



FUTURE READY

# RESEARCH ADMINISTRATION CERTIFICATE PROGRAM

Offered in partnership with the  
Canadian Association of  
Research Administrators (CARA)

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## LEARNING FOR LIFE

Browse our wide selection of  
programs, courses and workshops

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# NEW THIS WINTER

## Check out the programs and courses just added!

Have an idea for a new program or course? Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

### NEW PROGRAMS

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Internet of Things Workshop Series Acknowledgement.....	139
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### NEW COURSES

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## ON THE COVER PARTNERING WITH AN INDUSTRY LEADER

In September 2017, Mohawk launched the Research Administration Certificate program, offered in partnership with the Canadian Association of Research Administrators (CARA). Upon successful completion of this online program, graduates will receive a CARA-recognized college credential that will position them for a successful and rewarding career in research administration.

The program's teaching faculty is made up of CARA members renowned as industry-leading experts in the field of research administration, including Sarah Lampson, Executive Director at CARA, and Katie Porter, Director of Research Administration at Hamilton Health Sciences.

Amanda Martyniuk, who is enrolled in the program, works as a research coordinator in the neurosurgery division at Hamilton General Hospital. In her role, Martyniuk supports the division's research needs. "Through the certificate program and the partnership with CARA, I have acquired the tools to build a strong knowledge base and network in research administration."

See page 34 or visit [ce.mohawkcollege.ca/988](http://ce.mohawkcollege.ca/988) for more details.

Front cover, from left to right: Katie Porter, Director of Research Administration, Hamilton Health Sciences (HHS); Amanda Martyniuk (Research Administration Certificate Program student); and Sarah Lampson, Executive Director, Canadian Association of Research Administrators (CARA).

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

# Contact us

Watch for these icons as you're reading



## Business

[ce.mohawkcollege.ca/business](http://ce.mohawkcollege.ca/business)  
905-575-2703

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



## Community Services and Support

[ce.mohawkcollege.ca/communityservices](http://ce.mohawkcollege.ca/communityservices)  
905-575-1212 ext. 3244

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



## Creative, Media and Interdisciplinary Studies

[ce.mohawkcollege.ca/creative](http://ce.mohawkcollege.ca/creative)  
905-575-2358

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



## Health and Nursing

[ce.mohawkcollege.ca/health](http://ce.mohawkcollege.ca/health)  
905-575-1212 ext. 6703

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



## Technology and Skills Development

[ce.mohawkcollege.ca/tech](http://ce.mohawkcollege.ca/tech)  
905-575-2203

[cetechnology@mohawkcollege.ca](mailto:cetechnology@mohawkcollege.ca)  
[ceskills@mohawkcollege.ca](mailto:ceskills@mohawkcollege.ca)



## Trending Programs

## General Inquiries

[ce.mohawkcollege.ca/contacts](http://ce.mohawkcollege.ca/contacts)  
[ce@mohawkcollege.ca](mailto:ce@mohawkcollege.ca)  
905-575-2220



# Learning @ Mohawk

## 3 Delivery Methods

### Online

[ce.mohawkcollege.ca/online](http://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](http://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](http://mohawk.bookware3000.ca)

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

### Exams

[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams) | [exams@mohawkcollege.ca](mailto: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 MyMohawk. Proctoring is available for those who live at a distance.

### Refunds

[ce.mohawkcollege.ca/refunds](http://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](http://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/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn) 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](http://ce.mohawkcollege.ca/elearn) for login instructions. 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](http://ce.mohawkcollege.ca/campuscodes)

#### Classroom (FF)

##### Fennell Campus

135 Fennell Avenue West  
Hamilton, ON L9C 0E5

#### Classroom (IH)

##### Institute for Applied Health Sciences at McMaster

1400 Main Street West  
Hamilton, ON L8S 1C7

#### Classroom (SC)

##### Stoney Creek Campus

481 Barton Street  
Stoney Creek, ON L8E 2L7

#### Field Work

Course work done at placement location.

#### Online

##### Other Online Delivery

See course description for details.

#### Other

##### Other Delivery / Location

See course description for details.

### Room Listings

[ce.mohawkcollege.ca/roomlistings](http://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

[mohawkcollege.ca/parking](http://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](http://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](http://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
<b>ONTARIO COLLEGE GRADUATE CERTIFICATES</b>				
56	Autism and Behavioural Sciences Certificate (164)	●		
23	Business Analysis Certificate (334)			●
57	Career Consultant Certificate (076)	●		
60	Concurrent Disorders Certificate (252)	●		
86	Diabetes Education Certificate (928)	●		
64	Early Childhood Education Resource Consulting Certificate (956)			●
87	Gerontology - Multidiscipline Certificate (037)	●		
67	Libraries and Digital Technologies Certificate (965)	●		
92	Oncology Nursing Certificate (883)	●		
93	Perioperative Nursing Certificate (943)	●		●
94	Psychosocial Rehabilitation Certificate (016)	●		
95	Registered Nurse - Critical Care Nursing Certificate (871)	●		
96	Registered Nurse - First Assistant Certificate (921)	●		
96	Registered Nurse - Occupational Health Nursing Certificate (875)	●		
96	Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877)			●
96	Registered Nurse - Perinatal Nursing Certificate - Neonatal (876)			●
98	Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)	●		
99	Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)			●
102	Working with Dementia Clients - Multidiscipline Certificate (138)	●		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
<b>DIPLOMAS</b>				
85	Bridging for Medical Laboratory Technology Diploma (170)			●
58	Child & Youth Care Advanced Diploma (612)			●
62	Early Childhood Education Diploma (213)			●
65	Educational Support Diploma (747)	●		
68	Library and Information Technician Diploma (800)	●		
72	Social Service Worker Diploma (215)			●
<b>ONTARIO COLLEGE CERTIFICATES</b>				
86	Food Services Certificate (816)	●		
45	General Arts and Science Certificate (230)			●
33	Office Administration - General Certificate (380)			●
93	Palliative Care - Multidiscipline Certificate (017)	●		
35	Small Business and Entrepreneurship Certificate (179)	●		
<b>MOHAWK COLLEGE CERTIFICATES</b>				
117	Aesthetics Certificate (026)		●	
117	Applied Cosmetics Certificate (830)		●	
129	AutoCAD Design Certificate (191)		●	●
23	Brand Management Certificate (974)	●		●
131	Building Environmental Systems - BES™ Operator Class I Certificate (989)		●	
130	Building Environmental Systems - BES™ Operator Class II Certificate (990)		●	
118	Ceramics Certificate (936)		●	
131	CNC Programming Certificate (070)		●	

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
44	Competence in the French Language Certificate (829)		●	●
77	Computer Science - Level 1 Certificate (892)		●	
77	Computer Science - Software Engineering Specialist Certificate (893)		●	
24	Condominium Management (ACMO) Certificate (912)	●		●
132	Construction Estimating Certificate (867)			●
61	Counselling Techniques Certificate (802)			●
119	Dressmaking Certificate (819)		●	
63	Early Childhood Education - Leadership and Administration Certificate (932)			●
132	Electrical Fundamentals Certificate (063)		●	
132	Electronic Fundamentals Certificate (886)		●	
133	Environmental Engineering Certificate (083)		●	
120	Fashion Design Certificate (804)		●	
25	Financial Planning Certificate (185)	●		
133	Fire Safety Certificate (853)			●
106	Floral Techniques - Basic Certificate (805)		●	
134	Fluid Power Certificate (847)		●	
135	Geographic Information Systems Certificate (079)	●		
137	Home Inspection Certificate (171)	●		
107	Horticulture - Plant Identification Certificate (846)		●	
138	Human Machine Interfacing Certificate (182)		●	
26	Human Resources Certificate (825)	●		
138	Industrial Drives Certificate (202)		●	
138	Industrial Engineering - Level 1 Certificate (868)		●	
139	Industrial Lubrication Certificate (064)		●	
27	Industrial Relations Certificate (824)	●		
28	Integrated Accounting Certificate (099)	●		●

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
28	Integrated Business Studies Certificate (958)			●
108	Interior Decorating Certificate (178)		●	
108	Landscape Design Certificate (080)		●	
29	Leadership Development Series Certificate (949)	●		
140	Machine Tool Operator Certificate (848)		●	
120	Make-Up Artistry Certificate (056)		●	
31	Manufacturing Leadership Certificate (055)	●		
31	Medical Clerk Certificate (991)	●		
90	Medical Device Reprocessing Certificate (MDR) (927)		●	
32	Medical Transcription Certificate (172)			●
79	Microcomputer Engineering Software Certificate (898)		●	
121	Music Certificate (809)		●	
121	Nail Technician Certificate (027)		●	
79	Network Specialist Certificate (184)		●	
142	Occupational Health and Safety Management Certificate (060)			●
122	Performing Arts Certificate (929)		●	
122	Photography - Applied Certificate (031)		●	●
122	Photography - Art Certificate (032)		●	●
142	Programmable Logic Controllers Certificate (092)		●	
143	Quality Assurance - Level 1 Certificate (858)		●	
71	Records and Information Management Certificate (810)	●		
34	Research Administration Certificate (988)	●		
143	Residential Design & Construction Certificate (849)		●	
80	Server & Network Support Certificate (183)		●	
109	Sustainable Local Foods Certificate (937)	●		
73	Teaching the Adult Learner Certificate (129)	●		
35	Veterinary Office Management Certificate (935)	●		
123	Visual Arts - Advanced Certificate (043)		●	●



Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
123	Visual Arts - Foundation Certificate (041)		●	●
123	Visual Arts - Intermediate Certificate (042)		●	●
74	Volunteer Management Certificate (095)			●
80	Web Design and Development Certificate (971)			●
144	Welder Operator Certificate (860)		●	
47	Writing for Publication Certificate (123)	●		●
<b>ACKNOWLEDGEMENTS OF COMPLETION</b>				
43	Academic and Career Entrance (ACE)	●		
56	Addictions/Concurrent Disorders			●
129	Additive Manufacturing and 3D Printing		●	
129	Advanced AutoCAD		●	
44	American Sign Language		●	
22	Applied Accounting - Bookkeeping	●	●	●
85	Breastfeeding Program	●		
105	Cake Decorating		●	
119	Ceramics - Advanced		●	
59	Children's Mental Health	●		
61	Criminal Psychology and Behaviour	●		
105	Culinary Skills - Introduction		●	
78	Cyber Security	●		
62	Diversity and Intercultural Relations	●		
100	Footcare		●	
66	Fundamentals of Correctional Practices	●		
25	Fundraising	●		
88	Health Care Management	●		
136	Heritage Building Restoration			●
67	Holistic Studies - Introduction		●	
106	Home Renovation For Women (Men Welcome)		●	
139	Instrumentation	●		
139	Internet of Things Workshop Series <sup>NEW</sup>		●	
46	Language Interpreter Training Program	●		
140	Lean Six Sigma			●
30	Legal Skills	●		

Page	Credential Name	Delivery		
		Online	Classroom	Mix of Online and Classroom
89	Long Term Care Management	●		
141	Maintenance Management Professional		●	
141	Mechanical Design		●	●
32	Medical Terminology	●		
79	MicroStation	●		
70	Mourning, Grief and Bereavement	●		
91	Nephrology Nursing <sup>NEW</sup>	●		
92	Operating Room Attendant		●	●
109	Professional Bartending		●	
33	Project Management	●		
143	Quality Control Inspection			●
98	Registered Nurse/Registered Practical Nurse - Pediatric Nursing	●		
34	Sage 300	●		
72	School Based Support	●		
123	Sewing (Basic)		●	
110	Tea Sommelier		●	
100	Victimology	●		
47	Writing for Publication Certificate (123)	●		●
36	WSIB Workplace Safety & Insurance Board Adjudication		●	
<b>OTHER CREDENTIALS</b>				
129	Air Brake Training		●	
22	APICS - The Association for Operations Management		●	
24	Canadian Institute of Bookkeeping	●		●
131	Certificate of Qualification Examination Preparation	●	●	●
22	Certified in Production and Inventory Management (CPIM)		●	
22	Certified Supply Chain Professional (CSCP)		●	
131	CFC/ODP Training		●	
134	Fuel Certification Challenge Examinations		●	
134	Fuel Technician Certification		●	
27	Institute of Law Clerks of Ontario	●		
90	Medical Laboratory Technician Certificate (047)			●
22	Principles of Operations Management Program		●	



# Workshops

Register for a workshop and develop a new skill in 10 hours or less.

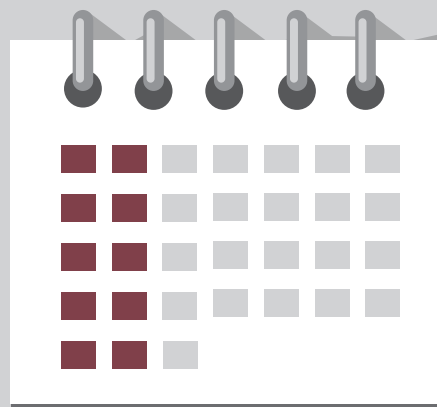
[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)

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Beer Appreciation .....	111	Getting Over the Hurdle: Growing Your Small Business.....	37	Quilting - Table Runner.....	127
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# Looking for something offered on weekends?

Check out our weekend courses and learn something new this winter.

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



Air Brake Training .....	128	Garden Pests - How to Spot Them and How to Deal With Them .....	111	Personal Income Tax Filing.....	37
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Excel Working with Charts.....	82	Nonviolent Crisis Intervention .....	74	Web Scripting with PHP.....	81
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				Working at Heights Training.....	148
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# Course Guide

[ce.mohawkcollege.ca/courses](http://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	Delivery*		
			OL	CL	BLE
<b>BUSINESS</b>					
28	Accounting 1	ACCTCB101			●
36	Accounting 2 - Financial	ACCT10014		●	
24	Accounting Introductory I	ACCTMCS01	●		
24	Accounting Introductory II	ACCTMCS02	●		
34	AccPac Sage 300 ERP Accounts Payable	INFO10185	●		
34	AccPac Sage 300 ERP General Ledger	INFO10184	●		
35	Animal Husbandry II	HLTH10071	●		
22	APICS Certified in Production and Inventory Management CPIIM Part 1	BUSN10177		●	
22	APICS Certified in Production and Inventory Management CPIIM Part 2	BUSN10178		●	
22	APICS Certified Supply Chain Professional, CSCP	BUSN10179		●	
22	APICS Strategic Management of Resources	BUSN10117		●	
22	Applied Accounting Bookkeeping 1	ACCTBZ018	●	●	
23	Applied Accounting Bookkeeping 2	ACCTBZ019	●	●	
23	Applied Accounting Bookkeeping 3	ACCTBZ020	●	●	
39	Applied Marketing Research	MRKT10030	●		
39	Applied Social Media in Business	ADVR10072	●		
36	Basic Animal Husbandry	HLTH10062	●		
36	Basic Veterinary Pharmacology	HSCI10135	●		
38	Benefits Administration	BUSN10059	●		
36	Building and Maintaining Customer Relationships	BUSN10034	●		
23	Business Analysis Introduction	MGMT10121	●		
23	Business Facilitation and Communication	BUSN10165	●		
36	Business Finance	ACCTCB340		●	
39	Business Law Introductory	LAWSMCS05	●		
37	Business Mathematics Of Finance	MATH10037	●		
35	Business Report Writing	COMM10330	●		
39	Change Management	MGMT10134	●		
31	Coaching And Developing People	MGMTDMA03	●		
27	Collective Bargaining	LABRPIR14	●		
29	Communications (LDS)	COMM10217	●		
26	Compensation and Benefits	HRESPIR11	●		
38	Comprehending Medical Terms and Diagnoses	HSCI10003	●		
38	Computer Applications in Human Resources	COMP10193	●		
35	Computer Skills for Small Business	COMP10134	●		
24	Condominium Administration & Human Relations	MGMTCDM04	●		
39	Consumer Behaviour	MRKTMK375	●		
31	Continuous Improvement Process	QUALCMA06	●		
30	Corporate Practice and Procedure	LAWS10153	●		
27	Corporate Procedures	LAWSSSEL6	●		
37	Cost and Managerial Accounting I	ACCT10024	●		
37	Cost and Managerial Accounting II	ACCT10025	●		
24	Cost Management	ACCT10017	●		
29	Creative and Critical Thinking (LDS)	COMM10216	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
30	Criminal Law - Legal Administration	LAWS10136	●		
39	Customer Relationship Management	CUST10005	●		
40	Developing a Mobile Marketing Strategy	MRKT10068	●		
40	Developing a Social Media Strategy	ADVR10074	●		
31	Developing Effective Teams	MGMTDMA04	●		
34	Developing Funding Proposals	BUSN10175	●		
40	Digital Communication (Social Media)	COMM10342	●		
37	Dispute Resolution	CONF10010		●	
25	Donor Relationships in Fundraising	BUSN10071	●		
39	Effective Advertising for Non-profits	ADVR10077		●	
33	Effective Supervision-Human Relations	MGMTMD221	●		
40	Emotional Intelligence	MGMT10142			●
26	Employee Training and Development	BUSN10180	●		
27	Employment Law	BUSNPIR19	●		
29	Employment Law (LDS)	LAWS10090	●		
28	Entrepreneurship Fundamentals	SBMGBU395	●		
27	Estate Procedures	LAWSSSEL4	●		
30	Family Law Practice and Procedure	LAWS10149	●		
29	Finance (LDS)	FINC10023	●		
26	Finance And Accounting	ACCTPIR23	●		
25	Financial Environment	FINCFP011	●		
24	Financial Planning For Condominium Managers	FINCCDM03	●	●	
37	Financial Reports and Budget Building	FINC10047		●	
40	Fundamentals of Digital Marketing Management	MRKT10026	●		
25	Fundraising as Management Process	BUSN10070	●		
37	Getting Over the Hurdle: Growing Your Small Business	BUSN10184		●	
41	Global Supply Chain Management	BUSNIB102		●	
38	Health Office Foundations	BUSN10138	●		
29	Human Relations (LDS)	HRES10019	●		
26	Human Resources Planning and Staffing	HRESPIR17	●		
23	Integrated Marketing Communication 1	MRKT10039	●		
37	Intermediate Accounting I	ACCT10021	●		
37	Intermediate Accounting II	ACCT10022	●		
35	Intro To Small Business And Entrepreneurship	SBMGSB101	●		
28	Introduction to Business	BUSN10049	●		
25	Introduction To Condominium Law	LAWSCDM01	●	●	
25	Introduction to Fundraising	BUSN10062	●		
27	Introduction To Industrial Relations	LABRPIR08	●		
30	Introduction to Legal Office Procedures	LAWS10208	●		
40	Introduction To Macroeconomics	ECON10002	●		
29	Introduction to Marketing	MRKTCB158			●
33	Introduction to Project Management	HRES10013	●		
25	Investment Planning	FINCFP013	●		
33	Keyboarding	KEYB10008			●
30	Landlord & Tenant Law	LAWS10064	●		
29	Leading Responsibly (LDS)	MGMT10098	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
29	Leading Teams (LDS)	MGMT10101	●		
30	Legal Terminology	LAWS10005	●		
37	Lessons Learned in the Food Truck Business	BUSN10182		●	
25	Life and Death Issues of Financial Planning	FINCFP012	●		
30	Litigation Practice and Procedure 1	LAWS10065	●		
26	Management in Human Resources	MGMT10156	●		
40	Management Operations	MGMTMCS07	●		
40	Management Principles	MGMTMCS06	●		
40	Management/Leadership Skills	MGMT10136	●		
29	Managing Change (LDS)	MGMT10102	●		
35	Managing The Small Business	SBMG10013	●		
40	Marketing Advanced	MRKT10018	●		
40	Marketing Digitally	MRKT10037	●		
40	Marketing Principles	MRKTMCS08	●		
31	Medical Conditions for Medical Office Professionals	HSCI10002	●		
38	Medical Keyboarding	KEYB10005	●		
38	Medical Office Procedures	OADM10018	●		
38	Medical OHIP Billing	OADM10010	●		
32	Medical Terminology 1	OADM0A323	●		
32	Medical Terminology 2	OADM0A324	●		
38	Medical Terminology II - Pronunciation	HSCI10157	●		
38	Medical Transcribing 3	OADM0A552	●		
38	Medical Transcribing 4	OADM0A652	●		
32	Medical Transcription 2	OADM0A452		●	
25	Methods of Fundraising	BUSN10069	●		
40	Microeconomics Introductory	ECONMCS03	●		
40	Mobile Analytics	MRKT10070	●		
41	Mobile Applications for Business	INFO10228	●		
37	Mortgage Agent	BUSN10061	●		
39	Non-profit Marketing and Communications	MRKT10058		●	
39	Non-profit Marketing and Communications Series	MRKT10057		●	
39	Non-profit Public Relations	HRES10026		●	
26	Occupational Health and Safety	SAFEP121	●		
30	OCJ Criminal Court Clerks	LAWS10207	●		
35	Operations And Legal Issues	SBMG0B202	●		
26	Organizational Behaviour and Administration	BUSNPIR22	●		
41	Organizational Business Communication	COMM10027	●		
24	Payroll Administration	ACCTBU192	●		
29	Performance Management (LDS)	MGMT10100	●		
41	Personal Financial Management	BUSNBE450	●		
37	Personal Income Tax Filing	FINC10048		●	
25	Personal Success	MGMTMD278	●		
38	Personnel Research Techniques and HRIS	HRES10017	●		
31	Pharmacology for the Medical Office	HSCI10024	●		
25	Physical Building Management	MGMTCDM02	●		
33	Presentation Skills	INFO10208		●	
33	Project Communications and Human Resource Management	MGMT10137	●		
33	Project Cost and Risk Management	MGMT10139	●		
29	Project Management (LDS)	MGMT10099	●		
33	Project Management Applications and Simulation	MGMT10140	●		
34	Project Management Scheduling Software	INFO10105	●		

