and flow devices used in industry. You require a basic knowledge of electricity and some industrial experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11235		Jan10	Apr18			OntarioLearn	$590.57

Lean Six Sigma Green Belt Certificate (966)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/leansixsigma

Lean Six Sigma tools and business-improvement methodologies are optimizing the way companies do business in manufacturing, healthcare, finance, IT and many other industries. Green Belt certification at Mohawk is the introductory level for Lean Six Sigma. Focus on a step-by-step process of improvement using statistical tools and Lean and Six Sigma project management strategies. This program aligns with the American Society for Quality (ASQ) Lean Body of Knowledge (BOK).

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
QUAL10012	Lean Foundations, Green Belt	56
QUAL10016	Six Sigma Foundations	56
QUAL10017	Statistics for Green Belt	56
QUAL10019	Project Coaching	28
MGMT10102	Managing Change (LDS)	30

Lean Foundations, Green Belt   QUAL10012

Examine the history and fundamentals of Lean as a process improvement methodology focusing on waster, value and value stream mapping. Apply Lean tools to case studies and problems of moderate complexity using Total Productive Maintenance (TPM) and Theory of Theory of Constraints (TOC). In-class dates: Jan 20, 21, 22 and Feb 24, 25, 26. 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12939	FR SA/SU	Jan20	Feb26	5:30-9:30 8:30-4:30	6	Blended (FF)	$975.00

Six Sigma Foundations   QUAL10016

Examine the history and fundamentals of Six Sigma as a quality improvement methodology focusing on reducing variation within a process. Apply Six Sigma project methodologies (DMAIC) data collection, and Measurement Systems Analysis (MSA) to case studies and problems of moderate complexity. In-class dates: Mar 3, 4, 5 and Apr 7, 8, 9. 16 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12941	FR SA/SU	Mar3	Apr9	5:30-9:30 8:30-4:30	6	Blended (FF)	$975.00

Machine Tool Operator Certificate (848)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/machinetooloperator

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

Admission Requirements
- Grade 12 Mathematics.
- Strong mechanical aptitude.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
MACHRE165	Machine Shop 1	40
MACHRE265	Machine Shop 2	40
MACHRE465	Machine Shop 3	40
MACHRE543	Machine Shop Theory	76

Some components of this program require approved safety glasses and footwear.

Machine Shop 1   MACHRE165

Study engine lathe operation with attention to safety, measuring, layout tools, set-up with 3 and 4 jaw chucks, speed/feed calculation, drilling, tapping, reaming, and external thread cutting. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12192	TH	Jan19	Mar23	6:00-10:00	10	Classroom (SC)	$352.00
12170	SA	Jan21	Apr1	8:00-12:00	10	Classroom (SC)	$352.00

Machine Shop 2   MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12193	TH	Jan19	Mar23	6:00-10:00	10	Classroom (SC)	$352.00
12171	SA	Jan21	Apr1	8:00-12:00	10	Classroom (SC)	$352.00

Machine Shop 3   MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12195	TH	Jan19	Mar23	6:00-10:00	10	Classroom (SC)	$352.00
12173	SA	Jan21	Apr1	8:00-12:00	10	Classroom (SC)	$352.00

Machine Shop Theory   MACHRE543

Develop skills and knowledge in safety, blueprint reading, tool use, engine lathe set-up and operation, and drilling, milling, and surface grinding operations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12151	MO/WE	Jan16	Mar22	6:00-10:00	19	Classroom (SC)	$567.16

Mechanical Design

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

ce.mohawkcollege.ca/mechanical

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
CADMRE066	SolidWorks Basic	45
CADM10041	SolidWorks Advanced	45
MECH10024	Co-ordinate Measuring Machines	35
MECHBDA55	Geometric Dimensioning & Tolerancing	36
CADM10050	3D Printing Additive Manufacturing	39

3D Printing Additive Manufacturing — CADM10050
Enhance your SolidWorks-Basic knowledge to produce 3D parts in plastic. Theory and Practical. Materials are included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11531	MO	Jan16	Apr17	6:00-9:00	13	Classroom (FF)	$398.10

Co-ordinate Measuring Machines — MECH10024
Learn the fundamentals of the operation of a CMM (Coordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. Introductory hands-on course and includes an introduction to CMM programming.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12396	MO	Jan16	Apr10	6:00-9:00	12	Classroom (FF)	$281.75

Geometric Dimensioning & Tolerancing — MECHBDA55
Learn the language of symbols used on drawings to communicate design intent and geometry requirements for features on parts and assemblies. Learn to communicate specific datums, to use round tolerance zones and the use of a Co-ordinate Measuring machine (CMM) to measure GD&T toleranced features. Based on ASME Y14.5M. Equivalent: MECH10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12397	WE	Jan18	Apr5	6:00-9:00	12	Classroom (FF)	$289.80

Geometric Dimensioning and Tolerancing-Introduction — MECH10045
Enhance basic engineering drafting skills with an introduction to principles of geometric dimensioning and tolerancing. Focus on interpretation and application symbols to drawings, measurements and quality control. Equivalent: MECHBDA55. Prerequisite: Grade 12 Math (general or advanced) or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12966		Jan10	Apr18			OntarioLearn	$384.28

SolidWorks Basic — CADMRE066
Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using Microsoft Windows graphical user interface.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11542	TU	Jan17	Apr11	6:00-9:30	13	Classroom (FF)	$362.25

SolidWorks Advanced — CADM10041
Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11529	WE	Jan18	Apr12	6:30-10:00	13	Classroom (FF)	$362.25

Occupational Health and Safety Management Certificate (060)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

ce.mohawkcollege.ca/ohs

Recognized by CRSP (Canadian Registered Safety Professionals). Under the Occupational Health and Safety Act workplaces must prepare and review, at least annually, a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For supervisors, safety coordinators, occupational health nurses, Joint Health and Safety Committees members, and others who require broader legal and technical knowledge to function effectively in their occupation.