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			OL	CL	BLE
41	Quantitative Methods	BUSN10045	●		
28	QuickBooks Online	INFO10218	●		
28	QuickBooks-Desktop	INFO10159	●		
30	Real Estate Practice and Procedure I	REAL10001	●		
30	Real Estate Practice and Procedures 2	LAWS10148	●		
26	Recruitment And Selection	HRESPIR20	●		
34	Research Project Management	RSCH10012	●		
25	Retirement Planning And Case Studies	FINCFP014	●		
34	Sage 300 ERP Accounts Receivable and Payroll	INFO10182	●		
34	Sage 300 General Ledger and Accounts Payable	INFO10232	●		
28	Sage 50 Accounting	INFO10201	●		
41	Sales Principles	BUSN10119	●		
37	Scrum Master Certification Course	MGMT10129		●	
38	Setting up QuickBooks Online for Your Small Business	BUSN10183		●	
35	Small Business-Financial Management	MGMTSB102	●		
30	Small Claims Practice and Procedure	LAWS10154	●		
41	Social Media Marketing	MRKT10055	●		
31	Supervisory Skills For Business And Industry	MGMTCA02	●		
41	Supply Chain Operations	BUSN10187		●	
39	Targeted Marketing for Non-profits	MRKT10059		●	
37	Taxation	ACCTAC409		●	
24	Taxation I	ACCT10019	●		
31	The Business of Tomorrow	BUSN10047	●		
35	The Generic Business Plan	SBMG10018	●		
31	Understanding Medical Tests for Medical Office Staff	HSCI10025	●		
32	Understanding Surgical Procedures for Medical Office Staff	HSCI10026	●		
36	Veterinary Anaesthesia	VETR10000	●		
36	Veterinary Lab Procedures	HLTH10098	●		
36	Veterinary Office Skills and Procedures	OADM10013	●		
36	Veterinary Surgical Procedures	HSCI10138	●		
36	Veterinary Terminology	COMM10107	●		
<b>COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES</b>					
54	AC - Communications, Part B	COMM0L044		●	
43	ACE Apprenticeship Math	MATH10047	●		
43	ACE Biology	BIOL10011	●		
43	ACE Business Mathematics	MATH10046	●		
43	ACE Chemistry	GSCI10004	●		
43	ACE Communications	COMM10148	●		
43	ACE Computers	COMP10083	●		
43	ACE Core Math	MATH10045	●		
43	ACE Physics	PHYS10000	●		
43	ACE Self Management and Self Direction	CRED10044	●		
43	ACE Technology Math	MATH10044	●		
44	American Sign Language 2	LANGLL220		●	
44	American Sign Language I	LANGLL120		●	
48	Anger Management	CONF10005	●		
48	Anthropology	PSYC10020	●		
45	Art Through the Ages	ARTT10052	●		
48	Art Through the Ages	ARTT10052	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
48	Astronomy	GSCI10006	●		
48	Bridging Two Worlds: Connecting with Indigenous People of Canada	INDS10015	●		
54	Business Report Writing	COMM10330	●		
54	Business Writing Strategies	COMM10325	●		
48	Canadian Literature	COMM10325	●		
45	Canadian Politics	SSCISS105	●		
48	Canadian Politics	SSCISS105	●		
47	Capstone Course, Skills Integration	LANG10036	●		
48	Censorship and the Media	MCOM10060	●		
48	Chocolate History	CULI10087	●		
45	Communication	COMM1041		●	
54	Communication	COMM1041		●	
46	Communication D	COMM11040		●	
54	Communication D	COMM11040		●	
46	Consecutive Interpreting	LANG10032	●		
47	Creative Writing	COMM10331		●	
54	Creative Writing for Beginners	COMM10331	●		
48	Culture, Language and Linguistics	COMM10277	●		
46	Developmental Psychology	PSYC2271	●		
49	Developmental Psychology	PSYC2271	●		
54	English 1	COMM10256	●		
49	Environmental Citizenship	ENVR10006	●		
49	Environmental Geology	ENVR10066	●		
49	Essentials of Canadian History	HIST10019	●		
54	Essentials of Writing Fiction	CREA10032	●		
49	First Nations People	INDSPF207	●		
53	First Responders Basic American Sign Language	LANG10088		●	
49	Forensic Psychology	PSYC10001	●		
44	French 1	LANG10061	●		
44	French 2	LANG10062	●		
44	French 3	LANG10063	●		
45	French 4	LANG10064	●		
45	French 5	LANG10065	●		
49	Geography and Human Populations	GSCI10012	●		
49	Geography of Planet Earth	ENVR10051	●		
49	Geological Disasters	ENVR10005	●		
49	Global Citizenship & Equity: World Hunger	SSCI10063	●		
47	Grammar For Writing Professionals	COMM10276	●		
49	History of Aboriginal/Canadian Relations	INDS10017	●		
49	History of Art	HIST10024	●		
49	Hockey Hall of Fame Presents	SPRT10007	●		
49	Indigenous Identity & Relationship to the Land	INDS10018	●		
50	Indigenous Peoples: A Global Perspective	INDS10019	●		
54	Interpersonal Communication Skills	COMM10294	●		
50	Introduction to Children's Literature	COMM10294	●		
50	Introduction to Geology: An Overview of Planet Earth	ENVR10028	●		
53	Introduction to Japanese	LANG10060	●		
50	Introduction to Philosophy	SSCI10049	●		
46	Introduction to Psychology	PSYC2271	●	●	
50	Introduction to Psychology	PSYC2271	●	●	
50	Introduction to Science	GSCI10002	●		
46	Introduction to Sociology	SSCISS108	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
50	Introduction to Sociology	SSCISS108	●		
46	Introduction to Spoken Language Interpreting	LANG10031	●		
50	Introduction to Sustainable Development	ENVR10026	●		
53	Italian 1	LANG10031		●	
53	Italian for Beginners	LANG10054	●		
44	La Pratique du Francais 1	LANGFR003		●	
44	La Pratique du Francais 2	LANGFR004		●	
44	La Pratique du Francais 3	LANGFR005		●	
44	La Pratique du Francais 4	LANGFR006		●	
45	La Pratique du Francais 5	LANGFR007		●	
50	Learning, Thinking and Problem Solving	PSYC10027	●		
50	Let's Talk Sports	SPRT10006	●		
50	Meteorology	GSCI10007	●		
50	Minerals	ENVR10050	●		
50	Music in Our Lives	MUSC10127	●		
50	Myths And Legends	HIST10044	●		
50	Nutrition	HLTH10044	●		
51	Oceanography	ENVR10049	●		
53	Ojibwe Introductory	INDS10023	●		
51	Paleontology (Fossils)	ENVR10048	●		
48	Parlons Avance 1	LANGFS077		●	
45	Parlons Francais 1	LANGFS032		●	
45	Parlons Francais 2	LANGFS033		●	
51	Personality Psychology	PSYC10007	●		
51	Petrology (Rocks)	ENVR10052	●		
51	Philosophy of Art Concepts and Theories	SSCI10054	●		
47	Poetry Writing	COMM10276	●		
51	Political Science & Public Administration	SSCISS027	●		
51	Popular Culture and the Media	COMM10276	●		
51	Popular Music and Society	MUSC10114	●		
53	Prep Science (Chemistry)	GSCICE053	●		
53	Prep Science (Physics)	PHYSPE001	●		
53	Preparatory Biology	BIOL10006	●		
51	Quest for Wisdom	SSCI10064	●		
54	Researching and Reporting-Lgs	COMM10276	●		
47	Romance Writing	COMM10276	●		
51	Science Fiction	COMM10043	●		
47	Setting Specific Interpreting	LANG10035	●		
46	Skills Development - Sight Translation	LANG10033	●		
47	Skills Development - Simultaneous Interpreting	LANG10034	●		
51	Soccer and its Impact on Society	SSCI10031	●		
51	Social Media and Society	SSCI10045	●		
52	Social Psychology	PSYC10012	●		
46	Society, Technology And Social Issues	SSCISS299	●		
52	Society, Technology And Social Issues	SSCISS299	●		
46	Sociology: Diversity and Social Change	SSCISS109	●		
52	Sociology: Diversity and Social Change	SSCISS109	●		
52	Sociology-Sport	SSCI10046	●		
53	Spanish For Beginners	LANGLE01		●	
53	Spanish-Conversational 1	LANGLLA04		●	
53	Spanish-Conversational 3	LANGLLC04		●	
52	Sports Psychology	PSYC10009	●		
52	Stress, Wellness and Nutrition	HLTH10111	●		



Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
50	The Middle Ages and The Modern World: Facts and Fiction	HIST10021	●		
51	The Olympics: Where Sport and Spectacle Meet	SPRT10023	●		
51	The Ontario Metis	HIST10018	●		
52	The Study of Human Sexuality	SSCI10003	●		
52	The Video Game West	COMP10190	●		
47	Travel Writing	COMM10121	●		
52	Understanding Literature	COMM10095	●		
52	Understanding Same Sex Issues	PSYC10019	●		
52	Westerns: A Study in the Film Genre	GINT10034	●		
52	What In The World Is Going On	GINTLLT07	●		
52	World Cinema	ARTT10051	●		
52	World Of Abnormal Psychology	PSYCSS021	●	●	
52	World of Work	EDUC10101	●		
47	Writer's Weekend-Introductory	COMM10279		●	
54	Writing a Marketing Plan	COMM10298	●		
47	Writing For Children	COMMLLP05		●	
47	Writing For Publication - Level 1	COMMLLT03	●		
47	Writing For Publication - Level 2	COMMLLT09	●		
54	Writing for Sales Material	COMM10299	●		
54	Writing Grammatically	COMM10218	●		
48	Writing Short Stories	COMM10259	●		
54	Writing Skills for the Web	COMM10297	●		
<b>COMMUNITY SERVICES AND SUPPORT</b>					
74	Abuse and Family Violence	HMNS10120	●		
68	Acquisitions	LIBRLT350	●		
71	Active Records Management	OADMRRM101	●		
65	Adaptive and Assistive Technology	COMP10006	●		
72	Adaptive and Assistive Technology	COMP10006	●		
62	Administration and Supervision in ECE	EDUC10077	●		
58	Adolescence: Treatment Approaches & Issues	HMNSCC358			●
73	Adult Learning	EDUCTAL03	●		
73	Adults With Learning Disabilities	SENSTAL06	●		
73	Advocacy for SSW	HMNS10098			●
64	Advocacy In The School And Community	HMNSRT061	●		
67	Alternative Healing Methods	HLTH10228		●	
71	Archives	LIBRRM103	●		
74	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		●	
74	Assessment And Evaluation	EDUCTAL05	●		
56	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041	●		
72	Autism Spectrum Disorder - Assisting Student Development	EDUC10001	●		
65	Autism Spectrum Disorder- Assisting Student Development	EDUC10001	●		
65	Behaviour and Mental Health Exceptionalities	EDUCEDE22	●		
74	Behaviour Management Systems	CONF10007		●	
56	Behavioural Skill Building	EDUC10028	●		
75	By-Law Enforcement	LAWS10139	●		
66	Canadian Criminal Justice System	LAWSPF111	●		
67	Capstone II	LIBR10051	●		
57	Career Development Resources	CREDCAR02	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
60	CD Treatment: Models for Treating Varied Populations	HMNS10052	●		
63	Child Development & Behaviour 1	EDUCEC121	●		
63	Child Development & Behaviour 2	EDUCEC221	●		
63	Children with Special Needs	EDUC10084	●		
69	Children's Services And Issues	LIBRLT385	●		
69	Circulation and Inter Library Loan	LIBR10037	●		
65	Classroom Skills	EDUCEDE21	●		
61	Co-dependency as an Addiction	PSYC10008	●		
58	Cognitive Behaviour Modification In Child and Youth Care	HMNSCC457	●		
59	Cognitive Development, Trauma and Loss - Child Health Focus	HLTH10218	●		
65	Communication Exceptionalities	EDUCEDE23	●		
75	Communications/Reporting	COMMLL223	●		
73	Community Awareness and Field Placement Preparation	HMNS10101			●
60	Concurrent Disorders	HMNS10050	●		
60	Concurrent Disorders Field Seminar	CREDCAR01	●		
60	Concurrent Disorders, Issues & Ethics	HMNS10094	●		
62	Contemporary Social Problems-Police Foundations	SSCIS288	●		
70	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	●		
66	Correctional Practices	LAWS10151	●		
75	Criminal And Civil Law	LAWSPF301	●		
75	Criminal Code	LAWSPF302	●		
61	Criminal Psychology - Psychopathic Minds	PSYC10002	●		
61	Criminal Psychology 2 - Criminal Minds	PSYC10003	●		
67	Criminology Introduction	SSCI10061	●		
73	Crisis Intervention	HMNSO231			●
61	Cults and Terrorism	SSCI10006	●		
74	Curriculum Development	EDUCTAL02	●		
69	Database Design For Information Workers	INFOLT340	●		
70	Death and Dying in Crisis Intervention	PSYC10017	●		
68	Digital Media in Libraries	LIBR10049	●		
62	Diversity and First Nations	SSCI10017	●		
57	Diversity In The Workplace	CREDCAR08	●		
71	Document Management Technology	GRAPRM102	●		
61	Domestic and Workplace Violence	PSYC10006	●		
63	ECE Curriculum 1	EDUCEC323	●		
63	ECE Curriculum 2	EDUCEC423	●		
63	ECE-Family Engagement	EDUC10081	●		
64	ECE-Leadership in Action	EDUC10082			●
69	Electronic Publishing and Emerging Library Technologies	INFOLT402	●		
57	Ethics and Professionalism	EDUC10034	●		
63	Family Dynamics	EDUCEC129	●		
60	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	●		
59	Field Placement 1	WORK10136		●	
59	Field Placement 2	WORK10137		●	
60	Field Placement Concurrent Disorders	WORK10113	●		
63	Field Placement Prep	EDUC10093	●		
64	Field Practicum 1	WORKRT021		●	
64	Field Practicum 2	WORKRT051		●	
69	Field Work 1	WORKLT290	●		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
69	Field Work 2	WORKLT490	●		
61	Fostering Healthy Lifestyles	HLTH10152	●		
65	Foundations of Education	EDUCEDE14	●		
59	Health Care & Pharmacology For Child & Youth Care	HSCICC327	●		
69	Health Libraries and Resources	LIBR10004	●		
69	Human Relations and Supervision	HRESLT150	●		
59	Human Sexuality For Child & Youth Care	HMNSCC558			●
65	Inclusion and Cultural Diversity	EDUC10002	●		
69	Indexing and Subject Analysis	LIBR10038	●		
64	Individual Developmental Planning 2	HMNSRT041	●		
69	Information Technology for Library Technicians	INFO10172	●		
74	Instructional Techniques	EDUCTAL04	●		
74	Instructional Technology In Adult Education	EDUCTAL08	●		
61	Interaction And Communications	COMMTC101			●
73	Interviewing Skills	COMMSO226			●
59	Interviewing Skills 1	COUN10011	●		
59	Interviewing Skills 2	COUN10012	●		
61	Interviewing Skills In Counselling	COUNTC103			●
73	Intro to Social Service Worker	HMNS10100			●
56	Introduction to Addictions	HMNS10039		●	
57	Introduction to Applied Behaviour Analysis	HSCI10042	●		
59	Introduction To Group Dynamics	HMNSCC143			●
62	Introduction to Intercultural Communication	COMM10073	●		
69	Introduction to Libraries and the Information Industry	LIBRLT110	●		
69	Introduction to Metadata & Metadata Applications	LIBR10035	●		
62	Introduction to Racism and Discrimination	SSCI10026	●		
64	Introduction to Resource Teaching	EDUCRT001	●		
68	Issues in Digital Resource Management and Technologies	LIBR10048	●		
63	Issues In ECE	EDUCEC428	●		
69	Law Libraries And Legal Research	LIBRLT405	●		
63	Learning Environment 1	EDUCEC115			●
71	Learning from Death and Dying	PSYC10025	●		
65	Learning Strategies	EDUC10004	●		
72	Learning Strategies	EDUC10004	●		
59	Legislation: Policies & Procedures	MGMTCC153	●		
69	Library Classification	LIBR10039	●		
69	Library Financial Management and Budgeting	MGMT10041	●		
70	Library Programming, Marketing and Advocacy	LIBR10040	●		
75	Managing Conflict	CONF10009	●		
74	Massage Therapy OSCE Prep: Tips to build your confidence	HLTH10270		●	
65	Math in an Educational Setting	MATH10065	●		
75	Meditation	RECL10041		●	
74	Mental Health First Aid	HMNS10123		●	
71	Mourning, Grief and Bereavement	PSYC10023	●		
70	Multimedia	LIBRLT335	●		
74	Nonviolent Crisis Intervention	CONFMHN08		●	
70	Online Searching	LIBR10041	●		
57	Parent and Staff Training	EDUC10029	●		
63	Parent Teacher Child Relationship 2	EDUCEC228			●

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			OL	CL	BLE
67	Penology	LAWS10152	●		
66	Personal And Interpersonal Dynamics	EDUCEDE17	●		
66	Physical and Multiple Exceptionalities	EDUCEDE26	●		
66	Placement 1	EDUC10085	●		
66	Placement 2	EDUC10086	●		
66	Placement 3	EDUC10087	●		
66	Placement Preparation	EDUC10075	●		
61	Preparation for Field Placement	CRED10088	●		
60	Prevention and Intervention Strategies - Child Mental Health	HLTH10216	●		
75	Principles of Ethical Reasoning	LAWS10174	●		
75	Private Investigator Training	LAWS10138	●		
75	Private Investigator-Licensing Requirements	LAWS10091			●
75	Private Security - Licensing Requirements	LAWS10087			●
59	Professional Development in Child and Youth Care	HMNS10105	●		
74	Program Development and Evaluation	MGMT10153			●
75	Provincial Offences	LAWS10175	●		
60	Psychiatric Disorders Common to Infant, Child and Adolescent	HLTH10214	●		
71	Records And Information Management Fundamentals	OADM RM100	●		
70	Reference Processes	LIBR10044	●		
70	Reference Services and Sources	LIBR10045	●		
71	Religious beliefs, traditions and customs of death	PSYC10022	●		
70	Resource Description and Access I	LIBR10042	●		
70	Resource Description and Access II	LIBR10043	●		
63	Responsive Care for Infants and Toddlers	EDUC10074			●
60	Risk Factors of Common Psychiatric Disorders	HLTH10215	●		
67	Safe and Secure Environments	SAFE10091	●		
66	Safety In An Educational Setting	SAFE10004	●		
70	School Libraries	LIBRLT375	●		
59	Seminar 1 - Professionalism in Child and Youth Care	WORK10112		●	
59	Seminar 2 - Trends and Issues in Child and Youth Care	HMNS10104	●		
70	Serials	LIBRLT351	●		
61	Sexual Violence	SSCI10008	●		
67	Special Populations I	PSYC10026	●		
57	Specialized Instructional Strategies	EDUC10030	●		
61	Supporting Families Living With Concurrent Disorders	HMNS10053	●		
66	Technology in Education	EDUCEDE19	●		
71	Thanatology	PSYC10021	●		
57	Theories Of Career Development	CREDCAR01	●		
66	Total Communication Part 1	EDUC10040	●		
66	Total Communication Part 2	EDUC10041	●		
75	Traffic Management	LAWSPF309	●		
66	Transition Planning	EDUC10037	●		
57	Transition Planning and Implementation	EDUC10031	●		
57	Treating Challenging Behaviour	HMNS10006	●		
63	Wellness for Children	HLTH10121	●		
59	Working with Exceptionalities	HMNS10103			●
64	Working With Families	HMNSRT031	●		
57	Working with Families and Teams	HMNS10005	●		