Admission Requirements
- Knowledge of chemistry, physics and mathematics is an asset.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ENVROH101	Occupational Hygiene-Introduction	39
ENVROH105	Occupational Toxicology and Disease	36
ENVROH304	Ergonomics	36
LAWSOH301	OH&S Fundamentals	39
SAFE10072	Hazard Assessment and Control	39
SAFEFT100	Basic Principles Of Fire Safety	45
SAFEOH308	H & S Program Development & Coordination	45
SAFEOH309	Workplace Safety And Insurance Act	39

Ergonomics — ENVROH304
Learn to design jobs and workplaces to enhance job effectiveness and well-being.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12412	TU	Jan17	Apr4	6:30-9:30	12	Classroom (FF)	$289.80

H & S Program Development & Coordination — SAFEOH308
Study accident prevention, hazards assessment, emergency procedures, criteria for implementing and managing an effective health and safety program, and the role of the safety professional.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12611		Jan10	Apr18			eLearn	$359.10
12415	TH	Jan19	Apr13	6:30-10:00	13	Classroom (FF)	$362.25

Hazard Assessment and Control — SAFE10072
Study practical aspects of recognizing, assessing and controlling workplace hazards. Includes: legal responsibilities, inspection techniques, control strategies and training programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12610		Jan10	Apr18			eLearn	$311.22
12404	TU	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	$313.95

Industrial Hygiene — SAFE10078
Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. Emphasis on WHMIS and other relevant legislation. Equivalent to: ENVROH101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11535		Jan10	Apr18			OntarioLearn	$456.10

Introduction to Ergonomics
SAFE10045

An overview of ergonomic principles will highlight basic worksite investigation and familiarization with basic principles relating to anatomy, biomechanics, physiology, manual material handling, cumulative trauma disorders and office ergonomics. Equivalent to: ENVROH304 and Changing the Workplace Through Hands-On Ergonomics (LABR10000).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12759		Jan10	Apr18			OntarioLearn	$432.16

Occupational Toxicology and Disease
ENVROH105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12935	WE	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	$289.80

OH&S Fundamentals
LAWSOH301

Examine the OHSA with attention to administration, joint committees, enforcement, safety policy, WHMIS, certification, and regulations concerning biological and chemical agents and designated substances.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11238		Jan10	Apr18			OntarioLearn	$364.22
12406	MO	Jan23	Apr24	6:30-9:30	13	Classroom (FF)	$313.95

Workplace Safety And Insurance Act
SAFEOH309

Explore effective strategies to address work related disability management claims, return to work, and WSIB premiums and incentive issues related to the WS&IA.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11253		Jan10	Apr18			OntarioLearn	$364.22
12414	MO	Jan16	Apr17	6:30-9:30	13	Classroom (FF)	$313.95

Programmable Logic Controllers Certificate (092)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 4 courses

ce.mohawkcollege.ca/plc

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. Develop the skills needed to design, program and maintain PLC-based automation installations. Significant time will be spent on "hands-on" exercises via RSLogix 5000 platform.

Admission Requirements
- Basic understanding of computer programming, electrical circuitry, particularly control circuits.
- One of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASYSPLC11	PLC Programming 1	52
ASYSPLC12	PLC Programming 2	52
ASYSPLC13	PLC Programming 3	52
ASYSPLC14	PLC Programming 4	52

PLC Programming 1
ASYSPLC11

Explore the fundamentals of a PLC system, including relay logic, components, ladder logic fundamentals and basic programming, using the RSLogix 5000 software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11389	TU	Jan17	Apr11	6:00-10:00	13	Classroom (FF)	$408.52

PLC Programming 2
ASYSPLC12

Introduces the concepts of Sequencers, Data Files, Shift Registers, DHRIO Communications, Routines and Tasks, Work on the Allen-Bradley RS Logix 5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC11.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11390	WE	Jan18	Apr12	6:00-10:00	13	Classroom (FF)	$408.52

PLC Programming 3
ASYSPLC13

Introduces Communications Logic instructions. Includes Tag Databases, multiple programs. EtherNet, ControlNet, DeviceNet and Function Block Programming. Work on an Allen-Bradley Contrologix 5000 processor via a personal computer using Rockwell's RSLogix5000 programming software. Extensive lab work will ensure that as much "hands-on" experience as possible is gained. Prerequisite: ASYSPLC12.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11392	TU	Jan17	Apr11	6:00-10:00	13	Classroom (FF)	$408.52

Quality Assurance - Level 1 Certificate (858)

MOHAWK COLLEGE CERTIFICATE

Turn to page 2 for contacts

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/qualityassurance

Targeted towards ASQ Certified Quality Technician (CQT) Certification. Useful to individuals in business, service industries, and manufacturing who are interested in quality. Offered in co-operation with the Hamilton Section of the American Society for Quality (ASQ). Certification Exams in March and October each year. See details on ASQ website www.asq.org.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
QUALQC101	Quality Concepts, Techniques and Motivation	39
MATHQC102	Statistical Process Control 1	39
MATHQC103	Statistical Process Control 2	39
QUALQC104	Availability, Reliability & Maintainability	42
METRQC105	Principles of Metrology	39
QUALQC106	Inspection And Testing	42

Availability, Reliability & Maintainability
QUALQC104

Explore fundamentals of reliability, terminology, failure-mode analysis, design reviews, determining design reliability, optimization and trade-offs, and life cycle costs. Prerequisite: MATHQC102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12426	WE	Jan18	Apr5	6:30-10:00	12	Classroom (FF)	$338.10

Quality Concepts, Techniques and Motivation
QUALQC101

Study principles, methods and relationships associated with quality systems and quality management in business, service industries and manufacturing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12422	TU	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	$313.95

"Through Mohawk College, I've learned the technological skills to compliment my 20+ years of trade experience. I feel the skills I've learned at Mohawk will enable me to stay competitive in a dynamic industry."

Dan, AutoCAD Design Certificate and Geographic Information Systems Certificate Graduate

Residential Design & Construction Certificate (849)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

ce.mohawkcollege.ca/residentialdesign

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
BLDGRE027	Construction Practice-Basic	39
BLDGRE028	Framing Techniques	36
TDRWRE030	Residential Drafting	36
BLDG10091	Residential Plumbing Basics	24
BLDG10092	Residential Electrical Basics	24
Options - Choose 1:		
BLDGRE032	Trim Finishing and Cabinetry	36
BLDGRE031	Energy Efficient Home Design	36
BLDG10106	Construction Practice-Advanced	36

Construction Practice Advanced — BLDG10106

Gain additional, in-depth knowledge pertaining to various design elements of residential buildings, with emphasis on Ontario Building Code regulations related to foundations, framing, deck construction, exterior finishes, fire protection, exiting, spatial separation, heating and ventilating, residential design criteria, stairs and minimum requirements for occupancy. Prerequisite: BLDGRE027.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12428	MO	Jan23	Apr17	6:30-9:30	12	Classroom (SC)	$289.80

Construction Practice-Basic — BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12433	TH	Jan19	Apr13	6:30-9:30	13	Classroom (SC)	$313.95

Energy Efficient Home Design — BLDGRE031

Explore a variety of cost effective, practical methods of designing and detailing for energy efficiency. Offered in Winter term only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11398	TH	Jan19	Apr6	6:30-9:30	12	Classroom (SC)	$289.80

Framing Techniques — BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Safety footwear, CSA approved glasses are required. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11397	MO	Jan16	Apr10	6:30-9:30	12	Classroom (SC)	$289.80

Residential Electrical Basics — BLDG10092

Guides participants through the installation and safety practices of common electrical wiring systems. Study the installation of typical electrical circuits, protective devices, the Ontario Electrical Code, Building Permits, maintenance of electrical systems and associated electrical equipment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11395	WE	Mar15	May3	6:30-9:30	8	Classroom (SC)	$193.20

Residential Plumbing Basics — BLDG10091

Learn installation of common plumbing systems, lines and fixtures. Study safety practices. Learn to interpret codes, regulations and legislation, select tools equipment and machinery appropriately for projects. Some practical work will be included. Please bring basic tools (pliers, utility knife & screwdrivers) to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11394	WE	Jan18	Mar8	6:30-9:30	8	Classroom (SC)	$193.20

Trim Finishing and Cabinetry — BLDGRE032

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11404	TU	Jan17	Apr4	6:30-9:30	12	Classroom (SC)	$289.80

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

ce.mohawkcollege.ca/welderoperator

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Admission Requirements
- Average mechanical aptitude required.
- Assessment takes place during the first course (WELDRE234) to determine which level is appropriate for each student.
- Everyone must register in Shielded Metal Arc Welding 1.