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			OL	CL	BLE
63	Working with Parents	EDUC10076	●		
62	World Religions: Western and Eastern Traditions	EDUC10092	●		
75	Yoga	RECL10042		●	
67	Youth In Conflict With The Law	LAWSPF305	●		
70	Youth Services and Issues	LIBR10034	●		
<b>COMPUTERS</b>					
81	A+ Essentials - Operation System Software	COMP10121	●		
82	Access Core	INFO10081	●		
82	Access-Expert	INFO10214	●		
83	Adobe InDesign Basics	COMP10120	●		
82	Build and Launch Your Website in 1 Day	COMP10211		●	
77	Computer Hardware and Software	ELEC10118		●	
80	Computer Hardware and Software	ELEC10118		●	
80	Computer Hardware and Software	ELEC10118		●	
81	Connecting Networks	COMP10210	●		
83	Dreamweaver (Webpage Authoring)	COMP10138	●		
82	Excel Core	INFO10078	●		
82	Excel Expert	INFO10079	●		
82	Excel Linking Multiple Worksheets & Workbooks	INFO10191		●	
82	Excel Pivotables and Outlines	INFO10187		●	
82	Excel Working with Charts	INFO10190		●	
82	Excel Working with Formulas	INFO10192		●	
78	Firewalls and VPNs	INFO10244	●		
81	Generic Computer Training	COMPCO001	●		
78	Hacker Techniques, Tools, and Incident Handling	INFO10245	●		
80	HTML 1	INFO10241			●
81	HTML 2	INFO10242			●
83	HTML Intermediate	COMP10107	●		
83	HTML Introduction	COMP10106	●		
81	Intermediate TCP/ICP	COMP10213	●		
77	Internet Technologies	ELEC10050		●	
80	Internet Technologies	ELEC10050		●	
83	Introduction to Computers 1	COMP10136	●		
83	Introduction to Computers 2	COMP10195	●		
82	Introduction to Excel	INFO10193		●	
81	Introduction to Networks	INFO10243	●		
78	IT Security Policies	INFO10223	●		
83	JavaScript	COMP10137	●		
78	Legal & Ethical Issues in IT Security	INFO10224	●		
83	Microsoft Office 2013	COMP10166	●		
83	Microsoft Office 2016	COMP10191	●		
79	MicroStation 2D - Level 1	CADMMSN01	●		
79	MicroStation 2D - Level 2	CADMMSN02	●		
79	MicroStation 3D Level 3	CADM10009	●		
78	Mobile Application Security Design	INFO10238	●		
83	MS Office 2010	INFO10095	●		
80	Network Design and Troubleshooting	ELEC10051		●	
77	Network Fundamentals	ELEC10034		●	
80	Network Fundamentals	ELEC10034		●	
80	Network Fundamentals	ELEC10034		●	
78	Network Security and Penetration Testing	INFO10239	●		
83	Office Simulation	COMP10196	●		
82	On-Demand Microsoft Office Training	INFO10250	●		

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			OL	CL	BLE
78	Operating Systems Security-Windows and Linux	INFO10225	●		
81	Photoshop Adobe	INFO10149			●
83	PowerPoint 101	COMP10197	●		
78	Principles of Information Security	INFO10226	●		
81	Programming for Absolute Beginners	COMP10189	●		
77	Programming Fundamentals	COMP10001			●
79	Programming Fundamentals	COMP10001			●
81	Programming in C	COMP10122	●		
77	Programming in Java	COMP10062		●	
77	Programming in Java	COMP10062		●	
79	Programming in Java	COMP10062		●	
81	Raspberry Pi Bootcamp	ELEC10163		●	
81	Routing Switching and Essentials	COMP10208	●		
81	Scaling Networks	COMP10209	●		
80	Server Administration	ELEC10049		●	
82	Software Testing	COMP10173	●		
81	Web Scripting with PHP	INFO10112			●
83	Windows 10	INFO10215	●		
78	Wireless and Mobile Device Security	INFO10221	●		
83	Word Core	INFO10077	●		
83	Word Expert	INFO10080	●		
81	WordPress 1	INFO10202	●		
83	WordPress for Business (Non-Coding)	INFO10219	●		
83	Workshop For Windows	INFOBW001			●
<b>HEALTH AND NURSING</b>					
101	Aboriginal Peoples: Understanding and Reducing Victimization	INDS10016	●		
100	Advanced Footcare for RNs and RPNs	NRSG10059		●	
98	Advanced Neonatal Nursing 1 Clinical Experience	CLINNSCF2		●	
98	Advanced Neonatal Nursing 2 Clinical Experience	CLINNSCF4		●	
98	Advancements in the Mental Health System	HSC110145	●		
93	Anaesthesia, Assessment & Critical Care	HSCINSC87	●		
91	Anatomy and Physiology for MLA	BIOL10041	●		
103	Arrhythmia Interpretation	HLTH10229	●		
86	Assessment and Interpretation of Results for BMLT	MLSC10028	●		
87	Assessment And Planning	HSCIGER30	●		
102	Assessment And Planning	HSCIGER30	●		
100	Basic Footcare for RNs and RPNs	NRSGHZPAE		●	
90	Basic Laboratory Techniques for MLA	MLSC10013	●		
85	Breastfeeding Clinical Experience	CLIN10026		●	
102	C.P.R. 'C'/AED Recertification - Health Care Provider Level	HSC110087		●	
102	C.P.R. 'C'/AED - Health Care Provider Level	HSC110086		●	
91	Chemistry for MLA	CHEM10053	●		
101	Childhood Victimization	HSC110203	●		
91	Clinical Experience 2	CLIN10035		●	
90	Clinical Experience Medical Device Reprocessing	CLIN10059		●	
98	Clinical for Mental Health	CLIN10070		●	
86	Communication and the Food Service Worker	CUL110082	●		
92	Communications And Psychosocial Issues In Oncology	HSCINSCC2	●		



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			OL	CL	BLE
88	Community-Based Field Experience	WORKGER71		●	
101	Compassion Fatigue, Self-Care and Professional Practice	HSCI10205	●		
95	Critical Care Cardiovascular	NRSG10002	●		
95	Critical Care Cardiovascular Clinical	CLIN10005		●	
95	Critical Care GI/GU	NRSG10004	●		
95	Critical Care GI/GU Clinical	CLIN10007		●	
95	Critical Care Introduction	NRSG10099	●		
95	Critical Care Neuroscience	NRSG10003	●		
95	Critical Care Neuroscience Clinical	CLIN10006		●	
95	Critical Care Respiratory	NRSG10100	●		
95	Critical Care Respiratory Clinical	CLIN10004		●	
94	Current Trends In Mental Health	HSCIPSR05	●		
86	Diabetes Education: Approaches in Practice	HLTH10233	●		
86	Diabetes Field	WORK10146		●	
86	Diabetes: The Basics	HLTH10236	●		
86	Diabetes: Throughout the Lifespan	HLTH10235	●		
101	Diversity and Victim Assistance	HSCI10204	●		
93	Field Practicum	CLIN10033		●	
89	Financial Management (Retirement Communities/Long Term Care)	FINC10008	●		
89	Food Nutrition & Hospitality Management for Retirement	HLTH10109	●		
87	Food Services Fieldwork Requirement	WORKKCF02		●	
100	Footcare Field Practicum	CLIN10058		●	
96	Health and Safety Management	HSCIOHN04	●		
96	Health Assessment	HSCI10151	●		
103	Health Assessment	HSCI10151	●		
89	Health Care Operations	HLTH10238	●		
88	Health Care Planning	HLTH10251	●		
88	Health Care Policy	HLTH10239	●		
89	Healthy Adult Aging	HLTH10220	●		
91	Hematology for MLA	MLSC10015	●		
91	Histology/Cytology for MLA	MLSC10017	●		
86	Histotechnology for BMLT	MLSC10038	●		
89	Hospital Procedures	HSCI10211	●		
89	HR and Labour Relations in Retirement Communities Management	HRES10020	●		
103	Human Anatomy and Physiology	HSCI10027	●		
94	Independent Study In Psychosocial Rehabilitation	HSCIPSR06	●		
88	Individual Study	HMNSGER60	●		
87	Institutional Food Service	SAFE10097	●		
88	Institutional-Based Field Experience	WORKGER81		●	
98	Interventions Supporting Recovery	HSCI10150	●		
103	Intravenous Therapy - RN/RPN	NRSGNSC90			●
103	Introduction to Health	HSCI10209	●		
98	Introspective Practice	HSCI10147	●		
90	Lab Basics Workshop for MLA	MLSC10014		●	
88	Law and Health Care Administration	HLTH10237	●		
88	Leadership in Health Care Administration	MGMT10145	●		
88	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
102	Legal And Ethical Issues Related To Aging	LAWSGER51	●		
85	Level 1: Breastfeeding Basics	NRSG10073	●		
85	Level 2: Breastfeeding Management	NRSG10074	●		
85	Level 3: Advanced Breastfeeding Practice	NRSG10075	●		

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91	Living with Chronic Kidney Disease	NRSG10120	●		
86	Living with Diabetes	HLTH10234	●		
93	Loss, Grief & End Of Life Issues	HMNS10016	●		
92	Major Malignancies II	HSCINSCC4	●		
89	Management of Human Resources in Health Care	HMNS10138	●		
90	MDR Laboratory Experience	HSCI10122		●	
90	MDR Principles and Practices 2	HSCI10124		●	
90	MDR Principles and Practices 3	HSCI10125		●	
90	Medical Laboratory Assistant	MLSC10012	●		
101	Men as Victims	LAWS10192	●		
88	Mental Health Aspects Of Aging	HSCIGER41	●		
102	Mental Health Aspects Of Aging	HSCIGER41	●		
103	Mental Health Introduction	HLTH10016	●		
94	Mental Health Practitioner Competencies	HSCI10092	●		
94	Mental Health Services	HSCIPSR02	●		
86	Microbiology for BMLT	MLSC10036	●		
91	Microbiology for MLA	MLSC10016	●		
97	Neonatal 1: Advanced Nursing Care of Term and Preterm Neonates	NRSG10104	●		
97	Neonatal 2: Advanced Nursing Care of Critically Ill Neonates	NRSG10105	●		
97	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
99	Neonatal Resuscitation-Provider Certification	HSCI10163		●	
91	Normal and Abnormal Kidney Function	NRSG10116	●		
99	Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	NRSG10068	●		
98	Nursing Care of Children with Cardio/Respiratory Disorders	NRSG10066	●		
99	Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs	NRSG10069	●		
87	Nutrition - Introduction	HLTH10232	●		
103	Nutrition for Fitness and Health Promotion	HLTH10252	●		
87	Nutrition in Food Services	HLTH10268	●		
93	O.R. Laboratory Experience A	HSCI10156		●	
97	Obstetrical Nursing 1 Clinical Experience	CLIN10002		●	
97	Obstetrical Nursing 2 Clinical Experience	CLIN10003		●	
97	Obstetrics 1: Antepartum, Intrapartum and Postpartum Complications in Pregnancy	NRSG10106	●		
97	Obstetrics 2: Management of High Risk Patients in Emergencies	NRSG10107	●		
96	Occupational Health and Surveillance	HSCIOHN02	●		
96	Occupational Health Nursing Introduction	NRSGOHN01	●		
96	Occupational Health Nursing Project	WORKOHN05	●		
92	Oncology Clinical Experience	CLINNSCC6		●	
92	Oncology Nursing-Introductory	NRSGNSCC1	●		
92	Operating Room Attendant	NRSGNSCD9	●		
92	Operating Room Attendant Laboratory Experience	HSCI10155		●	
94	Operating Room Lab Experience C	HSCI10184		●	
93	Operating Room Nursing-Introductory	NRSG10058	●		
94	Operating Room Principles and Practices 1 Theory	NRSG10032	●		
94	Operating Room Principles and Practices 2 Theory	NRSG10033	●		
89	Operational Overview in Long-term Care	HLTH10110	●		

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			OL	CL	BLE
94	OR Laboratory Experience B	HSCI10158		●	
88	Palliative Care-Introduction	HSCIHZA69	●		
93	Palliative Care-Introduction	HSCIHZA69	●		
102	Palliative Care-Introduction	HSCIHZA69	●		
99	Pediatric Nursing Clinical Practicum	CLIN10056		●	
98	Pediatric Nursing-Introductory	NRSG10057	●		
99	Perinatal Newborn And Family Care (RPN)	NRSGNSCA2	●		
97	Perinatal Nursing: Labour, Delivery and Newborn Care	NRSG10103	●		
99	Perinatal Nursing: Labour, Delivery and Newborn Care	NRSG10103	●		
97	Perinatal Nursing: Reproductive Health & Pregnancy	NRSG10102	●		
99	Perinatal Nursing: Reproductive Health & Pregnancy	NRSG10102	●		
99	Perinatal RPN Maternal Care	NRSGNSCA1	●		
103	Pharmacology Theory Review for Nurses	NRSG10096	●		
103	Phlebotomy Training	MLSC10040			●
87	Physiology Of Aging	HSCIGER20	●		
102	Physiology Of Aging	HSCIGER20	●		
103	Preparatory Biology	BIOL10006	●		
101	Preplacement/Clinical Service	HLTH10223	●		
93	Professional Issues and Advocacy	HMNS10017	●		
94	Psychosocial Rehabilitation Foundations	HSCIPSR01	●		
86	Quantity Food Preparation	CULI10083	●		
94	R.N. Operating Room Clinical	CLIN10060		●	
89	Resident Centred Care	HLTH10108	●		
103	Restorative Care in a Long Term Care Setting	HSCI10212	●		
96	RNFA Theory 2	NRSG10040	●		
99	RPN Maternal, Newborn and Family Care Clinical Experience	CLIN10073		●	
89	Sales and Marketing in Long Term Care Management	BUSN10093	●		
87	Sanitation and Safety	SAFE10096	●		
95	Special Populations in Critical Care	NRSG10101	●		
103	Standard First Aid, C.P.R. C/AED	HSCI10088		●	
92	Symptom Control And Management	HSCINSCC5	●		
100	The Management Of Wounds	HSCIHS127		●	
87	The Study Of Aging - Introduction	HSCIGER10	●		
102	The Study Of Aging - Introduction	HSCIGER10	●		
91	Transfusion Medicine for MLA	MLSC10018	●		
102	Victim Assistance Services	HSCI10207	●		
100	Victimization and the Law	LAWS10189	●		
101	Victimology: Assessment and Intervention	HSCI10206	●		
100	Victimology: Theoretical Perspectives	LAWS10187	●		
101	Victims and the Media	LAWS10191	●		
100	Victims of Crime	LAWS10188	●		
101	Violence Against Women	LAWS10190	●		
<b>HOSPITALITY, HOME AND GARDEN</b>					
106	A Dip In The Mediterranean	CULI10080		●	
111	Art of Bonsai	HORT10055		●	
112	Barn Door Workshop	BLDG10124	●		
112	Barn Furniture - Bench & Crate	BLDG10711	●		
112	Barn Furniture - Bookcase	BLDG10712	●		
112	Barn Furniture - Dresser	BLDG10714	●		
112	Barn Furniture - Headboard	BLDG10715	●		

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112	Barn Furniture - Vanity	BLDG10713		●	
108	Basic Drafting	TDRWHF203		●	
106	Basic Electrical	ELEC10123		●	
112	Basic Electrical	ELEC10123		●	
106	Basic Maintenance	BLDG10073		●	
113	Basic Maintenance	BLDG10073		●	
106	Basic Plumbing	BLDG10072		●	
113	Basic Plumbing	BLDG10072		●	
106	Bathrooms	BLDG10121		●	
109	Be A Professional Server	HOSP10010		●	
111	Beer & Cheese Pairing	HOSP10046		●	
111	Beer Appreciation	HOSP10047		●	
108	Botany For Horticulture	HORTLA009		●	
105	Cake Decorating 1	CULIGI737		●	
105	Cake Decorating 2	CULIGI738		●	
105	Cake Decorating 3	CULIGI739		●	
105	Cake Decorating 4	CULI10081		●	
111	Chocolate History	CULI10087	●		
113	Colour and Application	HIST10025	●		
107	Conifers (Evergreens)	HORTHOR03		●	
105	Cooking Fundamentals	CULI10069		●	
105	Cooking Fundamentals - The Next Step	CULI10070		●	
108	Creative Paint Techniques	CREA10036		●	
113	Design Basics for Interior Decorating	CREA10192	●		
108	Design Principles	CREAHF205		●	
110	Easter Blooms	FLOR10017		●	
108	Estimating	METRHF230		●	
113	Fabrics and Window Treatments	CREA10191	●		
109	Field to Fork:Introduction to Local and Global Food Systems	HORT10021	●		
113	Floor Plans, Space Planning and Presentations	PLAN10019	●		
107	Flooring And Mouldings	BLDG10086		●	
113	Fundamentals of CAD	CADM10060	●		
105	Fundamentals of Gourmet Dining	CULI10071		●	
107	Furniture Refinishing	BLDG10087		●	
111	Garden Pests - How to Spot Them and How to Deal With Them	HORT10048		●	
108	Hand Rendering for Interior Design	CREA10179		●	
113	Home Inspection & Real Estate Q&A	REAL10002		●	
111	Hydroponics and Gardening without Soil	HORT10056		●	
113	Illustration and Media-Digital Applications	INFO10165	●		
107	Improve or Move	BLDG10109		●	
113	Interior Decorating - Introduction	CREA10188	●		
110	Introduction to Tea - Tea 101	HOSP10019		●	
107	Kitchens	BLDG10074		●	
109	Landscape Design II	HORTLA007		●	
111	Landscaping for the Home	HORT10049		●	
113	Learn to Tile Successfully	BLDG10105		●	
111	Making Pizza at Home	CULI10062		●	
106	Materials For Designs	FLORFC004		●	
113	Observing & Identifying Ontario's Wildlife	GSCI10011	●		
107	Painting and Decorating	CREA10135		●	
111	Perennials for the Home	HORT10050		●	
111	Popular Trees & Shrubs for the Home	HORT10051		●	
109	Principles of Landscape Construction	BLDG10069		●	

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111	Prud'homme Beer Enthusiast	HOSP10049		●	
110	Regions of the World - Tea 102	HOSP10020		●	
109	Smart Serve Certification Course	HOSPFB008		●	
111	Soup's On	CULIGI526		●	
110	Springtime Wreath	FLORGI614		●	
106	Style Trends in Design	FLORFC205		●	
110	Tea Sensory Development - Tea 103	HOSP10021		●	
110	Tea Types - Tea 104	HOSP10022		●	
106	Techniques And Color Harmonies Basic	FLORFC001		●	
107	Tools and How to Use Them	BLDG10075		●	
109	Urban Agriculture, Community Gardens, Food Secure Cities	HLTH10262	●		
110	Valentine Floral Workshop	FLORGI617		●	
106	Wedding Work And Special Occasion	FLORFC002		●	
109	Wine Appreciation 2	HOSPFB005		●	