PROGRAM OF STUDIES		
Mandatory Courses:		**Hours**
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply safety glasses, safety boots and welding gloves.

Blueprint Reading Welding — TDRWRE154

Cover welding symbols, types of welds, assemblies, fabrication, sectional drawings and terminology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12214	TU	Jan17	Apr11	6:30-9:30	13	Classroom (SC)	$313.95

Gas Metal Arc Welding — WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduces the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12254	MO/WE	Jan16	Apr17	6:30-9:30	26	Classroom (SC)	$658.38

Shielded Metal Arc Welding 1 — WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12250	MO/WE	Jan16	Apr17	6:30-9:30	26	Classroom (SC)	$658.38

Shielded Metal Arc Welding 2 — WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12252	MO/WE	Jan16	Apr17	6:30-9:30	26	Classroom (SC)	$658.38

Shielded Metal Arc Welding 3 — WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12253	MO/WE	Jan16	Apr17	6:30-9:30	26	Classroom (SC)	$658.38

OTHER COURSES

Automotive

ce.mohawkcollege.ca/automotive

Automotive: Service Advisor I — MOTP10091

NEW! Learn basic management techniques, delegating, team building, measuring performance, planning for safety, and work related legal aspects of the service industry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12653		Feb1	May10			OntarioLearn	$336.40

Automotive: Service Advisor II — MOTP10092

NEW! Gain an overview of the role of an automotive service advisor. Learn to identify and maintain high standards of customer relations as well as study sales techniques, interpersonal skills, effective communication, provincial legislation governing auto repair, and the effective use of labour rate guides.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12656		Feb1	May3			OntarioLearn	$336.40

Small Engine Repair — MOTP10086

Learn how to maintain and troubleshoot small engines such as motorcycles, snowmobiles, lawn tractors, chainsaws and lawnmowers. Covers two and four stroke cycle operations, fuel, spark, compression, lubrication, storage and maintenance. Bring your own small engine and safety glasses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12201	FR	Jan20	Apr7	6:30-9:30	12	Classroom (FF)	$289.80

Aviation and Transportation

ce.mohawkcollege.ca/aviation

Aviation courses are for graduates from aircraft maintenance diploma or degree programs; successful completion of an Aircraft Maintenance Engineer (AME) licence or equivalent is required. Five years of experience with technical responsibilities within the industry is recommended.

Aircraft Maintenance Human Resources Management — AMEM10040

Identify strategies to mentor and motivate employees, deal with difficult people, and improve decision-making and leadership skills to create a superior aircraft maintenance work environment. Addresses hiring practices, performance expectations, employee counselling and codes of conduct.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11562		Jan10	Apr18			OntarioLearn	$456.10

Communication for Aircraft Maintenance Management — COMM10341

Study technical writing, speaking, and presentation skills necessary to produce informal and formal reports, proposals and presentation for aircraft maintenance management. Learn elements of style, audience awareness, presentation professionalism, and chairing of effective meetings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11560		Jan10	Apr18			OntarioLearn	$456.10

Electronic Navigation for Boaters — ELEC10133

GPS technology provides additional safety and can help make navigating on the water much easier. Learn about hand-held and built-in GPS and Chartplotter instruments and become familiar with the many features and capabilities of these devices. Discover electronic programs like Maptech, OZI, FUGAWI and Nobeltec. Prerequisite: Pleasure Craft Operator Card. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12766		Jan10	Apr18			OntarioLearn	$336.40

Introduction to Aircraft Maintenance Financial Management — AMEM10039

Learn basic accounting principles for aircraft maintenance management. Includes: financial statement interpretation, decision making via financial statement analysis, profit setting and planning, budgeting establishment and control, time value allotment, and finance sourcing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11565		Jan10	Apr18			OntarioLearn	$456.10

Traffic Engineering 3 — TRANTR503

Focus on capacity analysis, evaluation, and design of free flow transportation facilities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12450	TH	Jan19	Apr20	6:00-10:00	14	Classroom (SC)	$434.96

Transportation Technology — TRANEA105

Examine the essentials of transportation, and the role of the transportation network in rural and urban environments. Intended for those interested in Urban Planning, Civil Engineering, Architectural, and Transportation Engineering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12440	TU	Jan17	Apr18	6:00-8:00	14	Classroom (SC)	$338.10

UAV Operator Compliance — AFTD10032

NEW! Introduces the Transport Canada regulatory requirements of unmanned aerial vehicles, remotely piloted aerial systems, their safe operation and management. Study UAV operation and flight theory and engage and master comprehensive simulated, and hands-on, practical operation standards.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12698		Jan10	Apr18			OntarioLearn	$456.10
12648		Feb1	May3			OntarioLearn	$456.10
12729		Mar1	Jun7			OntarioLearn	$456.10

Building and Construction Sciences

ce.mohawkcollege.ca/building

Air Conditioning For HRAC — HRAPRE905

Explore the theory of the mechanical air conditioning cycle, individual system components and accessories, refrigerant piping, control systems, troubleshooting, installation practices and service procedures.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12480	MO/WE	Jan23	Mar15	6:00-10:00	15	Classroom (SC)	$461.40

BCIN Preparation - General Legal — BLDG10111

Gain basic knowledge of the Ontario Building Code and prepare to write the legal qualification exam offered by the Ministry of Municipal Affairs and Housing. Specifically legal processes for building officials and designers. Course manual is included. You MUST purchase the Ontario Building Code 2012 (2 volume set) and bring it to every class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11405	TH	Jan19	Apr20	6:30-9:30	14	Classroom (FF)	$657.35

Commercial Construction Estimating — BLDG10114

NEW! Introduces measuring techniques for items in a commercial construction project. Use Excel spreadsheets to interpret construction working drawings and specifications to measure items such as excavation, concrete, steel, etc. Emphasis is placed on accuracy of measurement, standard descriptions, logical sequence of take-off, and estimating principles. The parts of a detailed estimate will be identified.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12927		Jan10	Apr18			OntarioLearn	$475.93

Commercial Construction Principles — BLDG10115

NEW! Explore various building materials and construction methodologies used in commercial construction, including durability, availability, ease of construction, and aesthetic perspective. Includes a review of commercial construction drawings and specifications. Discover a variety of learning tools including standard building practices, commercial working drawings, and trade publication websites.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12624		Jan10	Apr18			OntarioLearn	$384.28

Construction Blueprints and Methods — BLDG10011

Focus on building/planning codes and statutes, blueprint reading, and residential/commercial construction practices. Prerequisite: Sound math and English. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12333		Jan10	Apr18			OntarioLearn	$408.22

Construction Contract Bid Management — BLDG10089

Gain an understanding of Tender Documents for all project types and knowledge of computerized estimating and unit price control. Your role in the estimating team and importance of bid management is also covered. Prerequisite: BLDG10085. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12275		Jan10	Apr18			OntarioLearn	$408.22

Construction Contracts and Documents — BLDG10083

Understand the principles of contract law as they relate to the construction industry. Builds upon the principles of contract law and introduces standard forms used in the construction industry issued by the Canadian Construction Documents Committee and the Canadian Construction Association. 32 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12258		Jan10	Apr18			OntarioLearn	$255.36

Construction Health & Safety — BLDG10116

NEW! Gain increased knowledge of legislative codes and other regulatory requirements that govern safety on construction sites through discussions, lectures, videos, and hands-on training. Learn essential skills and knowledge required for a project manager to minimize lost person hours and maximize efficiency by evaluating and ensuring a safe working environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12722		Jan10	Apr18			OntarioLearn	$336.40

Construction Job Site Management — BLDG10090

Develop skills in jobsite administration and documentation, layout, set up, surveying, supervision, and safety. Contract types and the Construction Lien Act will be discussed along with a review of the programs that are available to help in managing the jobsite. Prerequisite: BLDG10085. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12322		Jan10	Apr18			OntarioLearn	$408.22

Construction Planning and Scheduling — BLDG10101

Learn the concept of construction scheduling and planning by exploring applications of effective project planning and analysis. Topics include Gantt schedule, CPM, Critic Path Planning, Resource allocation, Cash Flow Planning, Schedule Monitoring and Productivity Factors. Complete a detailed schedule for a small commercial project. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12358		Jan10	Apr18			OntarioLearn	$384.28

Environmental Technology — ENVREA204

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management. 1 hour per week will be online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12442	WE	Jan18	Apr19	6:00-9:00	14	Blended (SC)	$338.10

Material Estimating and Methods — BLDG10085

Discover a proven method of cost estimating. Learn to determine material quantities and unit cost for a complete project in a commercial environment. The build-up and calculations of unit costs for materials, labour and equipment will be the fundamental focus. Prerequisite: BLDG10012. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12265		Jan10	Apr18			OntarioLearn	$408.22

Project Construction Management — BLDG10118

NEW! Gain basic knowledge of the principles of planning, organizing, and controlling administrative aspects of a project in the commercial construction industry. Prepare for the day to-day administration, planning and monitoring of a small to mid-sized commercial project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12627		Jan10	Apr18			OntarioLearn	$384.28

Statics for Engineering Technology — BLDG10119

NEW! Apply vector algebra and trigonometry to the analysis of statically determinate structures. Utilize Newtonian physics and mechanics of rigid bodies to apply the concepts of static equilibrium and free body diagram. Analyze two-dimensional structural elements and the loads applied on them. The structural elements are idealized as simple beams, frames, cantilevered beams and trusses carrying point, uniformly distributed and linearly varying loads.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12668		Jan10	Apr18			OntarioLearn	$555.25

Structural Design 1 — BLDGEA301

Master the fundamentals of structural analysis and design, using code related examples in steel. Prerequisites: MATHMS271 and PHYSEA201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12443	TU/TH	Jan17	Apr20	7:00-9:00	28	Classroom (FF)	$434.96

Environmental

ce.mohawkcollege.ca/environmental

Drinking Water Operator-In-Training Certification — ENVR10044

Learn the basics of operation of water treatment and distribution systems. Includes: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in water treatment and water distribution. Upon completion, you will be fully prepared to write the OIT certification examination (Ontario Ministry of Environment). 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11568		Jan10	Apr18			OntarioLearn	$555.25

Environment Management, An Introduction ENVR10024
Enhance your abilities to understand and analyze complex environmental policies, legislative procedures, and the implications and effects of environmental management strategies. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12277		Jan10	Apr18			OntarioLearn	$456.10

Environmental Laws and Regulations ENVR10059
Gain the skills and practical knowledge needed to apply various environmental laws and regulations such as the Environment Protection Act, the Ontario Water Resources Act, Ont. Reg. 419 (and former Reg. 346) Ont. Reg. 347 and other related environmental legislation. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11567		Jan10	Apr18			OntarioLearn	$432.16

Foundations of Sustainability ENVR10058
Explore the general principles of sustainability, reflect on the implications it has in your life, and learn the importance of its inclusion within the curriculum. Hone your active critical-thinking, problem-solving and reflective skills and practices as you explore a variety of topics. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12259		Jan10	Apr18			OntarioLearn	$456.10

Global Warming Concepts ENVR10004
Debate issues related to global warming and develop skills in innovative thinking, research, political awareness, ethical reasoning, debating, and communicating. Develop an awareness of the current scientific certainties and uncertainties related to global warming. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12351		Jan10	Apr18			OntarioLearn	$336.40

Restoration Ecology ENVR10064
NEW! Analyze the biological and physical aspects of restoration ecology with an emphasis on the role played by society in a successful restoration project. Provides guidance for the design of a natural ecosystem restoration project. Presents multiple case studies and introduces practical tools and techniques tested in the field of restoration ecology projects.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12715		Jan10	Apr18			OntarioLearn	$456.10

Wastewater Operator-in-training Certification Preparation ENVR10045
Learn the basics of the operation of wastewater collection and treatment systems. Includes: conversions, math, chemistry, hydraulics, electricity, support systems pertaining to pumps and motors and processes in wastewater collection and wastewater treatment. On completion, you will be fully prepared to write the operator in training certification examination (Ontario Ministry of Environment). 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11569		Jan10	Apr18			OntarioLearn	$555.25

Wastewater Treatment Certificate Level I and II ENVR10062
Introduces water treatment and presents basic knowledge and practices, theories, and application relevant to wastewater flows and characteristics, basic treatment processes, and plant operations. Related concepts in chemistry, math, hydraulics, equipment, safety legislation are reinforced. Prerequisite: ENVR10045 or successful completion of Ministry OIT certification exam. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12359		Jan10	Apr18			OntarioLearn	$555.25