### MATHEMATICS

114	Differential Calculus	MATHMA383	●		
115	Differential Calculus	MATHMA383		●	
114	Engineering Mathematics 1	MATHMA179	●		
115	Engineering Mathematics 3	MATH10014		●	
115	Fundamental Mathematics	MATH10031	●		
114	Math	MATHMA018	●		
114	Mathematics	MATH10020	●		
114	Mathematics	MATH10024	●		
114	Mathematics	MATHMA101	●		
115	Mathematics	MATHMA101		●	
114	Mathematics	MATHMS122	●		
115	Mathematics	MATHMS122		●	
114	Mathematics	MATHMS171	●		
115	Mathematics	MATHMS171		●	
114	Mathematics	MATHMS173	●		
114	Mathematics	MATHMS248	●		
115	Mathematics	MATHMS271	●		
114	Mathematics	MATHMS377	●		
114	Mathematics 1	MATH10011	●		
114	Mathematics 1	MATH10012	●		
115	Mathematics 1	MATH10012		●	
114	Mathematics 1 - General Arts and Science	MATHMA006	●		
114	Mathematics 2	MATH10053	●		
114	Mathematics 2 for Construction Technician	MATHMS244	●		
114	Mathematics for Computer Studies	MATH10042	●		
114	Mathematics for Construction Technician	MATHMS144	●		
114	Mechanical Basic Algebra	MATHMS165	●		
114	Mechanical Intermediate Algebra	MATH10029	●		
114	NDE Mathematics	MATH10059	●		
114	Preparatory Apprenticeship - Math	MATHMA001	●		
114	Preparatory Mathematics (Business)	MATHMA003	●		
114	Preparatory Mathematics (Technology)	MATHMA002	●		
115	Statistics	MATHMA482		●	
115	Statistics	MATHMA570	●		
115	Technical Calculus I	MATH10052	●		
115	Technical Calculus II	MATH10054	●		

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			OL	CL	BLE
<b>MEDIA AND CREATIVE ARTS</b>					
122	Acting for Beginners	CREA10072		●	
122	Acting Two	CREA10071		●	
117	Aesthetics Skin Care II	ASTHAES03		●	
123	Basic Sewing 1	TEXTHC177		●	
123	Basic Sewing 2	TEXTHC203		●	
123	Basic Sewing 3	TEXTHC322		●	
123	Basic Sewing 4	TEXT10023		●	
117	Biology Preparatory	BIOLHZA34		●	
119	Ceramics - Advanced 1	CERAPC401		●	
119	Ceramics - Advanced 2	CERAPC402		●	
119	Ceramics - Advanced 3	CERAPC403		●	
119	Ceramics - Advanced 4	CERAPC404		●	
118	Ceramics - Foundation 1	CERAPC201		●	
118	Ceramics - Foundation 2	CERAPC202		●	
118	Ceramics - Foundation 3	CERAPC203		●	
118	Ceramics - Foundation 4	CERAPC204		●	
118	Ceramics - Intermediate 1	CERAPC301		●	
118	Ceramics - Intermediate 2	CERAPC302		●	
118	Ceramics - Intermediate 3	CERAPC303		●	
118	Ceramics - Intermediate 4	CERAPC304		●	
118	Ceramics Master Class	CERA10005		●	
124	Chinese Brush Painting	ARTTPD101		●	
124	Chinese Brush Painting 2	ARTTPD102		●	
124	Chinese Brush Painting 3	ARTTPD103		●	
124	Chinese Brush Painting 4	ARTTPD104		●	
124	Chinese Brush Painting 5	ARTTPD105		●	
124	Chinese Brush Painting 6	ARTTPD106		●	
125	Closed Caption for Media: An Introduction	MCOM10241		●	
117	Cosmetology 1	ASTHWS101		●	
124	Design and Colour 1	ARTTPG101	●		
124	Design and Colour 2	ARTTPG201	●		
124	Design and Colour 3	ARTTPG301	●		
125	Developing a Graphic Design Portfolio	GRAP10204	●		
127	Digital Cameras-How To Use Yours Effectively	PHTOCR527		●	
122	Digital Photography 1	PHTOPY101		●	
122	Digital Photography 2	PHTOPY300		●	
124	Drawing 1	ARTTPD201		●	
124	Drawing 2	ARTTPD301		●	
124	Drawing 3	ARTTPD401		●	
125	Drawing for Comics & Graphic Novels	RECL10044		●	
124	Drawing for the Absolute Beginner	ARTTPD501		●	
127	Drawing Realistic Subjects in Coloured Pencil	CREA10095	●		
127	Drawing Realistic Subjects in Pencil	CREA10094	●		
119	Dressmaking 1: Skirts	FASHDM110		●	
119	Dressmaking 2: Basic Blouse	FASHDM115		●	
119	Dressmaking 5: Dressmakers Jacket	FASHDM130		●	
126	Ear Training 2	MUSCMU240		●	
127	Ensuring Successful Print Results	GRAP10205	●		
120	Fabric Awareness	TEXTFA910		●	
121	Gel and Acrygel Applications	ASTHWS905		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
125	Graphic Design	GRAP10070		●	
125	Graphic Novels Introduction	MCOM10225		●	
125	Growing Up Digital-Living and Working In Canada	INFO10158	●		
121	Guitar 1	MUSC10072		●	
126	Guitar for Beginners	MUSC10123	●		
126	Guitar Song Book	MUSC10078		●	
120	Hairstyling for the Makeup Artist	HRSY10010		●	
127	HDR Imaging Techniques	PHTO10028		●	
124	History Of Crafts	HISTPD024	●		
122	History of Photography	PHTOPY109	●		
126	I Write The Songs	ARTT10045	●		
123	Introduction To Digital Imaging/Photoshop	PHTOPY110		●	
126	Introduction to Journalism	MCOM10016		●	
127	Introduction to Social Media	MCOM10228	●		
126	Jazz Harmony 2	MUSCMU281		●	
127	Knitting-Basic	TEXTHC273		●	
117	MakeUp Artistry II	ASTHWS244		●	
120	MakeUp Theatrical and Special Effects II	ASTHWS032		●	
126	Media and Society	MCOM10195		●	
126	Media Discovered	MCOM10209		●	
125	Painting 1	ARTTPD211		●	
125	Painting 2	ARTTPD311		●	
125	Painting 3	ARTTPD411		●	
125	Painting 4	ARTTPD511		●	
125	Painting 5	ARTTPD611		●	
125	Painting 6	ARTTPD711		●	
120	Pattern Design and Drafting 2	FASHFA210		●	
127	Photobook Creation	PHTO10096		●	
121	Piano Beginners Part A	MUSC10075		●	
121	Piano Beginners Part B	MUSC10076		●	
126	Piano Song Book	MUSC10053		●	
127	Pottery Workshop	CERA10013		●	
127	Quilting - Basic Introduction	TEXTHC319		●	
127	Quilting - Table Runner	TEXTHC068		●	
127	Serger Know How	CREA10169		●	
123	Sewing - Introduction	TEXTHC027		●	
127	Social Media Privacy & Security	MCOM10227	●		
121	Spa Manicure and Pedicure Applications	ASTH10007		●	
123	Studio Lighting	PHTOPY225		●	
119	Tailoring 1	FASHDM140		●	
122	The Business Of Photography	BUSNPY112		●	
122	The Monologue Class	CREA10092		●	
121	Theory 1	MUSCMU123		●	
126	Typography 1	GRAP10146		●	
123	Urban Landscape And Documentary Photo	PHTOPY111		●	
126	Video Editing Introduction	MCOM10226		●	
127	Vintage and Retro Photo Effects	PHTO10101		●	
121	Vocal 1	MUSCPA160		●	
125	Watercolour Painting 1	ARTTPD231		●	
125	Watercolour Painting 2	ARTTPD331		●	
125	Watercolour Painting 3	ARTTPD431		●	
125	Watercolour Painting 4	ARTTPD531		●	
125	Watercolour Painting 5	ARTTPD631		●	
125	Watercolour Painting 6	ARTTPD731		●	

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
122	Whose laugh is it anyway?	CREA10091		●	
122	Writing for Stage	COMM10268		●	
<b>TECHNOLOGY AND SKILLS</b>					
132	AC Electrical/Electronic Theory	ELECER002		●	
138	AC Electrical/Electronic Theory	ELECER002		●	
129	Air Brake Training	MOTPSAM70		●	
137	Air Conditioning and Heat Pumps Inspection	HRAPHI006	●		
130	Air Conditioning And Refrigeration	HRAPBES02		●	
148	Air Conditioning For HRAC	HRAPRE905		●	
144	Aircraft Maintenance Human Resources Management	AMEM10040	●		
149	Applied Hydraulics for Water and Wastewater Operations	ENVR10067	●		
149	Applied Math for Water and Wastewater Operations	ENVR10068	●		
146	Asbestos Awareness	SAFE10109	●		
130	AutoCAD - 3D Modeling	CADMCAD11			●
130	AutoCAD - Advanced	CADMCAD15	●	●	
130	AutoCAD - Introduction	CADMCAD06	●		
130	AutoDESK - REVIT	CADM10028		●	
129	AutoDESK 3D MAX	CADM10051		●	
130	AutoDESK Fusion	INFO10236		●	
130	AutoDesk REVIT - Advanced	CADM10040		●	
144	Automotive: Service Advisor I	MOTP10091	●		
144	Automotive: Service Advisor II	MOTP10092	●		
143	Availability, Reliability & Maintainability	QUALQC104		●	
150	Barn Door Workshop	BLDG10124		●	
150	Barn Furniture - Bench & Crate	BLDG10711		●	
151	Barn Furniture - Bookcase	BLDG10712		●	
151	Barn Furniture - Dresser	BLDG10714		●	
151	Barn Furniture - Headboard	BLDG10715		●	
151	Barn Furniture - Vanity	BLDG10713		●	
148	Basic Concepts of Reliability	QUAL0021	●		
146	Basic Electrical Safety	SAFE10110	●		
133	Basic Principles Of Fire Safety	SAFEFT100		●	
142	Basic Principles Of Fire Safety	SAFEFT100		●	
150	Basic Welding	WELD10073		●	
145	BCIN Preparation - General Legal	BLDG10111		●	
145	BCIN Preparation - House 2012	BLDG10719		●	
147	Bloodborne Pathogens: Safety in the Workplace	SAFE10111	●		
151	Build Your Own Workbench	BLDG10716		●	
130	Building Systems-A Practical Overview	BLDG10700		●	
131	C of Q Instrumentation 447A	INST10006	●		
131	C of Q Truck and Coach 310T	MOTPSAM65		●	
131	CAD/CAM (MasterCAM) 3D	CADMRE456		●	
147	Caught In or Between Hazards in Construction	SAFE10112	●		
147	Chemical Hazards	CHEM10005	●		
149	CNC Operator	MACH10059		●	
132	CNC Programming - Basic	MACHRE810		●	
132	CNC Programming - Intermediate	MACHRE811		●	
145	Commercial Construction Estimating	BLDG10114	●		
145	Commercial Construction Principles	BLDG10115	●		
145	Communication for Aircraft Maintenance Management	COMM10341	●		



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			OL	CL	BLE
137	Communication/Professional Practices	COMMHI010	●		
148	Computer Applications in Quality Assurance	QUAL10029	●		
147	Confined Space Hazards Canada	SAFE10113	●		
145	Construction Blueprints and Methods	BLDG10011	●		
145	Construction Contract Bid Management	BLDG10089	●		
145	Construction Contracts and Documents	BLDG10083	●		
145	Construction Job Site Management	BLDG10090	●		
132	Construction Management B	MGMTCN440		●	
132	Construction Planning and Scheduling	BLDG10101	●		
135	Designing, Managing/Implementing a GIS	INFOCVA14	●		
133	Digital Electronics 1	ELECER011		●	
149	Drinking Water Operator-In-Training Certification	ENVR10044	●		
149	Electrical Circuit Analysis	ELEC10161	●		
145	Electrical Fundamentals	ELEC10002	●		
137	Electrical Inspection	ELECHI007	●		
147	Electrical Safety Training Systems Electrical Workers (Canada)	SAFE10114	●		
132	Electricity 2-Commercial/Light Industrial	ELECHV200		●	
131	Energy Efficiency in Large Buildings	BLDG10710		●	
143	Energy Efficient Home Design	BLDGRE031		●	
146	Energy Resources	ENVR10025	●		
146	Environment Management, An Introduction	ENVR10024	●		
133	Environmental Legislation And Audit	LAWSOH703		●	
146	Environmental Management Systems and Audits	ENVR10069	●		
132	Estimating 2	BLDG10010		●	
137	Exterior Inspection	BLDGH1002	●		
133	Fire Protection	SAFE10071	●		
133	Fire Safety 4-Water Extinguishing Systems	SAFEFT104		●	
149	Fluid Mechanics	MECH10018	●		
146	Foundations of Sustainability	ENVR10058	●		
143	Framing Techniques	BLDGRE028		●	
148	Fundamentals of Quality Assurance	QUAL10014	●		
144	Gas Metal Arc Welding	WELDRE237		●	
135	Gas Technician 2 - Part 1	GOPTRE050		●	
135	Gas Technician 2 - Part 2	GOPTRE051		●	
135	Gas Technician 2 - Part 3	GOPTRE052		●	
135	Gas Technician 2 - Part 4	GOPTRE053		●	
135	Gas Technician 2 Review	GOPT10002		●	
135	Gas Technician 3	GOPTRE244		●	
135	Gas Technician 3 Review	GOPT10003		●	
136	GIS Software - ArcView	INFOCVA36	●		
136	GPS - Global Positioning Systems	INFOCV630	●		
147	Ground Disturbance Awareness	SAFE10115	●		
151	Guitar Building - Acoustic 1	BLDG10120		●	
151	Guitar Building - Acoustic 2	BLDG10127		●	
142	H & S Program Development & Coordination	SAFEOH308	●		
151	Hand Tool Techniques	BLDGTZ030		●	
142	Hazard Assessment and Control	SAFE10072	●		
147	Hazard Identification	SAFE10100	●		
137	Heating Inspection I	HRAPHI003	●		
137	Heating Inspection II	HRAPHI004	●		
136	Heritage Law	LAWS10158	●		
136	Heritage Restoration Theory 1	BLDG10093	●		

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138	HMI Programming 1	ASYS10004		●	
145	Home Inspection & Real Estate Q&A	REAL10002		●	
147	Hydraulic Safety in Construction	SAFE10116	●		
134	Hydraulics 1	STENMF254		●	
138	Industrial Drives 2	ASYS10002		●	
147	Industrial Ergonomics	SAFE10103	●		
142	Industrial Hygiene	SAFE10078	●		
139	Instrumentation 1 For Tradesmen	INSTRE047	●		
137	Interior/Insulation Inspection	BLDGH1001	●		
136	Internet Mapping	INFOCVA08	●		
139	Internet of Things 1 - Electronics and Microcontrollers	ELEC10164		●	
139	Internet of Things 2 - Controls and Sensors	ELEC10165		●	
139	Internet of Things 3 - IoT Devices	ELEC10166		●	
136	Intro to Geographic Information Systems	INFO10233	●		
132	Introduction To Cost Estimating	BLDG10012	●		
142	Introduction to Ergonomics	SAFE10045	●		
142	Introduction to Toxicology	ENVR10022	●		
145	Leadership for Aircraft Maintenance	MGMT10132	●		
140	Lean Six Sigma Black Belt Theory	QUAL10027			●
140	Lean Six Sigma Green Belt Certification	QUAL10026			●
140	Lean Six Sigma Green Belt Theory	QUAL10025			●
140	Lean Six Sigma Yellow Belt	QUAL10024			●
147	Lockout/Tagout: Put a Lock on Hazardous Energy	SAFE10104	●		
139	Lubrication Systems, Storage and Handling	MATLLUB04		●	
139	Lubrication T.A.P. (Transportation/ Application/Programs)	MATLLUB06		●	
140	Machine Shop 1	MACHRE165		●	
140	Machine Shop 2	MACHRE265		●	
140	Machine Shop 3	MACHRE465		●	
138	Manufacturing Management	MGMTIM153		●	
145	Material Estimating and Methods	BLDG10085	●		
141	Module 1: Integrated Strategy for Maintenance Management	MGMT10157		●	
141	Module 4: Financial Management for the Maintenance Manager	FINC10049		●	
141	Module 5: Developing and Implementing Maintenance Tactics	MGMT10159		●	
142	Occupational Toxicology and Disease	ENVR0H105		●	
142	OH&S Fundamentals	LAWSOH301	●		
131	Ozone Layer Protection Awareness Program	ENVR10065		●	
148	Physical Hazards	SAFE10099	●		
138	PLC Programming 1	ASYSPLC11		●	
142	PLC Programming 1	ASYSPLC11		●	
143	PLC Programming 2	ASYSPLC12		●	
143	PLC Programming 3	ASYSPLC13		●	
137	Plumbing Inspection	HRAPHI005	●		
134	Pneumatics 2	STENMF352		●	
143	Principles Of Metrology	METRQC105		●	
143	Principles Of Metrology	METRQC105		●	
138	Problem Solving	IENGIM252		●	
146	Project Construction Management	BLDG10118	●		
146	Raspberry Pi Bootcamp	ELEC10163		●	
136	Relational Database Management Systems	INFO10234	●		
136	Remote Sensing	INFOCVA37	●		

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144	Residential Electrical Basics	BLDG10092		●	
144	Residential Plumbing Basics	BLDG10091		●	
146	Restoration Ecology	ENVR10064	●		
148	Rigging and Slings Safety	SAFE10105	●		
137	Roofing Inspection	BLDGH1009	●		
145	Safety for Aircraft Maintenance Management	AMEM10041	●		
144	Shielded Metal Arc Welding 1	WELDRE234		●	
144	Shielded Metal Arc Welding 2	WELDRE235		●	
144	Shielded Metal Arc Welding 3	WELDRE236		●	
148	Slips, Trips, Falls	SAFE10106	●		
144	Small Engine Repair	MOTP10086		●	
129	Solid Modelling for Additive Manufacturing	MANU10051		●	
129	SolidWorks Advanced	CADM10041		●	
141	SolidWorks Advanced	CADM10041		●	
130	SolidWorks Basic	CADMRE066		●	
141	SolidWorks Basic	CADMRE066		●	
136	Spatial Database Management and Integration	INFO10235	●		
143	Statistical Process Control 2	MATHQC103		●	
146	Structural Design 1	BLDGEA301		●	
137	Structural Inspection	BLDGH1008	●		
146	Theories and Methods in Sustainability Education	ENVR10060	●		
149	Trade Calculations-Mech Techniques	MECH10051		●	
148	Transportation of Dangerous Goods Canada	SAFE10107	●		
144	Trim Finishing and Cabinetry	BLDGRE032		●	

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145	UAV Operator Compliance	AFTD10032	●		
149	Wastewater Collection Certification Level I & II	ENVR10073	●		
149	Wastewater Operator-in-training Certification Preparation	ENVR10045	●		
149	Wastewater Treatment Certificate Level I and II	ENVR10062	●		
149	Wastewater Treatment Certification Level III & IV	ENVR10071	●		
133	Water And Wastewater Treatment	WASTOH705		●	
149	Water Distribution Certification Level I & II	ENVR10070	●		
130	Water Treatment	STENBES06		●	
150	Water Treatment Certificate Level I and II	ENVR10061	●		
150	Water Treatment Level III & IV	ENVR10072	●		
150	Welding Advanced	WELD10078		●	
150	Welding for Women (Men Welcome)	WELD10076		●	
150	Welding Intermediate	WELD10077		●	
150	Welding Skills Practice	WELD10071		●	
148	WHMIS 2015	SAFE10108	●		
151	Woodworking for Women (Men Welcome)	BLDG10022		●	
151	Woodworking Level 1	BLDGT2070		●	
151	Woodworking Level 2	BLDGT2071		●	
151	Woodworking Level 3	BLDGT2073		●	
138	Work Measurement 2	IENGIM332		●	
148	Working at Heights Training	BLDG10113		●	
142	Workplace Safety And Insurance Act	SAFE0H309	●		

## Fully customized training to suit your organization's needs

Mohawk College Enterprise is ready to serve clients in all sectors.

We will come to you, too! We deliver training at any location of your choice across Ontario.

We can also assist clients with applications to help fund their training costs.

MCE's training focuses on four key areas: leadership, technology, health and community services, and HR consulting.

**Get the skills you need to be future ready.**



# Business

ce.mohawkcollege.ca/business



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### Ontario College Certificates

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Certified Supply Chain Professional (CSCP) ..... 22

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## CREDENTIALLED PROGRAMS

### APICS - The Association for Operations Management

[ce.mohawkcollege.ca/apics](http://ce.mohawkcollege.ca/apics)  
[www.apicshamilton.org](http://www.apicshamilton.org)

 Turn to page 2 for contacts

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. These courses help students prepare for APICS certification exams.



#### PROGRAM OF STUDIES

Principles of Operations Management Program:		Hours
BUSN10110	APICS Principles of Inventory Management	33
BUSN10111	APICS Principles of Operation Planning	33
BUSN10113	APICS Principles of Manufacturing Management	33
BUSN10114	APICS Principles of Distribution and Logistics	33
BUSN10112	APICS Principles of Managing Operations	33
Certified in Production and Inventory Management (CPIM):		Hours
BUSN10177	APICS Certified in Production and Inventory Management CPIM Part 1	27
BUSN10178	APICS Certified in Production and Inventory Management CPIM Part 2	36
Certified Supply Chain Professional (CSCP):		Hours
BUSN10179	APICS Certified Supply Chain Professional, CSCP	39

If you were previously pursuing the CPIM courses contact APICS or [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for a completion plan.

#### APICS Certified in Production and Inventory Management CPIM Part 1

**BUSN10177**

Previously known as Basics of Supply Chain Management, supports you in preparing for the Part 1 (of two) certification exam. Comprised of four parts: Business Wide Concepts, Demand Management, Transformation of Demand into Supply, and Supply. You must purchase the CPIM Learning System separately and directly from [www.apics.org](http://www.apics.org) at \$395 USD for APICS Plus members. It is recommended that you order your Student Learning Kit the day after your first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12147	MO	Jan22	Mar26	7:00-10:00	9	Classroom (FF)	\$950.00

#### APICS Certified in Production and Inventory Management CPIM Part 2

**BUSN10178**

Prepare for the Part 2 (of two) certification exam. Covers: Master Planning of Resources, Detailed Scheduling and Planning, Execution and Control of Operations, Strategic Management of Resources. You must purchase the Learning System Kit separately and directly from [www.apics.org](http://www.apics.org) at \$495 USD for APICS Plus members. It is recommended that you order your Student Learning Kit the day after the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12148	TU	Jan23	Apr10	7:00-10:00	1	Classroom (FF)	\$950.00

#### APICS Certified Supply Chain Professional, CSCP **BUSN10179**

Prepare for the CSCP certification exam. The APICS CSCP designation is the most widely recognized educational program designed for operations and supply chain management professionals around the world. Demonstrate mastery of end-to-end supply chain management best practices. You must purchase the CSCP Learning System Kit separately and directly from [www.apics.org](http://www.apics.org) at \$995 USD for APICS Plus members. It is recommended that you order your Student Learning Kit the day after the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12149	WE	Jan24	Apr18	7:00-10:00	1	Classroom (FF)	\$950.00

#### APICS Strategic Management of Resources **BUSN10117**

Explore the relationship of existing and emerging processes as well as technologies to manufacture strategies and supply chain functions. Address how to align resources with the strategic plan, configure and integrate operational processes to support the plan and how to implement change. Book fee is included. For students who are finishing the old 5 course CPIM Program of Studies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13072	TH	Jan25	Mar29	7:00-10:00	1	Classroom (FF)	\$713.20

### Applied Accounting - Bookkeeping

#### ACKNOWLEDGEMENT OF COMPLETION

**Completion Requirement: 3 courses**

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

Benefit from either interactive and flexible online learning or traditional classroom learning. Apply the knowledge gained in this program to effectively manage the finances in your own small business, bookkeeping practice or other ventures. These courses can provide the foundation in accounting/bookkeeping and then students can progress to the Integrated Accounting Certificate to learn about the software.

 Turn to page 2 for contacts

#### 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.

**With an online accelerated 7 week delivery option you can register and finish two levels in one semester.**

Live online support is available for eLearn courses.

#### Applied Accounting Bookkeeping 1

**ACCTBZ018**

**ACCELERATED CRN!** Explore the basics of bookkeeping including: journals, ledgers, worksheets, and financial statements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11412		Jan18	Mar8			eLearn	\$294.12
11391	TH	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	\$296.64
11415		Mar15	May3			eLearn	\$294.12



**Applied Accounting Bookkeeping 2****ACCTBZ019**

**ACCELERATED CRN!** 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
11413		Jan18	Mar8			eLearn	\$294.12
11392	TH	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	\$296.64
11416		Mar15	May3			eLearn	\$294.12

**Applied Accounting Bookkeeping 3****ACCTBZ020**

**ACCELERATED CRN!** 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
11414		Jan18	Mar8			eLearn	\$294.12
11393	TH	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	\$296.64
11417		Mar15	May3			eLearn	\$294.12

**Brand Management Certificate (974)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/brandmanagement](http://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. Professionals and aspiring brand managers will focus on gaining 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 Marketing Communication 1****MRKT10039**

Discuss key concepts related to the promotions mix in an IMC (Integrated Marketing Communications) framework. Covers communication, creative approaches, media alternatives, advantages, pricing, and measurements of different types of media. Equivalent to: Integrated Marketing Communications (MRKTMK361) or Integrated Brand Communication (MRKT10061). Prerequisite: Marketing Advanced (MRKT10018).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11056		Jan16	Apr24			OntarioLearn	\$439.14

**Get Started in eLearn**

Information on accessing your eLearn course is available at [ce.mohawkcollege.ca/elearn](http://ce.mohawkcollege.ca/elearn)

**Business Analysis Certificate (334)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 12 courses**[ce.mohawkcollege.ca/businessanalysis](http://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).
- Apply online at the website above.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BUSN10127	Requirements Analysis	42
BUSN10140	Enterprise Analysis and Planning	42
BUSN10160	Quality Assurance Methodologies	42
BUSN10161	Professional Development and Networking Skills	56
COMP10178	Project Management Applications	42
BUSN10131	Requirements Management and Communication	42
BUSN10132	Solution Assessment and Validation	42
BUSN10135	Business Analytics and Intelligence	42
BUSN10136	Negotiation, Facilitation, and Communication	42
BUSN10139	Database Design and Management	42
COMP10182	Programming Fundamentals	28
WORK10592	Experiential Learning Opportunity	245

**BUSN10139 will also be available this term.**

Contact [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for scheduling details.

**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
12111		Jan16	Apr24			OntarioLearn	\$439.14

**Business Facilitation and Communication****BUSN10165**

Learn about communication and the critical role it plays in achieving successful business analysis outcomes. Explore principles, techniques, and tools that can be used to facilitate the exchange of ideas, deliver oral presentations, solve problems, prioritize issues, negotiate and reach agreements, make decisions and resolve conflict. Equivalent to: BUSN10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12112		Jan16	Apr24			OntarioLearn	\$439.14

**Business Studies Certificate (068)**

This program has been replaced by the Integrated Business Studies Certificate (958) on page 28. Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

## Canadian Institute of Bookkeeping

[www.cibcb.com](http://www.cibcb.com)  
[ce.mohawkcollege.ca/cib](http://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.

#### Accounting Introductory I

**ACCTMCS01**

Learn to record business transactions, prepare financial statements, and handle end-of-period adjustments. Accounting for merchandising firms, accounts receivable, cash management and financial ratios are also covered. Equivalent to: Accounting 1 (ACCTCB101). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12099		Jan16	Apr24			OntarioLearn	\$463.65
12335		Feb1	May10			OntarioLearn	\$463.65
12597		Mar1	Jun7			OntarioLearn	\$463.65

#### Accounting Introductory II

**ACCTMCS02**

Focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalent to: Accounting 2 - Financial (ACCT10014), Financial Statement Concepts (ACCT10005), and Canadian Institute of Bookkeeping CIB113. Prerequisite: ACCTMCS01. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12100		Jan16	Apr24			OntarioLearn	\$463.65
12336		Feb1	May10			OntarioLearn	\$463.65
12598		Mar1	Jun7			OntarioLearn	\$463.65

#### 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
11029		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12309		Jan16	Apr24			OntarioLearn	\$439.14
12333		Feb1	May10			OntarioLearn	\$439.14
12593		Mar1	Jun7			OntarioLearn	\$439.14

#### 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
12116		Jan16	Apr24			OntarioLearn	\$463.65
12340		Feb1	May10			OntarioLearn	\$463.65



## Career Consultant Certificate (076)

See page 57 for information on this program.



## Condominium Management (ACMO) Certificate (912)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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



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.

Visit [www.cmrao.ca](http://www.cmrao.ca) for updates about licensing for condominium managers.



#### ACMO Membership and RCM Exam Questions?

905-826-6890 or 1-800-265-3263

[jschenk@acmo.org](mailto:jschenk@acmo.org)

[www.acmo.org](http://www.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
<b>Options - Choose 1:</b>	
BUSN10034 Building and Maintaining Customer Relationships	48
MGMTMD278 Personal Success	30
COMM10216 Creative and Critical Thinking (LDS)	30

**BUSN10034 is offered on page 36. COMM10216 is offered on page 29.**

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.

Students must achieve a minimum grade of 60% and pass the final exam in order to pass each of the four mandatory courses.

#### 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. ACMO licensing fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12017		Jan16	Apr24			OntarioLearn	\$549.54
12020		Mar1	Jun7			OntarioLearn	\$549.54

#### 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. ACMO licensing fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11983	TU	Jan16	Apr17	6:00-9:00	14	Classroom (FF)	\$500.48
12000		Jan16	Apr24			OntarioLearn	\$549.54
12001		Mar1	Jun7			OntarioLearn	\$549.54

**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. ACMO licensing fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11986	MO	Jan15	Apr23	6:30-9:30	14	Classroom (FF)	\$500.48
12002		Jan16	Apr24			OntarioLearn	\$549.54
12008		Mar1	Jun7			OntarioLearn	\$549.54

**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
11027		Jan16	Apr24			OntarioLearn	\$341.10

**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. ACMO licensing fee included. Equivalent to: Facilities Management (MGMTAE631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12012		Jan16	Apr24			OntarioLearn	\$549.54
12015		Mar1	Jun7			OntarioLearn	\$549.54

**Financial Planning Certificate (185)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**[ce.mohawkcollege.ca/financialplanning](http://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.

THESE COURSES ARE ONLY FOR STUDENTS WHO PLAN TO WRITE THE FPSC CFP EXAMS.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
FINCFP011 Financial Environment	45
FINCFP013 Investment Planning	45
FINCFP012 Life and Death Issues of Financial 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
11367		Jan16	Apr24			OntarioLearn	\$419.65

**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
11369		Jan16	Apr24			OntarioLearn	\$419.65

**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
11368		Jan16	Apr24			OntarioLearn	\$419.65

**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. Not suitable for your own personal financial planning. Prerequisites: FINCFP011 and FINCFP012 and FINCFP013.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11370		Jan16	Apr24			OntarioLearn	\$419.65

**Fundraising****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**[ce.mohawkcollege.ca/fundraising](http://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
BUSN10071 Donor Relationships in Fundraising	45
BUSN10070 Fundraising as Management Process	45
BUSN10062 Introduction to Fundraising	45
BUSN10069 Methods of 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
11010		Jan16	Apr24			OntarioLearn	\$463.65

**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
11008		Jan16	Apr24			OntarioLearn	\$463.65

**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
11007		Jan16	Apr24			OntarioLearn	\$463.65

**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
11009		Jan16	Apr24			OntarioLearn	\$463.65



## Human Resources Certificate (825)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Courses in the Human Resources program are offered online with multiple monthly start dates as well as accelerated course deliveries to provide flexibility. Acquire the knowledge and the skills you need to become a successful Human Resources Practitioner. All courses are approved by the Human Resources Professionals Association of Ontario. Register early as courses fill up quickly.



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MGMT10156	Management in Human Resources	56
HRESPIR11	Compensation and Benefits	42
BUSN10180	Employee Training and Development	56
ACCTPIR23	Finance And Accounting	42
HRESPIR17	Human Resources Planning and Staffing	42
LABRPIR08	Introduction to Industrial Relations	42
SAFEPIR21	Occupational Health and Safety	42
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR20	Recruitment And Selection	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](http://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.

LABRPIR08 is offered on page 27.

#### Compensation and Benefits HRESPIR11

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11024	Jan16	Apr24				OntarioLearn	\$439.14
12332	Feb1	May10				OntarioLearn	\$439.14
12592	Mar1	Apr19				OntarioLearn	\$439.14

#### Employee Training and Development BUSN10180

Explore the psychology of the learning process and the design, implementation, and evaluation of training programs within organizations. Equivalent to: Staff Training and Development (BUSNPIR16).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12311	Jan16	Apr24				OntarioLearn	\$538.45
12596	Mar1	Jun7				OntarioLearn	\$538.45

#### 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12102	Jan16	Apr24				OntarioLearn	\$439.14
12337	Feb1	May10				OntarioLearn	\$439.14
12599	Mar1	Jun7				OntarioLearn	\$439.14

#### 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
12105	Jan16	Apr24				OntarioLearn	\$439.14
12602	Mar1	Jun7				OntarioLearn	\$439.14

#### Management in Human Resources MGMT10156

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Equivalent to: Human Resource Management Studies (MGMTBPC01).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11059	Jan16	Apr24				OntarioLearn	\$538.45
12334	Feb1	May10				OntarioLearn	\$538.45
12595	Mar1	Jun7				OntarioLearn	\$538.45

#### 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 OHS Programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11023	Jan16	Apr24				OntarioLearn	\$439.14
12331	Feb1	May10				OntarioLearn	\$439.14
12591	Mar1	Jun7				OntarioLearn	\$439.14

#### 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13073	Jan16	Mar6				OntarioLearn	\$439.14
12103	Jan16	Apr24				OntarioLearn	\$439.14
12338	Feb1	May10				OntarioLearn	\$439.14
12600	Mar1	Jun7				OntarioLearn	\$439.14

#### 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12698	Jan16	Mar6				OntarioLearn	\$439.14
12104	Jan16	Apr24				OntarioLearn	\$439.14
12339	Feb1	May10				OntarioLearn	\$439.14
12601	Mar1	Jun7				OntarioLearn	\$439.14



## Industrial Distribution Leadership Certificate (924)

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

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

## Industrial Relations Certificate (824)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Develop a solid foundation in Canadian industrial relations theory and practice by examining union-management relations, the process of grievance arbitration and collective bargaining, and the employment laws in Canada.



### PROGRAM OF STUDIES

Mandatory Courses:	Hours
LABRPIR08 Introduction To Industrial Relations	42
LABRPIR14 Collective Bargaining	39
BUSNPIR19 Employment Law	45
SAFEPIR21 Occupational Health and Safety	42
Options - Choose 1:	
HRESPIR11 Compensation and Benefits	42
BUSNPIR13 Grievances Arbitration and Contract Administration	42
BUSNPIR22 Organizational Behaviour and Administration	42

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

### Collective Bargaining LABRPIR14

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11384		Jan16	Apr24			OntarioLearn	\$370.63

### 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
11428		Jan16	Apr24			OntarioLearn	\$463.65

### 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12106		Jan16	Apr24			OntarioLearn	\$439.14
12603		Mar1	Jun7			OntarioLearn	\$439.14

## Institute of Law Clerks of Ontario

[ce.mohawkcollege.ca/lawclerk](http://ce.mohawkcollege.ca/lawclerk)  
[www.ilco.on.ca](http://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. Courses offerings each term align with examination dates. For exam dates and approved exam locations, visit the ILCO website.

### Admission Requirements

- Experience in the legal field is recommended.

### Corporate Procedures

LAWSEL6

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. Syllabus included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12932		Mar6	Jun19			OntarioLearn	\$505.14

### Estate Procedures

LAWSEL4

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. Syllabus included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12933		Jan25	May10			OntarioLearn	\$570.45



## 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 Coordinator 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](http://mohawkcollege.ca/ssa)



## Integrated Accounting Certificate (099)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses



Turn to  
page 2 for  
contacts

[ce.mohawkcollege.ca/integratedacct](http://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. Students will also learn cloud-based accounting software. This certificate has both in class and online courses.

#### 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
INFO10159 QuickBooks-Desktop	42
INFO10218 QuickBooks Online	42
Options - Choose 2:	
INFO10078 Excel Core	42
INFO10182 Sage 300 ERP Accounts Receivable and Payroll	36
INFO10201 Sage 50 Accounting	42
INFO10232 Sage 300 ERP General Ledger and Accounts Payable	36

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

#### Software Versions:

- Sage 300 ERP 2017 (formerly AccPac)
- QuickBooks Desktop 2015
- Sage 50 Accounting 2016 (formerly Simply Accounting)

Software is included with textbook purchase.

Software is NOT compatible with a Mac computer.

#### QuickBooks-Desktop

INFO10159

Discover QuickBooks for your small to mid-size business needs. Includes 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
11418	Jan23	Apr17				eLearn	\$343.14

#### QuickBooks Online

INFO10218

QuickBooks Online (QBO) is a cloud-based accounting software program. Learn the difference between QuickBooks Pro and QBO before utilizing program features. Explore and apply key features, including: tracking and communicating customers, invoicing, supplier management, profitability analysis, payroll, HST management and reporting. 3rd party application integration will be explored. Prerequisite: Knowledge of basic accounting and Windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11375	Jan16	Apr24				OntarioLearn	\$395.14
11387	Mar1	Jun7				OntarioLearn	\$395.14

#### Sage 50 Accounting

INFO10201

Using Sage 50 Accounting 2016 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 and prepare financial statements and reports. Prerequisite: Knowledge of basic accounting and Windows.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11427		Jan16	Apr24			OntarioLearn	\$439.14



## Integrated Business Studies Certificate (958)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses



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page 2 for  
contacts

[ce.mohawkcollege.ca/integrated-business](http://ce.mohawkcollege.ca/integrated-business)

Gain skills in a variety of different business areas to develop a well-rounded business portfolio. Enhance your skills in areas such as Accounting, Human Resources, Marketing and Entrepreneurship. This certificate can be completed in as little as 1 year. Online, in class, and blended delivery options available.

#### PROGRAM OF STUDIES

Mandatory Courses:	Hours
BUSNBA107 Entrepreneurial Training	42
BUSN10118 Finance and Managerial Accounting	36
BUSN10049 Introduction to Business	42
MRKTCB158 Introduction to Marketing	42
MGMT10156 Management in Human Resources	56
Options - Choose 1:	
MGMT10121 Business Analysis Introduction	42
FINCFP011 Financial Environment	45
INFO10218 QuickBooks Online	42
HRES10013 Introduction to Project Management	42

Some courses are offered under other programs. Please refer to the index.

#### Accounting 1

ACCTCB101

Examine the role of accounting in planning and controlling business operation. Equivalent to BUSN10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11409	TU	Jan23	Apr24	6:00-9:00	14	Blended (FF)	\$346.08

#### Entrepreneurship Fundamentals

SBMGBU395

Develop the knowledge and skills you need to establish your own business.

Examine contemporary expressions of entrepreneurship, 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
12594		Mar1	Jun7			OntarioLearn	\$439.14

#### 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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11298		Jan16	Apr24			OntarioLearn	\$395.14

**Introduction to Marketing****MRKTCB158**

Gain an appreciation of marketing and marketing terminology through broad studies of various components of the marketing mix. First six weeks in class, remainder online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12623	TU	Jan23	Apr17	6:00-9:30	13	Blended (FF)	\$346.08

## Leadership Development Series Certificate (949)

**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 10 courses**[ce.mohawkcollege.ca/leadershipdevelopment](http://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. This certificate is offered completely online and every course is offered each term to create flexible learning.

**PROGRAM OF STUDIES**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11020		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12108		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11021		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12096		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12109		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11012		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12094		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11025		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12107		Jan16	Apr24			OntarioLearn	\$346.10

**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. Book fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11022		Jan16	Apr24			OntarioLearn	\$346.10

## Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)



## Legal Skills

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses



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[ce.mohawkcollege.ca/legalskills](http://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. All courses available online for flexible learning.