Water Treatment Certificate Level I and II ENVR10061
Review material related to basic sciences, math, hydraulics and support systems studied in earlier courses. After review, you are presented with knowledge, practices, theories and applications relevant to sources of water supply, treatment processes, quality parameters and plant operations. Prerequisite: ENVR10044 or successful completion of Ministry OIT certification exam. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11571		Jan10	Apr18			OntarioLearn	$555.25

Power Engineering

ce.mohawkcollege.ca/tech-skills

Advanced Boiler Systems and Pumps STEN10028
NEW! Study steam generator design, applications, installation, and components. Advanced operations including water treatment and maintenance procedures are emphasized. Includes a detailed investigation of pumps covering theory and control methodology. Utilizes the college advanced pump and boiler simulation models through an online operating interface to reinforce the advanced operations component.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12597		Jan10	Apr18			OntarioLearn	$555.25

Power Plant Systems, Combustion and Environment STEN10029
NEW! Utilize our advanced online simulator interface to develop advanced level skills on the college's power plant simulation. Reinforce a detailed look at plant instrumentation and control systems through the simulation work. Includes theory and controls of combustion systems for steam plants, with emphasis on environmental protection systems and operations requirements from air, water, and solids perspectives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12618		Jan10	Apr18			OntarioLearn	$555.25

Technology and Skills

ce.mohawkcollege.ca/tech-skills

CNC Programming - Basic COMP10168
Designed for general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, including quality technicians who want to understand the complexities of this modern manufacturing process. Covers all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12764		Jan10	Apr18			OntarioLearn	$432.16

Electrical Fundamentals ELEC10002
Learn to describe procedures for solving problems involving current flow in a DC circuit, the application of electrical measuring instruments used to start-up, troubleshoot or service refrigeration and air conditioning systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12674		Jan10	Apr18			OntarioLearn	$634.57

Fundamentals of Quality Assurance QUAL10014
Introduces quality assurance and control programs within a business organization. Prerequisite: College level math. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12345		Jan10	Apr18			OntarioLearn	$408.22

Sustainability ENVR10042
Examine sustainability management from a business perspective. Topics include frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12765		Jan10	Apr18			OntarioLearn	$388.16

Welding

ce.mohawkcollege.ca/welding

You must supply safety glasses, safety boots and welding gloves.

Basic Welding — WELD10073

Develop skills as a hobbyist or explore a new career with this introductory course for the beginner welder. Provides instruction on basic welding theory and hand-on practical welding skills. Materials and helmets will be provided. Bring your own safety glasses with side shields, safety boots and welding gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12239	WE	Jan18	Mar8	6:00-9:30	8	Classroom (SC)	$278.40
12218	SA	Jan21	Mar11	8:00-12:00	7	Classroom (SC)	$278.40
12245	WE	Mar15	May3	6:00-9:30	8	Classroom (SC)	$278.40
12232	SA	Mar18	May6	8:00-12:00	7	Classroom (SC)	$278.40

Steel Art Workshop - Pipe Shelving — WELD10075

Learn to turn a basic design into a functional work of art made of steel and wood and create your own pipe shelving unit. Gain basic skills including reading plans, measurement, pipe threading techniques, basic working, assembly and proper mounting. Bring safety glasses and safety boots. Materials provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12944	SA	Jan21	Feb11	12:00-4:00	4	Classroom (SC)	$188.80

Steel Art Workshop - Weld a Table — WELD10074

Learn to use welding skills to transform a basic design into a functional side table made of steel and wood. Introduces 45 and 90 degree angle joints, using angle iron as well as square tubing. Focus on metal distortion, notching of joints and down hand welds. Basic welding skills required. Bring your own tape measure, speed square, safety glasses and safety boots. Materials provided.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12945	SA	Mar11	Apr1	12:00-4:00	4	Classroom (SC)	$228.80

Welding for Women (Men Welcome) — WELD10076

NEW! Designed for the welder with minimal or no experience seeking to develop skills as a hobbyist or for those exploring a new career. Provides instruction in basic welding theory and hands on practical welding skills. Materials and helmets will be provided. You must supply safety glasses with side shields, safety boots and welding gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12929	FR	Jan20	Mar10	6:30-9:30	8	Classroom (SC)	$246.20

Welding Intermediate — WELD10077

Includes oxy-acetylene safety & setup, cutting & braze welding. SMAW with the up hand and down hand technique for Gas & Oil Transmission lines. Arc Weld with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge & 1/4 plate metal. Materials & helmets provided. You must supply safety glasses with side shields, safety boots & welding gloves. Prerequisite: WELD10073 or WELD10076.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12822	WE	Jan18	Mar8	6:00-9:30	8	Classroom (SC)	$278.40
12819	SA	Jan21	Mar11	8:00-12:00	7	Classroom (SC)	$278.40
12824	WE	Mar15	May3	6:00-9:30	8	Classroom (SC)	$278.40
12823	SA	Mar18	May6	8:00-12:00	7	Classroom (SC)	$278.40

Welding Advanced — WELD10078

Includes Shielded Metal Arc Welding to C.W.B. standards; SMAW to TSSA Standards; Gas Metal Arc Welding including Spray Arc; short Arc and Flux-Core Techniques. Develop skills in pipe welding. Gas Tungsten Arc Welding (TIG) on the 1st pass pipe welding. Materials & helmets provided. You must supply safety glasses with side shields, safety boots & welding gloves. Prerequisite: WELD10066 or WELD 10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12826	WE	Jan18	Mar8	6:00-9:30	8	Classroom (SC)	$278.40
12825	SA	Jan21	Mar11	8:00-12:00	7	Classroom (SC)	$278.40
12829	WE	Mar15	May3	6:00-9:30	8	Classroom (SC)	$278.40
12828	SA	Mar18	May6	8:00-12:00	7	Classroom (SC)	$278.40

Woodworking

ce.mohawkcollege.ca/woodworking

CSA approved safety shoes/boots and safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

Hand Tool Techniques — BLDGTZ030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11399	MO	Jan16	Apr10	6:30-9:30	12	Classroom (SC)	$289.80

Woodworking for Women (Men Welcome) — BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials included. Theory and practical tests included. Equivalent: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11406	MO	Jan16	Apr10	6:30-9:30	12	Classroom (SC)	$349.80

Woodworking Level 1 — BLDGTZ070

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials included. Theory and practical tests included. Equivalent to: BLDG10022.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11400	TH	Jan19	Apr6	6:30-9:30	12	Classroom (SC)	$349.80
11401	SA	Jan21	Apr22	6:30-9:30	12	Classroom (SC)	$349.80

Woodworking Level 2 — BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Project may or may not be completed within the 12 weeks. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year. Must supply your own materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11402	TU	Jan17	Apr4	6:30-9:30	12	Classroom (SC)	$289.80