### 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
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
LAWS10170 OCJ Criminal Court Clerks	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
LAWS10176 Youth Court Clerk Ontario Court of Justice	42

### 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
12019	Jan16	Apr24				OntarioLearn	\$439.14

### 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
11061	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12009	Jan16	Apr24				OntarioLearn	\$439.14

### Introduction to Legal Office Procedures LAWS10208

The day-to-day operations of a legal environment follow clearly defined steps, guidelines, and regulations. You will demonstrate critical thinking skills in applying problem-solving models to typical office tasks and identify ways to integrate available office technologies into these models. Explore the role of the administrator in producing a variety of documentation according to established protocols and procedures. Equivalent to: OADM10009.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12208	Jan16	Apr24				OntarioLearn	\$463.65

### 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
11072	Jan16	Apr24				OntarioLearn	\$439.14

### 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
11433	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12018	Jan16	Apr24				OntarioLearn	\$439.14

### OCJ Criminal Court Clerks LAWS10207

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
11047	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12021	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12060	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12022	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12016	Jan16	Apr24				OntarioLearn	\$439.14

### 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
11051	Jan16	Apr24				OntarioLearn	\$439.14



## Management Studies Certificate (827)

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

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

## Manufacturing Leadership Certificate (055)

**MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 5 courses**

[ce.mohawkcollege.ca/manufacturingleadership](http://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.



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### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MGMTCA03	Coaching and Developing People	30
QUALCA06	Continuous Improvement Process	30
MGMTCA04	Developing Effective Teams	30
MGMTCA02	Supervisory Skills for Business and Industry	30
BUSN10047	The Business of Tomorrow	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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11015	Jan16	Apr24				OntarioLearn	\$341.10

### Coaching And Developing People

**MGMTCA03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12314	Jan16	Apr24				OntarioLearn	\$341.10

### Continuous Improvement Process

**QUALCA06**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12110	Jan16	Apr24				OntarioLearn	\$341.10

### Developing Effective Teams

**MGMTCA04**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11377	Jan16	Apr24				OntarioLearn	\$297.10

## Supervisory Skills For Business And Industry **MGMTCA02**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12092	Jan16	Apr24				OntarioLearn	\$341.10

## Medical Clerk Certificate (991)

Formerly Ward Clerk Certificate (163)

**MOHAWK COLLEGE CERTIFICATE**

**Graduation Requirement: 7 courses**

[ce.mohawkcollege.ca/medical-clerk](http://ce.mohawkcollege.ca/medical-clerk)

Develop essential skills such as the medical terminology, conditions, tests, surgical procedures for employment in a medical setting as a Medical Clerk. Completion of medical keyboarding is strongly recommended to enhance your employment opportunities. All courses are available online with some courses offering online face-to-face live video conferencing. Students can participate in the session online or wait and watch the recorded session.

### Admission Requirements

- Experience in a health care setting is an asset.



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### PROGRAM OF STUDIES

Mandatory Courses:		Hours
OADMCA323	Medical Terminology 1	42
OADMCA324	Medical Terminology 2	36
HSC10002	Medical Conditions for Medical Office Professionals	45
HSC10024	Pharmacology for the Medical Office	45
HSC10025	Understanding Medical Tests for Medical Office Staff	36
HSC10026	Understanding Surgical Procedures for Medical Office Staff	36
COMM10021	Working And Communicating In A Medical Setting	36

**OADMCA323 and OADMCA324 are offered on page 32.**

### Medical Conditions for Medical Office Professionals **HSC10002**

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 health care or those interested in this career direction.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11430	Jan16	Apr24				OntarioLearn	\$463.65

### Pharmacology for the Medical Office

**HSC10024**

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
11431	Jan16	Apr24				OntarioLearn	\$463.65

### Understanding Medical Tests for Medical Office Staff **HSC10025**

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: HSC10003 or OADMCA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12076	Jan16	Apr24				OntarioLearn	\$390.12

### Understanding Surgical Procedures for Medical Office Staff

HSC110026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for current medical office professionals or those interested in this career. Recommended prerequisite: HSC110003 or OADMOA323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12077	Jan16	Apr24				OntarioLearn	\$390.12

### 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
12078	Jan16	Apr24				OntarioLearn	\$390.12



### Medical Terminology

#### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Prepares students for employment in health care settings. Courses are offered online to provide flexibility and feature face-to-face live video conferencing to support student learning. Students can participate in the session online or wait and watch the recorded session.



#### PROGRAM OF STUDIES

Mandatory Courses:	Hours
OADM0A323 Medical Terminology 1	42
OADM0A324 Medical Terminology 2	36

These courses can be used toward the Medical Clerk Certificate as well as the Medical Transcription Certificate.

#### Medical Terminology 1

OADM0A323

Develop an understanding of terms and concepts related to the essentials of disease & diagnosis. Online live video sessions. Students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11419	Jan22	Apr16				eLearn	\$343.14

#### Medical Terminology 2

OADM0A324

Learn to correctly spell, pronounce & define medical terms related to anatomy, physiology & pathology of the body and oncology & psychiatry terms. Online live video sessions. Students can participate in the session or wait and watch the recorded session. Prerequisite: OADM0A323.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11420	Jan23	Apr17				eLearn	\$294.12



### Medical Transcription Certificate (172)

#### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses



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

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 specific time limit. Mix of online and classroom deliveries. Courses offer online face to face live video conferencing. Students can participate in the session online on the night indicated in the course description or wait and watch the recorded session. Basic computer skills required.

#### PROGRAM OF STUDIES

##### Mandatory Courses:

Course	Hours
KEYB10008 Keyboarding	28
OADM0A261 Digital Transcription	42
OADM0A323 Medical Terminology 1	42
OADM0A324 Medical Terminology 2	36
OADM0A352 Medical Transcription 1	42
OADM0A452 Medical Transcription 2	36

#### NOTES:

- The Program of Studies applies to students starting Fall 2017. Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.
- Digital Transcription OADM0A261 is no longer a prerequisite for OADM0A352. The content will now be included in the OADM0A352 course.

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

#### Medical Transcription 2

OADM0A452

Enhance your skills in transcribing complex and specialized medical dictation. Earphones and a USB storage device/recordable CD are required. 3 in-class tests to be written. Prerequisite: OADM0A352.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11398	WE	Jan17	Apr4	6:30-9:30	12	Classroom (FF)	\$296.64

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**MOHAWK ALUMNI**

## Office Administration - General Certificate (380)

### ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 11 courses



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

Mandatory Courses:		Hours
INFO10206	Digital Communications	42
INFO10205	Word Concepts	70
INFO10209	Document Production	56
FINC10032	Financial Foundations	56
HRESCB172	Human Relations	42
KEYB10008	Keyboarding	28
INFO10207	Managing Electronic Data	56
INFO10208	Presentation Skills	56
OADM10019	Professional Administrative Skills	56
OPELXXXX	General Education 1 Option Table	42
Options - Choose 1:		
COMM11040	Communication D	56
COMMLL041	Communication	42

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

#### 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. Equivalent to: Human Relations (HRESCB172). 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12095	Jan16	Apr24				OntarioLearn	\$341.10

#### Keyboarding KEYB10008

**ACCELERATED CRN!** Achieve a minimum speed of 35 net words per minute by using proper keyboarding techniques and computer technology. Blended delivery as some classes may be completed online. Keyboarding online subscription purchase required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11400	TU/TH	Jan23	Feb8	6:30-8:30	6	Blended (FF)	\$230.72
11399	TU/TH	Jan23	Mar8	6:30-8:30	14	Blended (FF)	\$230.72

#### Presentation Skills INFO10208

Use a variety of presentation and desktop publishing software to create and deliver effective business presentations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11401	WE	Jan17	Apr18	6:00-10:00	14	Classroom (FF)	\$445.60

## Project Management

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses



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

Explore the fundamentals of project management and leading projects while developing greater insight in to various project management career opportunities. Study and review necessary material for the PMP/CAPM exam to help earn your Project Management Professional credential. Quick program completion with only three required courses.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HRES10013	Introduction to Project Management	45
MGMT10144	PMP/CAPM Project Management Exam Preparation	35
Options - Choose 1:		
MGMT10137	Project Communications and Human Resource Management	36
MGMT10139	Project Cost and Risk Management	36
MGMT10140	Project Management Applications and Simulation	36
INFO10105	Project Management Scheduling Software	48

#### Introduction to Project Management HRES10013

Learn project management fundamentals and techniques based on the typical project lifecycle. Includes 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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11011		Jan16	Apr24			OntarioLearn	\$463.65
12330		Feb1	May10			OntarioLearn	\$463.65
12588		Mar1	Jun7			OntarioLearn	\$463.65

#### Project Communications and Human Resource Management MGMT10137

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11016		Jan16	Apr24			OntarioLearn	\$390.12

#### Project Cost and Risk Management MGMT10139

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11017		Jan16	Apr24			OntarioLearn	\$390.12

#### Project Management Applications and Simulation MGMT10140

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11018		Jan16	Apr24			OntarioLearn	\$390.12

## 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11006		Jan16	Apr24			OntarioLearn	\$484.05
12329		Feb1	May10			OntarioLearn	\$484.05
12586		Mar1	Jun7			OntarioLearn	\$484.05

## Qualified Administrative Assistant

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.



## Research Administration Certificate (988)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Designed to support development as effective research administrators, providing opportunities to learn new skills and knowledge and to gain credit and recognition for new and existing skills. Delivered by Mohawk College, in partnership with the Canadian Association of Research Administrators (CARA), the Research Administration College Certificate program is aimed at pre-management research administrators or those planning a career in research administration. Courses are delivered online by industry leading faculty using interactive live recorded sessions. All students will have the opportunity to work with a Professional Mentor.

### Admission Requirements

- Prospective students should be aware that this specialized program is tailored towards current and aspiring research administrators

PROGRAM OF STUDIES			Hours
<b>Mandatory Courses:</b>			
BUSN10176	Contracts and Reporting		45
BUSN10175	Developing Funding Proposals		45
MGMT10155	Financial Management in Research Administration		45
RSCH10012	Research Project Management		45
RSCH10011	Research Ethics, Integrity and Governance		45
RSCH10010	Introduction to Canadian Research Funding Environment		45

### Developing Funding Proposals

### BUSN10175

**NEW!** Identify relevant stakeholders and potential collaborators. Analyze and align funding requirements with appropriate funding opportunities. Evaluate proposal requirements such as: human resources, project timelines, equipment, research outcomes, reporting, budget requirements. Develop effective funding proposals. Online live video sessions. Students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11425		Jan16	Apr24			eLearn	\$367.65

### Research Project Management

### RSCH10012

**NEW!** Interpret key aspects of research project management. Plan for resource allocation, timelines and budgeting considerations that are relevant to multiple phases of research, including: proposal development, project lifecycle and post-project. Online live video sessions. Students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11426		Jan17	Apr25			eLearn	\$367.65

## A Sage 300

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

[ce.mohawkcollege.ca/sage300](http://ce.mohawkcollege.ca/sage300)

Learn to navigate Sage 300 computerized accounting software and gain knowledge in using Accounts Payable, Receivable, Payroll and General Ledger accounts. Familiarity with basic accounting concepts is recommended.



PROGRAM OF STUDIES			Hours
<b>Mandatory Courses:</b>			
INFO10182	Sage 300 ERP Accounts Receivable and Payroll		36
INFO10232	Sage 300 ERP General Ledger and Accounts Payable		36

INFO10184 and INFO10185 together are equivalent to INFO10232.

### AccPac Sage 300 ERP Accounts Payable INFO10185

Examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing. Prerequisite: INFO10184. 18 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11373		Jan16	Apr24			OntarioLearn	\$199.06

### 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. 18 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11372		Jan16	Apr24			OntarioLearn	\$199.06

### 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
11371		Jan16	Apr24			OntarioLearn	\$346.12

### Sage 300 General Ledger and Accounts Payable INFO10232

**NEW!** Focus on the creation of a company and a chart of accounts, entering transactions, and producing financial reports. Students will then examine ledger set up, adding vendor accounts, daily transactions processing reports and periodic processing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11385		Jan16	Apr24			OntarioLearn	\$346.12





## Small Business and Entrepreneurship Certificate (179)

### ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/smallbusentrepreneurship](http://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.



Turn to page 2 for contacts

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10134	Computer Skills for Small Business	42
COMP10135	Computer Skills for Small Business Advanced	42
SBMG5B101	Intro To Small Business And Entrepreneurship	56
SBMG10018	The Generic Business Plan	42
SBMG10013	Managing The Small Business	56
SBMG5B202	Operations And Legal Issues	56
SBMG10023	Research and Writing Skills for Business	42
MGMT5B102	Small Business-Financial Management	56
SBMG10000	Small Business Marketing Skills	56
Options - Choose 1:		
SBMG10015	The Detailed Business Plan	56
SBMG10017	Supervisory Skills for Small Business	56

### Business Report Writing

COMM10330

Learn to structure written reports from memos to formal presentations in ways that are precise, clear and easy to read. Ideal for anyone who finds the report writing demands of a job outstrip their training. Equivalent to: SBMG10023.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12285	Jan16	Apr24				OntarioLearn	\$439.14

### 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
11299	Jan16	Apr24				OntarioLearn	\$395.14

### 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
11381	Jan16	Apr24				OntarioLearn	\$395.14

### Intro To Small Business And Entrepreneurship

SBMG5B101

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
11382	Jan16	Apr24				OntarioLearn	\$494.45

### 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
11380	Jan16	Apr24				OntarioLearn	\$494.45

### Operations And Legal Issues

SBMG5B202

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: SBMG5B101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11383	Jan16	Apr24				OntarioLearn	\$494.45

### Small Business-Financial Management

MGMT5B102

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: SBMG5B101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11378	Jan16	Apr24				OntarioLearn	\$494.45

## Veterinary Office Management Certificate (935)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

[ce.mohawkcollege.ca/veterinaryofficemgt](http://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. All courses offered online every term to provide flexible learning.

#### Admission Requirements

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



Turn to page 2 for contacts

#### PROGRAM OF STUDIES

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

Courses in the Program of Studies are listed in the order they must be completed to fulfill prerequisite requirements.

### 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
12088	Jan16	Apr24				OntarioLearn	\$390.12

**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
12086		Jan16	Apr24			OntarioLearn	\$390.12

**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
12090		Jan16	Apr24			OntarioLearn	\$390.12

**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
11000		Jan16	Apr24			OntarioLearn	\$484.05

**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
12091		Jan16	Apr24			OntarioLearn	\$390.12

**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
12087		Jan16	Apr24			OntarioLearn	\$390.12

**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
12084		Jan16	Apr24			OntarioLearn	\$439.14

**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
12089		Jan16	Apr24			OntarioLearn	\$390.12

**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
12085		Jan16	Apr24			OntarioLearn	\$439.14

**Ward Clerk Certificate (163)**

This Certificate program is now called Medical Clerk. Refer to page 31 for more information.

**WSIB Workplace Safety & Insurance Board Adjudication****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 2 courses



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

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

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
BUSNBU158 WSIB Eligibility Adjudication	35
BUSNBU159 WSIB Case Management Adjudication	35

Both courses are offered every Fall term.

**OTHER COURSES****Accounting and Finance**

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

**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). Equivalent to ACCTAC201. Prerequisite: ACCTCB101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11410	WE	Jan17	Apr18	6:00-10:00	14	Classroom (FF)	\$445.60

**Business Finance**

ACCTCB340

Focus on the finance function in a profit-seeking firm. Prerequisites: ACCTAC211 and MATH10037 or ACCT10014 and ACCT10005 and MATH10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11411	TU	Jan16	Apr3	6:00-9:30	12	Classroom (FF)	\$346.08

**Business Mathematics Of Finance****MATH10037**

Develop an understanding of simple and compound interest, annuities, perpetuities, amortization mortgage loans, bonds and sinking funds. Prerequisite: MATHMA101 or MATH10067. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12702		Jan16	Apr17			eLearn	\$343.14

**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
11013		Jan16	Apr24			OntarioLearn	\$484.05
12589		Mar1	Jun7			OntarioLearn	\$484.05

**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
11014		Jan16	Apr24			OntarioLearn	\$484.05
12590		Mar1	Jun7			OntarioLearn	\$484.05

**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
11032		Jan16	Apr24			OntarioLearn	\$538.45

**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: Intermediate Accounting I (ACCT10021). 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11035		Jan16	Apr24			OntarioLearn	\$538.45

**Mortgage Agent****BUSN10061**

Prepare for licensing as a Mortgage Agent. Develop an understanding of the Mortgage Agent Qualifying Standards (MAQS) identified by the Financial Services Commission of Ontario, governing legislation, and agent responsibilities related to consumer protection, and ethical decision-making. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12560		Jan16	Apr24			OntarioLearn	\$439.14

**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
11408	TH	Jan18	Apr19	6:00-10:00	14	Classroom (FF)	\$445.60

**Business Workshops**[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)

Turn to page 2 for contacts

Looking to enhance your business skills? In a few hours, half-day, full-day or two-day workshop run by industry professionals you will learn the skills you need quickly.

**Dispute Resolution****CONF10010**

Led by expert faculty, this half-day interactive workshop will provide individuals with an understanding of negotiations among conflicting groups and how to achieve mutual agreement. Explore the characteristics of conflict and how it manifests itself in the workplace. Identify various solutions to difficult problems while maintaining relationships, negotiating issues, mediating disputes and dealing with emotionally charged situations. For emerging and aspiring leaders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11973	SA	Feb17	Feb17	9:00-12:00	1	Classroom (FF)	\$75.30

**Financial Reports and Budget Building****FINC10047**

Take the mystery out of financial statements and the tools that finance professionals use to measure, analyze, evaluate and make decisions. Better understand profit and loss statements. Increase your comfort level with terms and tools and gain the confidence to take more control of your budget.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11439	SA	Jan20	Jan20	9:00-5:00	1	Classroom (FF)	\$150.79

**Getting Over the Hurdle: Growing Your Small Business****BUSN10184**

As your small business grows, a different set of challenges will present themselves. Workshop facilitator, Erin Dunham, CEO of The Other Bird, will interactively explore challenges and solutions related to human resource, accounting, marketing, finance and other business functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11972	WE	Mar7	Mar7	6:30-9:30	1	Classroom (FF)	\$45.29

**Lessons Learned in the Food Truck Business****BUSN10182**

After two years of running 50 Pesos food truck, owner Kristofir Rattray will share his lessons learned. Topics include start-up, location selection, food purchasing and branding. 50 Pesos food will be provided for all attendees.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11969	SA	Mar31	Mar31	9:00-12:00	1	Classroom (FF)	\$45.29

**Personal Income Tax Filing****FINC10048**

**NEW!** Spend half a day learning from experts on how to compose your personal tax return.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13074	SA	Feb24	Feb24	9:00-12:00	1	Classroom (FF)	\$40.30

**Scrum Master Certification Course****MGMT10129**

**NEW!** Prepare to become Scrum Master Certified (SMC™)! SMC trainers will lead this two day course which enables you to take on the role of Scrum Master - a worldwide industry recognized designation - and manage common issues and roadblocks in your organization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12150	SA/SU	Mar3	Mar4	9:00-4:30	2	Classroom (FF)	\$1237.36

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

Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

**Setting up QuickBooks Online for Your Small Business**

**BUSN10183**

Effective use of accounting software is essential for small businesses. In this half-day workshop you will use QuickBooks Online (QBO), one of the fastest growing accounting software programs. Topics addressed include setting up your company in QBO, invoicing customers and writing cheques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11970	SA	Feb3	Feb3	9:00-12:00	1	Classroom (FF)	\$45.29

**Human Resources**

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



**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
12093		Jan16	Apr24			OntarioLearn	\$439.14

**Computer Applications in Human Resources**

**COMP10193**

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
11057		Jan16	Apr24			OntarioLearn	\$439.14

**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
12101		Jan16	Apr24			OntarioLearn	\$439.14

**Medical Office Skills**

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



**Comprehending Medical Terms and Diagnoses**

**HSC110003**

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. NOT equivalent to OADMOA323. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12503		Jan16	Apr24			OntarioLearn	\$439.14

**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
12098		Jan16	Apr24			OntarioLearn	\$565.65

**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 (HSC110003) and keyboarding skills of 30 net words per minute. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11429		Jan16	Apr24			OntarioLearn	\$439.14

**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
11432		Jan16	Apr24			OntarioLearn	\$463.65

**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 (HSC110003). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12081		Jan16	Apr24			OntarioLearn	\$439.14

**Medical Terminology II - Pronunciation**

**HSC110157**

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: HSC110003. NOT equivalent to Medical Terminology 2 (OADMOA324). 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12079		Jan16	Apr24			OntarioLearn	\$390.12

**Medical Transcribing 3**

**OADMOA552**

Designed to provide working knowledge of transcription of medical reports by taking the spoken word and turning it into a written document. Medical reports will be transcribed from ten individual case studies. Understand the care of the patient from the date of admission through the date of discharge. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12547		Jan16	Apr24			OntarioLearn	\$439.14

**Medical Transcribing 4**

**OADMOA652**

Designed for the transcriptionist wishing to perfect their skills in medical transcription and terminology. Develop and refine transcription skills to a competitive level by using the learning activities included in the textbook. Prerequisite OADMOA552. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12550		Jan16	Apr24			OntarioLearn	\$439.14



## Non-Profit Marketing and Communication Series

[ce.mohawkcollege.ca/nonprofit](http://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
11403	TU	Feb6	Feb6	6:00-9:00	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
11404	TU	Feb13	Feb13	6:00-9:00	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
11405	TU	Feb20	Feb20	6:00-9:00	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
11406	TU	Feb27	Feb27	6:00-9:00	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
11407	TU	Feb6	Feb27	6:00-9:00	4	Classroom (FF)	\$264.00



## Professional Development

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



### 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. Prerequisite: MRKTMCS08. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12316		Jan16	Apr24			OntarioLearn	\$463.65

### 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
12287		Jan16	Mar13			OntarioLearn	\$463.65

### Business Law Introductory LAWSMCS05

Develop the legal perspectives you need to conduct business in an environment increasingly affected by legislation. Focus on employment law, contracts, torts, business organizations, human rights, creditor's rights and marketing law. Equivalent to: Business Law (BUSNCB436). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11004		Jan16	Apr24			OntarioLearn	\$463.65
12328		Feb1	May10			OntarioLearn	\$463.65
12584		Mar1	Jun7			OntarioLearn	\$463.65

### Change Management MGMT10134

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
12315		Jan16	Apr24			OntarioLearn	\$463.65

### 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
11379		Jan16	Apr24			OntarioLearn	\$395.14

### Customer Relationship Management CUST10005

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. Course materials included. Prerequisite: Marketing 1 (MRKTMCS08). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12117		Jan16	Apr24			OntarioLearn	\$491.90

**Developing a Mobile Marketing Strategy****MRKT10068**

Mobile channels provide new ways for organizations and brands to connect with customers across all sectors. Explore how mobile marketing extends the traditional marketing communication mix. Develop guidelines and standards for developing a mobile strategy and explore the use of social media to enhance its success. Learn to appreciate the first hand user experience required to design a mobile marketing strategy and understand mobile application marketplaces. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12296	Jan16	Apr24				OntarioLearn	\$463.65

**Developing a Social Media Strategy****ADVR10074**

**ACCELERATED!** 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
11001	Jan16	Mar13				OntarioLearn	\$463.65

**Digital Communication (Social Media)****COMM10342**

**ACCELERATED!** 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
12286	Jan16	Mar13				OntarioLearn	\$463.65

**Emotional Intelligence****MGMT10142**

E.I. is the ability to recognize, understand & manage your feelings & those of others. Learn the power of harnessing your E.I. to enrich your personal and professional life. Linda Marshall, President of Marshall Connects Inc. & author of Giving Back: How to Find Your Personal Joy & Give Back To Others, facilitates. Delivered over 6 weeks in two 3 hour in-class sessions & four 60 minute webinars. First class is a webinar. Visit [ce.mohawkcollege.ca/emotionalintelligence](http://ce.mohawkcollege.ca/emotionalintelligence) for details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12718	TU	Feb6	Mar13	6:00-9:00	6	Blended (FF)	\$406.42

**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
12562	Jan16	Apr24				OntarioLearn	\$439.14

**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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11003	Jan16	Apr24				OntarioLearn	\$463.65
12583	Mar1	Jun7				OntarioLearn	\$463.65

**Management Operations****MGMTMCS07**

Examine responsibilities of operations managers in manufacturing and non-manufacturing organizations and current tools including JIT, MRP, ERP, SAP, and more. Equivalent to: Operations Management (BUSNGB335). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12289	Jan16	Apr24				OntarioLearn	\$463.65

**Management Principles****MGMTMCS06**

Explore the development of modern management and organizational theory. Consider processes of planning, organizing, directing and controlling, communications, behavioural strategies and techniques, ethical and social responsibilities in the practice of management, and an overview of human relations. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11005	Jan16	Apr24				OntarioLearn	\$463.65

**Management/Leadership Skills****MGMT10136**

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: Managerial Analysis (MGMTBPC05). 40 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11041	Jan16	Apr24				OntarioLearn	\$422.80

**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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12115	Jan16	Apr24				OntarioLearn	\$463.65

**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) and Digital Marketing (MRKT10047). Prerequisite: Marketing Principles (MRKTMCS08). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12312	Jan16	Apr24				OntarioLearn	\$439.14

**Marketing Principles****MRKTMCS08**

Examine marketing strategies and their role in achieving organizational objectives. Focus on marketing process and environments; planning and data collection; buyer behaviour and targeting strategies; and marketing mix. Equivalent to: Marketing 1 (MRKTCB158). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12114	Jan16	Apr24				OntarioLearn	\$463.65

**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). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11002	Jan16	Apr24				OntarioLearn	\$463.65
12581	Mar1	Jun7				OntarioLearn	\$463.65

**Mobile Analytics****MRKT10070**

Mobile analytics is used to gain insights into consumer behaviours with data collected from mobile web traffic. Analyze mobile data to gain rich insights into marketing effectiveness and assess potential business opportunities in the mobile space. Explore measurement, collection, analysis and reporting of mobile data to understand and optimize mobile marketing channels. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12299	Jan16	Apr24				OntarioLearn	\$463.65

**Mobile Applications for Business**

INFO10228

Understanding how to assess and build mobile applications is integral to implementing a mobile marketing plan. Examine non-technical design considerations for using mobile devices and applications for marketing purposes. Explore deployment strategies for mobile applications across a variety of platforms and identify best practices for making online and mobile marketing more effective. Take this opportunity to walk through the mobile app development process. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12298	Jan16	Apr24				OntarioLearn	\$367.65

**Organizational Business Communication**

COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to: Business Reports (BUSN10141). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11079	Jan16	Apr24				OntarioLearn	\$463.65

**Personal Financial Management**

BUSNBE450

Develop a functional level of competency in managing your personal financial affairs. Identify the critical areas of financial concern and apply various techniques and models to analyze technical and non-technical problems associated with the various areas of financial planning. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12699	Jan24	Apr25				eLearn	\$343.14

**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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12300	Jan16	Apr24				OntarioLearn	\$463.65

**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: Principles of Sales (BUSN10021). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12313	Jan16	Apr24				OntarioLearn	\$439.14

**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
12118	Jan16	Apr24				OntarioLearn	\$463.65

**Supply Chain Management**
[ce.mohawkcollege.ca/supplychain](http://ce.mohawkcollege.ca/supplychain)
**Global Supply Chain Management**

BUSNIB102

**NEW!** Outline the various aspects of the storage, movement and management of product inventories across borders. Assess the legal environment and the practical aspects of managing inventory.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13081	TH	Jan25	Apr12	6:00-9:30	12	Classroom (FF)	\$346.08

**Supply Chain Operations**

BUSN10187

**NEW!** Review the key strategic, tactical and operational issues in converting resource inputs into outputs of goods and services. Illustrate how functional areas within an organization interact to design, make, deliver, and service products or services for customers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13080	TU	Jan23	Apr24	6:00-10:00	14	Classroom (FF)	\$445.60

## 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

**Schedule** - Flexible start dates, full-time or part-time hours, day or evening classes

**Location** - Fennell Campus, Hamilton

**Contact** - Call: 905-575-2029 or email: [upgrading@mohawkcollege.ca](mailto:upgrading@mohawkcollege.ca)

**Read more at** [mohawkcollege.ca/AU](http://mohawkcollege.ca/AU)



This Employment Ontario program is funded in part by the Government of Canada and the Government of Ontario and through the Canada-Ontario Job Fund Agreement



Financial assistance for day-care and/or travel expenses is available for eligible learners.

# Communications, Languages and Preparatory Studies

ce.mohawkcollege.ca/communications



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### 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

#### **Workplace Preparation for Internationally Trained Professionals (ELT-CLB 7)**

Free full-time classes

#### **To register:**

Call: 905-575-1212 ext. 3199

Email: melissa.droughan-rahimian@mohawkcollege.ca

Web: mohawkcollege.ca/learnEnglish

### Programs and Courses for Immigrants

#### Occupation-specific Language Training (OSLT)

Mohawk offers three Occupation-specific Language Training courses to qualified immigrants who already have experience or training in Business, Human Services and Technology.

#### **OSLT - Business**

Learn to effectively and clearly communicate in Canadian business workplaces.

#### **OSLT - Human Services**

Learn to effectively and clearly communicate in Canadian human services workplaces, such as child care centres and schools.

#### **OSLT - Technology**

Learn to interact clearly and effectively with colleagues, clients, supervisors and project team members and to understand technology workplaces in Ontario.

#### **To register:**

Call: 905-575-1212 ext. 3419

Email: mary-anne.peters@mohawkcollege.ca

Web: mohawkcollege.ca/oslt



## CREDENTIALLED PROGRAMS

### Academic and Career Entrance (ACE)

#### ACKNOWLEDGEMENT OF COMPLETION

##### Completion Requirement: 4 courses

- Communications (English or Français), a Mathematics course and any 2 courses from the list below

[ce.mohawkcollege.ca/ace](http://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](http://acedistancedelivery.ca).

Enrollment is limited and tuition is free.

Academic Upgrading courses and programs are also available in a face-to-face environment. See the ad on page 41 for more information.

#### 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
12219	Jan16	Jan19				OntarioLearn	
12230	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
12220	Jan16	Jun19				OntarioLearn	
12231	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
12210	Jan16	Jun19				OntarioLearn	
12222	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
12215	Jan16	Jun19				OntarioLearn	
12225	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
12213		Jan16	Jun19			OntarioLearn	
12223		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
12221		Jan16	Jun19			OntarioLearn	
12232		Mar1	Aug2			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
12214		Jan16	Jun19			OntarioLearn	
12224		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
12216		Jan16	Jun19			OntarioLearn	
12226		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
12217		Jan16	Jun19			OntarioLearn	
12227		Mar1	Aug2			OntarioLearn	

#### 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/exponential/logarithmic functions, and geometric principles and measurement. Prerequisite: MATH10045. 120 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12218		Jan16	Jun19			OntarioLearn	
12229		Mar1	Aug2			OntarioLearn	

## Get Started in OntarioLearn

Information on accessing your  
OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)

## American Sign Language

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Develop and enhance your skills in the communication system used by most deaf people.



### 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
12879	TU	Jan16	Apr10	6:30-9:30	13	Classroom (FF)	\$321.36

### 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
12880	TH	Jan18	Apr12	6:30-9:30	13	Classroom (FF)	\$321.36

## Competence in the French Language Certificate (829)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/french](http://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 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](mailto:plar@mohawkcollege.ca).

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

### 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
12871	MO	Jan15	Apr16	6:30-9:30	13	Classroom (FF)	\$321.36

### 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
12419		Jan16	Apr24			OntarioLearn	\$439.14
12711		Feb1	May10			OntarioLearn	\$439.14
12727		Mar1	Jun7			OntarioLearn	\$439.14

### 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
12872	TU	Jan16	Apr10	6:30-9:30	13	Classroom (FF)	\$321.36

### French 2 LANG10062

Further develop language skills by building vocabulary related to weekend chores, leisure, sports and travel. Enhance knowledge of French verb tenses and simple grammar for increased fluency and confidence. 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
12421		Jan16	Apr24			OntarioLearn	\$439.14

### 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
12873	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$321.36

### French 3 LANG10063

Enhance your understanding of French. Develop the ability to tell stories and express yourself, using more complex sentence structures and French past tense. Anecdotes by French Canadian authors serve as a model. 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
12423		Jan16	Apr24			OntarioLearn	\$439.14

### La Pratique du Francais 4 LANGFR006

Étudiez 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 LANGFS032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12874	TH	Jan18	Apr12	6:30-9:30	13	Classroom (FF)	\$321.36

**French 4****LANG10064**

Build vocabulary and fluency for everyday situations, mastering complex verb tenses and sentence structures. Articles from French speaking Canada serve as language models and provide a cultural perspective on current issues. 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
12427	Jan16	Apr24				OntarioLearn	\$439.14

**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
12875	MO	Jan15	Apr16	6:30-9:30	13	Classroom (FF)	\$321.36

**French 5****LANG10065**

Expand your vocabulary, master more complex sentences and learn to appreciate the diversity of the French language. Research and discuss current events in French Canada, using various political, social and cultural articles as references. 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
12430	Jan16	Apr24				OntarioLearn	\$439.14

**Parlons Francais 1****LANGFS032**

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants: Connaissions-nous, téléphonons, voyageons, demandons directions et allons à la poste. Prerequisite: LANGFR005.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12876	TU	Jan16	Apr10	6:30-9:30	13	Classroom (FF)	\$321.36

**Parlons Francais 2****LANGFS033**

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants: Préparons un voyage, faisons nos valises, passons les douanes, arrivons à l'hôtel, séjournons à l'hôtel et partons de l'hôtel. Prerequisites: LANGFR006 and LANGFS032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12877	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$321.36

**General Arts and Science Certificate (230)****ONTARIO COLLEGE CERTIFICATE**

Graduation Requirement: 10 courses

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



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 that can lead to 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.
- Develop skills in Humanities and Social Sciences.

**Admission Requirements**

- Ontario Secondary School Diploma (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
<b>Option Group 1 - Choose 1:</b>	
COMM11040 Communication D	56
COMMLL041 Communication	42
<b>Option Group 2 - Choose 3:</b>	
See website for complete list of courses.	
<b>Option Group 3 - Choose 4:</b>	
See website for complete list of courses.	

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

**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
12444	Jan16	Apr24				OntarioLearn	\$484.05

**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
13060	Jan16	Apr24				OntarioLearn	\$395.14

**Communication****COMMLL041**

Develop thinking, writing, reading, speaking and listening skills with emphasis on effective written communication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12807	TU	Jan16	Apr17	6:00-9:00	14	Classroom (FF)	\$346.08

**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
12806	SA	Jan20	Apr7	8:30-1:30	11	Classroom (FF)	\$445.60

**Developmental Psychology****PSYC271 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12267		Jan16	Apr24			OntarioLearn	\$439.14
12723		Mar1	Jun7			OntarioLearn	\$439.14

**Introduction to Psychology****PSYC156 (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
12435		Jan16	Apr24			OntarioLearn	\$439.14
12889	TH	Jan18	Apr19	6:30-9:30	14	Classroom (FF)	\$346.08
12712		Feb1	May10			OntarioLearn	\$439.14
12728		Mar1	Jun7			OntarioLearn	\$439.14

**Introduction to Sociology****SSCI108 (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
13063		Jan16	Apr24			eLearn	\$343.14

**Society, Technology And Social Issues****SSCI299 (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
13062		Jan16	Apr24			OntarioLearn	\$395.14

**Sociology: Diversity and Social Change****SSCI109 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13061		Jan16	Apr24			OntarioLearn	\$395.14

**Online Course?**  
**Book your exam early!**  
 For instructions visit  
[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams)

**Language Interpreter Training Program****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**
[ce.mohawkcollege.ca/languageinterpreter](http://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.

**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
13048		Jan16	Apr24			OntarioLearn	\$297.10

**Consecutive Interpreting****LANG10032**

Benefit from a skillful mix of theory and practice focused on memory and comprehension, note taking, vocabulary building and handling linguistic and ethical challenges. Prerequisite: LANG10031.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12678		Jan16	Apr24			OntarioLearn	\$341.10

**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
12608		Jan16	Apr24			OntarioLearn	\$341.10



**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
12609	Jan16	Apr24				OntarioLearn	\$341.10

**Setting Specific Interpreting LANG10035**

Examine protocols, procedures and techniques for interpreting in various settings. These include the courts and legal settings involving child victims/witnesses, health care setting and the domestic violence sector. Prerequisite: LANG10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12679	Jan16	Apr24				OntarioLearn	\$390.12

**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
13049	Jan16	Apr24				OntarioLearn	\$297.10


**Writing for Publication Certificate (123)**
**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/writingpublication](http://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
12809	TH	Jan18	Apr12	6:30-9:30	13	Classroom (FF)	\$321.36

**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
12633	Jan16	Apr24				OntarioLearn	\$439.14

**Poetry Writing COMMLLT13**

Develop the skills needed to create and market publishable poems. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12610	Jan16	Apr24				OntarioLearn	\$439.14

**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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13043	Jan16	Apr24				OntarioLearn	\$419.65

**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. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13041	Jan16	Apr24				OntarioLearn	\$370.63

**Writer's Weekend-Introductory COMM10279**

Are you considering writing? Test the waters with an intensive two-day focus on writing fundamentals. Enhance your skills with stimulating exercises, discussion and workshoping with participants and instructor and consider further developing your writing skills. This credit course is not part of the certificate program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12811	SA/SU	Jan20	Jan21	10:30-4:30	2	Classroom (FF)	\$98.88

**Writing For Children COMMLLP05**

Explore children's literature. Develop the unique skills needed to produce stories, poems, and articles for primary and grade-school children. Includes: getting ideas, getting published and marketing your work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12810	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$321.36

**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
12626	Jan16	Apr24				OntarioLearn	\$439.14

**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
12627	Jan16	Apr24				OntarioLearn	\$439.14

**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
12235	Jan16	Apr24				OntarioLearn	\$484.05

**OTHER COURSES****French - Advanced**

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

Enhance your ability to converse in French!

**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
12878	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$247.20

**General Education / Social Sciences**

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

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 MyMohawk.