Woodworking Level 3 — BLDGTZ073

Build a piece of furniture or cabinet with the guidance of a cabinet maker. Use techniques from Levels 1 and 2 to build your own custom project (size limitations). Supply own plan and materials. Prerequisite: BLDGTZ071.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11403	WE	Jan18	Apr5	6:30-9:30	12	Classroom (SC)	$289.80

Important Information

Credentials

MOHAWK COLLEGE CERTIFICATE
Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

ONTARIO COLLEGE CERTIFICATE
Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

ONTARIO COLLEGE DIPLOMA
Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

ONTARIO COLLEGE ADVANCED DIPLOMA
Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

ONTARIO COLLEGE GRADUATE CERTIFICATE
Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

ACKNOWLEDGEMENT OF COMPLETION
Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Acknowledgement Form / Receipt / Student Card

You will receive an Acknowledgement form and student card immediately upon registering in person. Acknowledgements for registrations done online or sent by mail or fax will be mailed to you. The form includes your user ID and password for MOCOmotion. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

Corporate Policies & Procedures

www.mohawkcollege.ca/policies

Course Cancellations

ce.mohawkcollege.ca/cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice

Fees

Fees are calculated based on the number of hours per course.

- Tuition @ $6.61
- Academic Service Fee @ $0.65 (max 45 hours)
- Capital Campaign Fee @ $0.05 (max 45 hours)
- Copyright Fee @ $0.02 (max 45 hours)
- Recreation Fee @ $0.05 (max 45 hours)
- Student Activity Fee @ $0.55 (max 45 hours)
- Student Bursary Fee @ $0.05 (max 45 hours
- Technology Enhancement Fee @ $0.07 (max 45 hours)
- OntarioLearn Fees will be charged where applicable.
- PrePlacement Screening Fees will be charged where applicable. For details visit www.mohawkcollege.ca/fees.
- Fees for International students are $910 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at www.mohawkcollege.ca/international.

Course Fees do not include textbooks, and/or required learning materials. Some exceptions may apply.

Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.

HST is included where applicable. A full breakdown is available through your MOCOmotion student account.

General Education Courses

ce.mohawkcollege.ca/generaleducation

An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grading and Evaluation

www.mohawkcollege.ca/grading

Graduation / Convocation

www.mohawkcollege.ca/ConvocationPrep

Continuing Education Convocation takes place in October of each year. Eligible students are responsible for applying to graduate by August 15.

Residency requirements and course/program currency requirements must be met.

MOCOmotion

moco.mohawkcollege.ca

Our online portal, MOCOmotion, and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Login on a regular basis to keep your account active. Your username and password are on your Acknowledgement of Registration form.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Refunds

ce.mohawkcollege.ca/refunds

Transfers

ce.mohawkcollege.ca/transfer

Waitlists

ce.mohawkcollege.ca/waitlist

Withdrawals

ce.mohawkcollege.ca/withdraw

Parking

www.mohawkcollege.ca/parking
parking.mcmaster.ca

Paid parking is in effect at all campus locations. Continuing Education students taking courses at Fennell Campus or Stoney Creek Campus will be required to purchase an evening CE Parking Pass online at parking.mohawkcollege.ca, the Stoney Creek Campus Store, or the Parking Office.

Single day/evening parking is available at payment machines in designated lots.

Parking at IAHS is provided by McMaster University Security and Parking Services. Visit Parking Services at the E.T. Clarke Centre (Room 102) or parking.mcmaster.ca for more information.

Accessible Parking
Individuals requiring long-term accessible parking arrangements can contact the Parking Office at Fennell Campus. Please provide a copy of a valid government issued accessible permit. For temporary accessible parking or for more information, please contact Accessible Learning Services at 905-575-2211.

Staff members who require accessible parking arrangements must contact the Parking Office and provide HR/Staffing Services with the appropriate documentation.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these courses cannot be placed online. Refer to the inside of the back cover for information on other ways to register.

Student Policies

www.mohawkcollege.ca/studentpolicy

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices.

Services

Some contacts to get you started. For a full list of services at Mohawk visit www.mohawkcollege.ca/services

The Square

www.mohawkcollege.ca/thesquare

The Square provides a full range of services to all students.
ask@mohawkcollege.ca

Fennell: Room C102 | 1-844-767-6871
IAHS at McMaster: Room 121 | 905-575-1212 ext. 6352
Stoney Creek: Room A111 | 905-575-1212 ext. 5000

Student Success Advisor

www.mohawkcollege.ca/ssa

As part of our commitment to student success, CE students have access to a Student Success Advisor. Your SSA can help you with academic and program advising, student support services, and more!

For more information see page 34 or visit the website.

Aboriginal Education & Student Services (AESS)

www.mohawkcollege.ca/aboriginal

aess@mohawkcollege.ca
Fennell: Room A114 | 905-575-1212 ext. 3428

Accessible Learning Services

www.mohawkcollege.ca/als

A full range of services is available for CE students who have, or suspect they have, a disability.

accessiblelearningservices@mohawkcollege.ca

Fennell: Room C102 | 905-575-2211
IAHS at McMaster: Room 133 | 905-575-1212 ext. 6107
Stoney Creek: Room A118 | 905-575-1212 ext. 5401

Books @ IAHS

campusstore.mcmaster.ca

Books for courses offered at the Institute of Applied Health Sciences at McMaster campus may be purchased at the Health Sciences Bookstore in the McMaster University Medical Centre.

Campus Stores

mohawk.bookware3000.ca

Stores are located at the Fennell (books in room C068, supplies and general merchandise in room C104) and Stoney Creek campuses with books, supplies, clothing, gifts, parking services and more. Load your ONE Card at either of our locations for your convenience. Visit the website for hours of operation, and to order your books online.

Communicable Disease Screening

www.mohawkcollege.ca/screening

Immunization clearance is required for many Health Science, Human Service and Justice and Wellness programs with a clinical component. This can be completed by The Health Centre at the Fennell Campus or your family doctor. Follow up with PrePlacement Services or visit the MOCOmotion PrePlacement Services Channel for more information regarding immunization needs and related forms for your program.

Fennell: Room C109 | 905-575-2084

Counselling Services

www.mohawkcollege.ca/counselling

Mohawk's professional counsellors offer a broad range of support services to all CE students.
counselling@mohawkcollege.ca
Fennell: Room C102 | 905-575-2211

Dispute Resolution Services - Student Rights & Responsibilities Office (SRRO)

www.mohawkcollege.ca/dispute-resolution

A full range of resolution services is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.
studentissues@mohawkcollege.ca
Inquiries: 905-575-2181

Financial Assistance

www.mohawkcollege.ca/financial

To be considered for Continuing Education awards, complete the CE-FNAP on the Financial Assistance website. Awards are determined by student eligibility and available funding per academic semester.

Medical Laboratory Technologists may be eligible for up to $1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to $1000 in tuition reimbursement through the Nursing Education Initiative Fund. Visit rpnao.org for information and application forms.

financialassistance@mohawkcollege.ca
1-844-767-6871

The Health Centre

The Health Centre provides confidential Health and Wellness for all students. Services include General Medicine, Physiotherapy, Registered Massage Therapy, Osteopathy, Acupuncture, Dental Hygiene, and Athletic Therapy.

Fennell: Room C109 | 905-575-2084

Library

library.mohawkcollege.ca

Your campus library is the starting point for help with assignment resources, eLearn, MOCOmotion and more! Visit the library website for more information about services, campus locations and hours.

ONECard

www.mohawkcollege.ca/one-card

Though not mandatory for Continuing Education students, a Continuing Education OneCard may be purchased for $10.00 in person at the OneCard Office. Students can submit their own photo at photo.mohawkcollege.ca. This card is essential for students needing to print or have access to labs. Your CE ONECard will provide all the same benefits of any other ONECard.

To be eligible for a CE OneCard you must be registered and enrolled for a course in the current semester. Be sure to bring valid Government Issued Photo ID and have your student number ready.

Benefits of a CE Mohawk College ONECard include:

- Official Mohawk College student identification
- Mohawk Library privileges and equipment loan
- Access to printers on campus
- Discounts at external vendors in the Hamilton area
- Convenient purchasing power while on campus

onecard@mohawkcollege.ca

Fennell: Room F101 | 905-575-2121
IAHS at McMaster: The Square
Stoney Creek: Campus Store

Wellness4U@Mohawk

www.mohawkcollege.ca/wellness4u

Wellness4U promotes health and wellness for all Mohawk Students. We are committed to achieving our vision for a healthy campus by raising awareness through prevention strategies and promoting ways to improve health.

Frequently Asked Questions

What are the Admission Requirements?
For credit courses leading to a certificate or diploma, you require a secondary school diploma or equivalent (Mohawk Academic Upgrading, GED), or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. Some programs have specific admission requirements which are listed in the program description.

How do I access MOCOmotion?
Your username and password can be found on your Acknowledgement of Registration form. You need to login to MOCOmotion on a regular basis to keep your account active. Visit the MOCOmotion FAQ at www.mohawkcollege.ca/mocohelp for details.

How do I update my address and phone number?
Login to your MOCOmotion account and on the My Student Account tab choose Access Self Service. For assistance, drop in to the Student Services office at any campus or call 1-844-767-6871.

How does online learning work?
Visit ce.mohawkcollege.ca/online for all the details. Information is also available on page 2 of this catalogue.

Can I complete my course early?
Unfortunately you cannot. All courses have a start and end date and you cannot start late or finish early. However, we offer a variety of courses with late start dates and/or in an accelerated format. Check the course listings for details.

How do I access my eLearn course?
Visit ce.mohawkcollege.ca/elearn for step-by-step instructions.

How do I access my OntarioLearn course?
Visit ce.mohawkcollege.ca/get-started for step-by-step instructions.

Can I audit a course?
Only under special circumstances. You must have approval from the Dean of Continuing Education prior to registering. You will not receive a grade/credit and regular fees will apply. Email ce@mohawkcollege.ca to seek approval.

Where do I park?
Paid parking is in effect at most locations. More information is available at www.mohawkcollege.ca/parking

I'm an International Student. How do I register for a Continuing Education course?
If you are not a permanent resident of Canada you may require permission from Citizenship and Immigration Canada to study at Mohawk College. Visit International Student Services (The Square, Room C102, Fennell Campus) for more information prior to registering for Continuing Education courses. Students living outside of Canada, who are registering for online courses, do not need approval but must register by fax or mail. International fees will apply in all cases. Visit www.mohawkcollege.ca/international for more information.

I'm a Senior Citizen. Is there a discount available?
Senior Citizens, 65 years of age or older, may register for most Continuing Education funded, credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

How do I view my final grades?
Login to your MOCOmotion account, My Student Account tab, scroll down to My Grades and click on My Final Grades. It may take two to six weeks after the end date of your course for grades to be entered.

I lost my Certificate/Diploma - can I get a replacement?
Visit www.mohawkcollege.ca/convocationprep to obtain a request form. A fee will apply.

How do I get my Income Tax Receipt (T2202A)?
In March of each year you will be able to access your T2202A Tuition and Education Amounts Certificate for the previous calendar year. In MOCOmotion, My Student Account tab, scroll down to My Account. Some courses may not qualify for a tuition or education tax deduction. Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction. For assistance, drop in to the Student Services office at any campus, the MCACES office or call 1-844-767-6871.

The weather is bad - is Mohawk College open?
Visit www.mohawkcollege.ca/closure.html or call 905-575-2444. You can sign up for weather and security related text message alerts by visiting www.mohawkcollege.ca/sam

I took a similar course at another educational institution. Will Mohawk College recognize that learning?
You can apply for an exemption for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. Login to MOCOmotion, choose the My Student Account tab, and click on Apply for a Course Exemption. For assistance, contact The Square at 1-844-767-6871 or ask@mohawkcollege.ca.

I have life/work experience relating to a specific course. Can I have that learning recognized?
You may be able to earn course credits through the Prior Learning Assessment and Recognition process. Your life/work experience will be assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience. Visit www.mohawkcollege.ca/plar for more information.

I have a disability. Can I access supports?
A full range of services is available for CE students who have, or suspect they have, a disability. Email accessiblelearningservices@mohawkcollege.ca or visit Room C102 (Fennell), Room 133 (IAHS), Room A118 (Stoney Creek). We can be reached by phone at 905-575-2211 (Fennell), 905-575-1212 ext. 6107 (IAHS) or 905-575-1212 ext. 5401 (Stoney Creek).

Index

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III moHawk
COLLEGE

Use this form if you are registering by MAIL, IN PERSON or by FAX. Fax completed forms to 905-575-2348.

If you know your Mohawk College ID, enter it here:

Have you been a previous student at Mohawk? ☐ Yes ☐ No

Did you have a previous last name? If so, include it here so we can match your student record. _____ Previous Last Name

Date of Birth[1]: ___ ___ / ___ ___ ___ / ___ ___ ___ ___   **Ontario Education Number (OEN)[2]:** ___ ___ ___ ___ ___ ___ ___ ___ ___
(Eg. 01 / Jan / 1968)   **Day**   **Month**   **Year**

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? ☐ Yes ☐ No   **Do you possess a high school Diploma?** ☐ Yes ☐ No

☐ Mr ☐ Mrs ☐ Ms ☐ Miss

Last Name   First Name   Middle Name (full - not initial)

Unit/Apt   Street Address

City   Province   Postal Code

Home Phone   Business Phone   Ext.

Personal Email Address

Course Information – Use this to register for up to 3 courses. Courses with insufficient enrollment will be cancelled before the course starts. **It is recommended that you register at least one week prior to the course start date.**

CRN	Course Code	Course Name	Campus	Start Date	$ FEE
CRN	Course Code	Course Name	Campus	Start Date	$ FEE
CRN	Course Code	Course Name	Campus	Start Date	$ FEE

Should requested CRN's be full, please add my name to the Wait List: ☐ Yes ☐ No $ TOTAL FEE

Are you working towards a Certificate or Diploma? ☐ Yes ☐ No

If yes, Program Name   Program Number

Payment Information[3] – Course fees must be paid in full at the time of registration

☐ Cash ☐ Debit ☐ **Certified Cheque*** ☐ Money Order* ☐ Bank Draft* ☐ Sponsored ☐ **VISA** Visa ☐ Mastercard   (*Payable to Mohawk College)

Complete below if paying by Visa or Mastercard:

Cardholder Name as appears on card

Cardholder Signature   Date

Card Number: ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___ ___   CVA Number: ☐ ☐ ☐   Expiry Date: _____ /_____

1-2 Date of Birth and Ontario Education Number (if known), are required on the Mohawk College Student Record System to assist in the retrieval of your academic grades; to issue income tax receipts; and, to confirm your Ontario Education Number (OEN).
3 International Students - Unless Mohawk has proof of your valid health insurance, you will be billed health insurance fees after you register for your course(s).
PRIVACY AND CONFIDENTIALITY: Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at mohawkcollege.ca/legal.

mcaces

Resource Centre

Striving to enrich the lifelong learning of Continuing Education students. Visit us at mcaces.ca

Take advantage of our services and programs

- Career Coaching and Career Development Workshops
- Student Success Coaching and Academic Success Workshops
- Social and Family Programming
- Student Leadership and Volunteer Opportunities
- MCACES Resource and Study Space

Find help at our Resource Centres

Fennell Campus, Room F114
McMaster Campus, Room 144
Stoney Creek Campus, Room A125
Phone: 905-575-2176
Web: mcaces.ca
Email: mcaces@mohawkcollege.ca

Get social with MCACES!

f facebook.com/mcaces

🐦 @mcaces

MCACES Resource Centre is supported by an Advisory Council of Continuing Education Students

Are you on campus after dark?

Walk Smart is a free service provided by MCACES at Fennell Campus for students, faculty and staff. Read more at **mcaces.ca/walksmart**

WALK SMART
905.575.2263

Student Services

Please keep this quick reference bookmark

The Square at each campus provides a full range of services and supports to new and returning students.

THE
Square
Student Services

Our Locations

Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton
Call: 1-844-767-6871
Monday to Thursday 8:30 am – 6 pm
Friday 8:30 am – 4:30 pm
Winter extended hours:
January 2 to January 23, 2017
Monday to Thursday 8 am – 6 pm
Friday 8 am – 5 pm

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
Call: 905-575-1212, ext. 5000
Monday to Friday 8:45 am – 4:30 pm
Winter extended hours:
January 2 to January 23, 2017
Monday to Friday 8 am – 4:30 pm

Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton
Call: 905-575-1212, ext. 6352
Monday to Thursday 8:30 am – 4 pm
Friday 8:30 am – 4 pm
Winter extended hours:
January 2 to January 23, 2017
Monday to Thursday 8:30 am – 6 pm
Friday 8:30 am – 5 pm

Quick and Helpful Links

Financial Assistance
Visit **ce.mohawkcollege.ca/financial** for information on Financial Assistance for CE Students.

Learn more about Online Learning
What is online learning? Is online learning for you?
Read more at **ce.mohawkcollege.ca/online-learning**

Room Listings
Accessible online after 3 pm on the day the course starts.
Locations are also posted at the main campus entrances.
Visit **ce.mohawkcollege.ca/roomlistings**

mohawk

ce.mohawkcollege.ca

Registration now open!

1. Online at ce.mohawkcollege.ca

Available to existing and new students – days, evenings and weekends.

NOTE: Online registration cannot be used for Special Approval (SA) courses. See page 137.

Payment options

VISA **MasterCard**

VISA OR MASTERCARD

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2. Fax
Payment options

VISA **MasterCard**

VISA OR MASTERCARD

Fax the completed Registration Form to:
905-575-2348

3. Mail
Payment options

VISA **MasterCard**

VISA, MASTERCARD, CERTIFIED
CHEQUE, MONEY ORDER OR
BANK DRAFT

Mail the completed Registration Form to:
Mohawk College
The Square, P.O. Box 2034
Hamilton, ON L8N 3T2

4. In person
Payment options

VISA **MasterCard**

VISA, MASTERCARD, DEBIT,
CERTIFIED CHEQUE,
MONEY ORDER,
BANK DRAFT OR CASH

*NOTE: Registration by **fax** or **mail** does not guarantee a place in the course.
Acknowledgement will be mailed to you within 10 days of processing.*

How to read course details

Course Name →

Integrated Brand Communication **MRKT10061 (SA')**

Course Code

Indicates
Special
Approval
Required

NEW! Evaluate effective communication between marketers and consumers.
Explain the strategies and benefits of real marketing campaigns that are delivered
through various forms of media and other avenues. Recognize the Canadian
regulatory environment and ethical issues in consumer communications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12796	TU	Jan10	Apr11	6:30-9:30	14	Classroom (FF)	$338.10

Course
Registration
Number →

↑ Start Date   ↑ Number
of Sessions   ↑ Campus

Fee

*MRKT10061 does not require SA - special approval. Shown as an example only.

*Alternative formats available upon request
Visit mohawkcollege.ca/accessibility*

Featured NEW programs

Sharing Economy Business Management Certificate
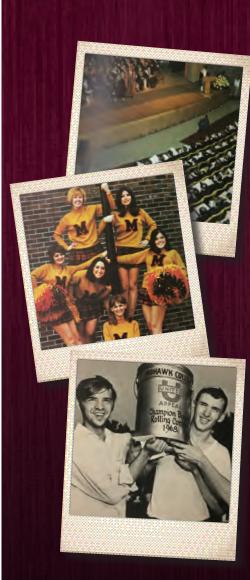ce.mohawkcollege.ca/sharingeconomy | Page 32

Brand Management Certificate
ce.mohawkcollege.ca/brandmanagement | Page 20

Mobile Food Services Management Certificate
ce.mohawkcollege.ca/mobilefood | Page 31

Winter registration now open!

Don't wait to register – courses can fill quickly. You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue. Browse online at **ce.mohawkcollege.ca**

SHARE YOUR MOHAWK MEMORIES

Mohawk has an amazing story to tell for our 50th anniversary. Share your memories at **mohawkcollege.ca/50th**

ONTARIO COLLEGES at 50

THE START OF SOMETHING AMAZING