**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
13044	Jan16	Apr24				OntarioLearn	\$395.14

**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
12705	Jan16	Apr24				OntarioLearn	\$463.65

**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
12444	Jan16	Apr24				OntarioLearn	\$484.05

**Astronomy****GSCI10006 (E)**

Discover the wonders of Astronomy. Examine the bodies of the Solar System, and learn interesting facts about the planets and their moons, the stars, nebulae and galaxies. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12703	Jan16	Apr24				OntarioLearn	\$463.65

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

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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13046	Jan16	Apr24				OntarioLearn	\$395.14

**Canadian Literature****COMM11903 (E)**

Focus on literary analysis (written and oral) of selected Canadian novels and short stories, with emphasis on target audience, the relevance of setting and plot in relation to Canadian culture and history, and literary devices. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12607	Jan16	Apr24				OntarioLearn	\$439.14

**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
13060	Jan16	Apr24				OntarioLearn	\$395.14

**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
12676	Jan16	Apr24				OntarioLearn	\$439.14
12738	Mar1	Jun7				OntarioLearn	\$439.14

**Chocolate History****CULI10087 (E)**

Survey the 4000 year old history of chocolate: from ancient Mesoamerica, as a bitter drink of ritual and medicine, to the modern chocolate culture and the mass-produced globalized product of the twentieth century. Investigate import to Europe by the Spanish, the transformation into a sugary drink of the nobility, and the importance to colonization, the slave trade and the Industrial Revolution. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12683	Jan16	Apr24				OntarioLearn	\$439.14

**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
13040	Jan16	Apr24				OntarioLearn	\$395.14

**Developmental Psychology****PSYC271 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12267		Jan16	Apr24			OntarioLearn	\$439.14
12723		Mar1	Jun7			OntarioLearn	\$439.14

**Environmental Citizenship****ENVR10006 (E)**

Begin the journey to responsible environmental action, with emphasis on global environmental rights and responsibilities, planned sustainable use of our planet's resources and recognition of environmental health as a prerequisite to human health. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12239		Jan16	Apr24			OntarioLearn	\$463.65

**Environmental Geology****ENVR10066 (E)**

Examine the exciting and dramatic interactions between geology and the surrounding environments. Consider geologic events including: volcanoes, tsunamis, earthquakes, landslides and avalanches and their impact on humans and other life. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12700		Jan16	Apr24			OntarioLearn	\$463.65

**Essentials of Canadian History****HIST10019 (E)**

Study some of the major themes of Canadian history from Confederation to the present. Designed to increase your understanding of how our past influences and engages with the present, and how we are shaping our future. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12251		Jan16	Apr24			OntarioLearn	\$463.65

**First Nations People****INDSPF207 (E)**

Increase your knowledge and awareness of important issues in the Aboriginal cultures of Canada. Explore the legal status of Aboriginal people including Aboriginal rights and self-determination. Study issues relating to land claims, justice and social services. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12635		Jan16	Apr24			OntarioLearn	\$463.65

**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
12567		Jan16	Apr24			OntarioLearn	\$390.12

**Geography and Human Populations****GSCI10012 (E)**

Understand the interdependent relationship between geography and the location of human populations. Through scientific inquiry, discover the world's geographic landscape, the global processes that shape planet earth, and their relationship to the location of climates and the natural resources required to sustain healthy societies. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12253		Jan16	Apr24			OntarioLearn	\$439.14

**Geography of Planet Earth****ENVR10051 (E)**

Become acquainted with the fundamental aspects of the lands and waters of Earth, particularly the parts and physical regions of the Earth. Lesson topics: lakes, rivers, volcanoes, mountains, glaciers and continental ice sheets, deserts, great plains and grasslands, oceans, islands, lines and countries. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12697		Jan16	Apr24			OntarioLearn	\$463.65

**Geological Disasters****ENVR10005 (E)**

Examine the causes and the effects of some of the world's greatest disasters associated with earthquakes, volcanoes, tsunamis, hurricanes, floods, fires, extinctions and impacts from space. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12695		Jan16	Apr24			OntarioLearn	\$463.65

**Global Citizenship & Equity: World Hunger****SSC110063 (E)**

Study the complex issue of world hunger. Examine and analyze causes of hunger and poverty in Canada and of the international level. Understand hunger alleviation strategies through food sovereignty perspectives, exploring the rights to food, access to land, control over resources and local decision making. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12273		Jan16	Apr24			OntarioLearn	\$341.10

**History of Aboriginal/Canadian Relations****INDS10017 (E)**

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12240		Jan16	Apr24			OntarioLearn	\$463.65

**History of Art****HIST10024 (E)**

Introduces the history of art through a survey of 20th century art, with an overview of works leading into the modern era. Exposes you to great art and describes the historical context in which it was created. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12291		Jan16	Apr24			OntarioLearn	\$439.14

**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
12665		Jan16	Apr24			OntarioLearn	\$439.14
12732		Mar1	Jun7			OntarioLearn	\$439.14

**Indigenous Identity & Relationship to the Land****INDS10018 (E)**

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12241		Jan16	Apr24			OntarioLearn	\$463.65

## Ready to Graduate?

Visit [mohawkcollege.ca/ConvocationPrep](http://mohawkcollege.ca/ConvocationPrep) for information and instructions.

**Indigenous Peoples: A Global Perspective** INDS10019 (E)

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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12282	Jan16	Apr24				OntarioLearn	\$439.14

**Introduction to Children's Literature** COMMLL06 (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
12674	Jan16	Apr24				OntarioLearn	\$439.14
12735	Mar1	Jun7				OntarioLearn	\$439.14

**Introduction to Geology: An Overview of Planet Earth** ENVR10028 (E)

Explore the fundamentals of geology. Focus on the formation of the universe, the solar system, the history of the earth, formation of oceans and continents, plate tectonics, and rock types and their formation. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12689	Jan16	Apr24				OntarioLearn	\$463.65

**Introduction to Philosophy** SSC110049 (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
13057	Jan16	Apr24				OntarioLearn	\$395.14

**Introduction to 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
12435	Jan16	Apr24				OntarioLearn	\$439.14
12889	TH	Jan18	Apr19	6:30-9:30	14	Classroom (FF)	\$346.08
12712	Feb1	May10				OntarioLearn	\$439.14
12728	Mar1	Jun7				OntarioLearn	\$439.14

**Introduction to Science** GSCI10002 (E)

Learn science fundamentals including notations for scientific measurement, basic chemical principles, elements and compounds, nuclear weight, organic chemistry and health related biological principles. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12284	Jan16	Apr24				OntarioLearn	\$463.65
12725	Mar1	Jun7				OntarioLearn	\$463.65

**Introduction to 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
13063	Jan16	Apr24				eLearn	\$343.14

**Introduction to Sustainable Development** ENVR10026 (E)

Discuss environmental, economic and social issue that impact the sustainability of our communities. Examine the effects of human populations on ecosystems and consider individual responsibility to promote sustainability through lifestyle change. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12485	Jan16	Apr24				OntarioLearn	\$463.65

**Learning, Thinking and Problem Solving** PSYC10027 (E)

Examine psychology as a science. Curriculum includes methods of research, accepted psychological models, personality, social psychology, motivation and learning theories. Apply your knowledge of the psychological theories and research to your own life and growing understanding of the world. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12681	Jan16	Apr24				OntarioLearn	\$439.14

**Let's Talk Sports** SPRT10006 (E)

Participate in lively sports debates and learn practical techniques to improve your communication. Through examination of topics such as sports and politics, commercialism, and the Olympic movement, benefit from a behind the scenes look at sports issues and develop understanding of the impact of sports on society. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12671	Jan16	Apr24				OntarioLearn	\$439.14

**Meteorology** GSCI10007 (E)

Focus on the nature and causes of weather-related phenomena. Develop a basic working knowledge of all aspects of meteorology. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12704	Jan16	Apr24				OntarioLearn	\$463.65

**The Middle Ages and The Modern World: Facts and Fiction** HIST10021 (E)

Discover the impact that major cultural traditions of the Middle Ages have had on the modern world. Includes the study of kings, warriors, saints, knights, mystics, mythological heroes and exotic beasts such as dragons. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12261	Jan16	Apr24				OntarioLearn	\$439.14

**Minerals** ENVR10050 (E)

Learn about minerals, their composition and classification. The concept of mineral formation is followed by the use of descriptive and identifying properties. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12690	Jan16	Apr24				OntarioLearn	\$463.65

**Music in Our Lives** MUSC10127 (E)

Examine the importance and the fundamentals of music through its individual and global connections. The study of the historical and socio-cultural development of popular music creates a context for an exploration of current issues in the world of music. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12469	Jan16	Apr24				OntarioLearn	\$439.14

**Myths And Legends** HISTLLT05 (E)

Discover the universal and enduring presence of myths and legends. Examine creation myths, hero/heroine myths, dominant archetypes and other topics to develop insight into how a distant past connects to our contemporary world. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12675	Jan16	Apr24				OntarioLearn	\$439.14
12736	Mar1	Jun7				OntarioLearn	\$439.14

**Nutrition** HLTH10044 (E)

Explore the nutritional effectiveness of various diets and food additives. Examine the role of food in maintaining health and reducing the risk of illness and learn to evaluate claims made by food faddists and food vendors. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12680	Jan16	Apr24				OntarioLearn	\$439.14
12715	Feb1	May10				OntarioLearn	\$439.14
12739	Mar1	Jun7				OntarioLearn	\$439.14



**Oceanography ENVR10049 (E)**

Study the oceans from an historical, geographical, geological and biological perspective. Travel through the "story of the oceans" exploring a different topic each week. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12693		Jan16	Apr24			OntarioLearn	\$463.65

**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
13055		Jan16	Apr24			OntarioLearn	\$395.14

**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
12243		Jan16	Apr24			OntarioLearn	\$463.65

**Paleontology (Fossils) ENVR10048 (E)**

Examine the ways in which fossils were formed, types of fossils, and a selection of fossils found in each of the time periods of the Earth's history. Covers the history of the Earth's formation, the Geological Time Scale and the fossils of each period. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12692		Jan16	Apr24			OntarioLearn	\$463.65

**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
12624		Jan16	Apr24			OntarioLearn	\$439.14

**Petrology (Rocks) ENVR10052 (E)**

Examine categories of rocks, specific kinds of rocks, the processes by which rocks are formed and the locations of important outcrop examples. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12691		Jan16	Apr24			OntarioLearn	\$463.65

**Philosophy of Art Concepts and Theories SSC110054 (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 to: SSCIPT001. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13058		Jan16	Apr24			OntarioLearn	\$395.14

**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
13059		Jan16	Apr24			OntarioLearn	\$395.14

**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
12290		Jan16	Apr24			OntarioLearn	\$439.14

**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
13068		Jan16	Apr24			OntarioLearn	\$395.14

**Quest for Wisdom SSC110064 (E)**

Study philosophical anthropology by examining what it means to be human and what it means to be wise. Through discussion, reading, writing and viewing of films we will focus on the answers given to us by science, philosophy, spirituality and technology. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12258		Jan16	Apr24			OntarioLearn	\$439.14

**Science Fiction COMM10043 (E)**

Explore our changing world through the medium of science fiction. Discover the amazing narrative and fantastic voyages of this literary genre, through study of various short stories and novels. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12672		Jan16	Apr24			OntarioLearn	\$439.14
12734		Mar1	Jun7			OntarioLearn	\$439.14

**Soccer and its Impact on Society SSC110031 (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
12688		Jan16	Apr24			OntarioLearn	\$439.14

**Social Media and Society SSC110045 (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
12288		Jan16	Apr24			OntarioLearn	\$439.14

# HEALTH CENTRE

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- Wellness

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Call or text 289-237-6538

Visit us at the Fennell Campus, room C109

**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
12625		Jan16	Apr24			OntarioLearn	\$439.14

**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
13062		Jan16	Apr24			OntarioLearn	\$395.14

**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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13061		Jan16	Apr24			OntarioLearn	\$395.14

**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
13056		Jan16	Apr24			OntarioLearn	\$395.14

**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
13054		Jan16	Apr24			OntarioLearn	\$395.14

**Stress, Wellness and Nutrition****HLTH10111 (E)**

**ACCELERATED CRN!** 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
12405		Jan16	Apr24			OntarioLearn	\$439.14
12710		Feb1	May10			OntarioLearn	\$439.14
12726		Mar1	Apr19			OntarioLearn	\$439.14

**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
12264		Jan16	Apr24			OntarioLearn	\$463.65
12722		Mar1	Jun7			OntarioLearn	\$463.65

**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
12234		Jan16	Apr24			OntarioLearn	\$484.05

**Understanding Same Sex Issues****PSYC10019 (E)**

Learn the history, life and culture of gay and lesbian men and women around the world. Examine personal and family life, same-sex relationships, health and social issues, media and the arts, to gain a better understanding of their impact on, and relevance to, homosexual people. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12466		Jan16	Apr24			OntarioLearn	\$439.14

**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
12643		Jan16	Apr24			OntarioLearn	\$439.14

**Westerns: A Study in the Film Genre****GINT10034 (E)**

Explore the major themes, theories and ideas of the Western and the place of the genre in the contemporary context. Focusing on selected actors, directors and films, examine history and components, landscape and setting, and indigenous peoples. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12639		Jan16	Apr24			OntarioLearn	\$484.05

**What In The World Is Going On****GINTLLT07 (E)**

Learn to critically analyze global events and crises, and develop understanding of background issues to make informed judgments about today's major new stories. Prerequisite: College English or equivalent. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12669		Jan16	Apr24			OntarioLearn	\$439.14
12733		Mar1	Jun7			OntarioLearn	\$439.14

**World Cinema****ARTT10051 (E)**

Explore one of the main elements of contemporary society - the movies. Examine mainstream motion pictures to gain an understanding of the industry. Films are selected by type and issues arising from the genres are explored. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12474		Jan16	Apr24			OntarioLearn	\$439.14

**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
12212		Jan16	Apr24			OntarioLearn	\$463.65
12888	WE	Jan17	Apr11	6:30-10:00	13	Classroom (FF)	\$370.80
12707		Feb1	May10			OntarioLearn	\$463.65
12719		Mar1	Jun7			OntarioLearn	\$463.65

**World of Work****EDUC10101 (E)**

Prepare for the world of work with a focus on your intended field. Participate in a rigorous process of exploring changes in the marketplace, researching your intended career, and developing skills related to acquiring desirable employment in your industry of choice. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12460		Jan16	Apr24			OntarioLearn	\$439.14

## Languages

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



### 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
12611	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12885	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$321.36

### 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
13050	Jan16	Apr24				OntarioLearn	\$395.14

### Ojibwe Introductory

INDS10023

Introduces Anishnaabemowin (Ojibwe language). Provide a basic framework of Anishnaabemowin orthography. Focus on reading and writing of the language. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12649	Jan16	Apr24				OntarioLearn	\$484.05

### 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
12882	TU	Jan16	Apr10	6:30-9:30	13	Classroom (FF)	\$321.36
12883	TH	Jan18	Apr12	6:30-9:30	13	Classroom (FF)	\$321.36

### 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
12881	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$321.36

### Spanish-Conversational 3

LANGLLC04

Continue the study of Spanish at the advanced level. Prerequisite: Spanish Conversation II or equivalent level of skill.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12884	MO	Jan15	Apr16	6:30-9:30	13	Classroom (FF)	\$321.36

## Preparatory Sciences

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



### Prep Science (Chemistry)

GSCICE053

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
12354	Jan16	Apr24				OntarioLearn	\$501.25

### 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
12373	Jan16	Apr24				OntarioLearn	\$501.25

### 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. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12302	Jan16	Apr24				OntarioLearn	\$494.45

## Sign Language

[ce.mohawkcollege.ca/sign-language](http://ce.mohawkcollege.ca/sign-language)



### 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
12886	SA/SU	Jan27	Jan28	9:00-4:00	2	Classroom (FF)	\$98.88
12887	SA/SU	Feb24	Feb25	9:00-4:00	2	Classroom (FF)	\$98.88



## Writing and Communication

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



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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
12808	TH	Jan18	Apr12	6:00-10:00	13	Classroom (FF)	\$445.60

### Business Report Writing

COMMLL0330

Learn to structure written reports from memos to formal presentations in ways that are precise, clear and easy to read. Ideal for anyone who finds the report writing demands of a job outstrip their training. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12285		Jan16	Apr24			OntarioLearn	\$439.14

### Business Writing Strategies

COMMLL0325

Develop practical writing skills using technology for successful communication in business. Learn how to compose business correspondence including e-mails, memoranda, letters and reports with a focus on routine, persuasive, and negative messages. Includes a review of grammar and mechanics. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12754		Jan16	Apr24			OntarioLearn	\$463.65

### Communication

COMMLL041

Develop thinking, writing, reading, speaking and listening skills with emphasis on effective written communication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12807	TU	Jan16	Apr17	6:00-9:00	14	Classroom (FF)	\$346.08

### Communication D

COMMLL1040

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
12806	SA	Jan20	Apr7	8:30-1:30	11	Classroom (FF)	\$445.60

### Creative Writing for Beginners

COMMLL0331

Beginner writers and those with previous writing experience will hone their skills, benefit from a series of exercises and get involved in creative writing and critical reading. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12604		Jan16	Apr24			OntarioLearn	\$341.10

### English 1

COMMLL0256

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. Equivalent to: COMMLL041. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12238		Jan16	Apr24			OntarioLearn	\$463.65
12709		Feb1	May10			OntarioLearn	\$463.65
12721		Mar1	Jun7			OntarioLearn	\$463.65

### Essentials of Writing Fiction

CREA10032

Core elements needed for creative writing are covered. Gain understanding of the process of creative writing including theme, setting, plotting and characterization. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12233		Jan16	Apr24			OntarioLearn	\$484.05

### Interpersonal Communication Skills

COMM10294

Interpersonal communication might be thought of as the primary building block for other communication contexts. It begins where all human, social phenomena begin, with the self. It continues as an ongoing process of sharing meanings with others. It is important for group communication and organizational communication and is immediately useful because it is a process in which we constantly participate. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12415		Jan16	Apr24			OntarioLearn	\$439.14

### 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. Prerequisite: COMMLL041 or equivalent post-secondary communications course. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13042		Jan16	Apr24			OntarioLearn	\$395.14

### Writing a Marketing Plan

COMM10298

Learn the fundamental skills and use templates to complete a comprehensive marketing plan by focusing on the core concepts required to address product positioning, pricing, promotion, and place of distribution - the four P's of Marketing. 24 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12237		Jan16	Mar27			OntarioLearn	\$292.08

### Writing for Sales Material

COMM10299

Examine the craft of persuasive writing as it applies to sales letters and promotional material. Analyze the logical and rhetorical structure of effective sales material and apply these strategies to your work. The media's use of literary techniques such as allusion and irony are examined as you practice the use of such techniques in persuading target audiences. 24 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12236		Jan16	Mar27			OntarioLearn	\$292.08

### 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
12228		Jan16	Apr24			OntarioLearn	\$484.05
12708		Feb1	May10			OntarioLearn	\$484.05
12720		Mar1	Jun7			OntarioLearn	\$484.05

### Writing Skills for the Web

COMM10297

Examine specific issues and skills for writing for emphasis and visual impact, the basics of SEO (Search Engine Optimized) writing, sourcing images and video and simple techniques for incorporating them with text. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12441		Jan16	Apr24			OntarioLearn	\$439.14



# Community Services and Support

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

## Programs and Courses

### **C** Ontario College Graduate Certificates

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Career Consultant Certificate (076) .....	57
Concurrent Disorders Certificate (252) .....	60
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## CREDENTIALLED PROGRAMS


**Addictions/Concurrent Disorders**
**ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/acd](http://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.




## 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
11390	TH	Jan25	Mar22	6:30-9:30	9	Classroom (FF)	\$222.48



**Autism and Behavioural Sciences  
Certificate (164)**
**ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 14 courses

[ce.mohawkcollege.ca/autism](http://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.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Apply online at the website above.

## 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
12119		Jan18	Apr19			eLearn	\$416.25

**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
12120		Jan18	Apr19			eLearn	\$534.45

**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
12121	Jan18	Apr19				eLearn	\$277.50

**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
12122	Jan18	Apr19				eLearn	\$534.45

**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
12130	Jan18	Apr19				eLearn	\$277.50

**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
12123	Jan18	Apr19				eLearn	\$534.45

**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
12125	Jan18	Apr19				eLearn	\$277.50

**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
12127	Jan18	Apr19				eLearn	\$416.25

**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
12128	Jan18	Apr19				eLearn	\$416.25

**Tuition Assistance**

A variety of options are available.  
Obtain full details and apply online!

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)

**Career Consultant Certificate (076)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 9 courses**[ce.mohawkcollege.ca/careerconsultant](http://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. Online courses are offered to provide flexible learning but include face-to-face components to benefit all learners.

**Admission Requirements**

- A degree or diploma or recognized equivalent.
- Apply online at the website above.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
CREDCAR01 Theories Of Career Development	42
CREDCAR02 Career Development Resources	42
CREDCAR03 Work Search Tools and Techniques	42
CREDCAR04 Individual Helping Relationships	42
CREDCAR05 Group Facilitation Skills	42
CREDCAR06 Career Development Measurement And Assessment	45
CREDCAR07 Socio Economic Change And Response	45
CREDCAR08 Diversity In The Workplace	42
CRED10100 Ethics in Career Consulting	14

If interested in a placement opportunity please contact [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for more information.

**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. Online live video sessions, students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11423	Jan17	Apr11				eLearn	\$343.14

**Diversity In The Workplace****CREDCAR08**

Career Consultants have the opportunity to work with individuals from many diverse groups. Prepare to advise clients with specific needs and examine and address possible barriers to employment. Legislative regulations will be discussed including The Ontario Human Rights Code, Conflict Resolution and the Accessibility for Ontarians with Disabilities Act (AODA). Online live video sessions, students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11424	Jan23	Apr17				eLearn	\$343.14

**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. Online live video sessions, students can participate in the session or wait and watch the recorded session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11422	Jan25	Apr19				eLearn	\$343.14



## Child & Youth Care Diploma (612)

Formerly Child & Youth Worker (610)

### ONTARIO COLLEGE ADVANCED DIPLOMA

**Graduation Requirement: 30 courses**

[ce.mohawkcollege.ca/cyc](http://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.
- Apply online at the website above.



### 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
PSYC55156	Introduction to Psychology	42
SSCI55108	Introduction to 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
PSYC55271	Developmental Psychology	42
WORK10112	Seminar 1 - Professionalism in Child and Youth Care	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 Care	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
11217	WE	Jan17	Apr18	6:00-9:30	14	Blended (FF)	\$445.60

#### Cognitive Behaviour Modification In Child and Youth Care HMNSCC457

Presents two treatment approaches: the theory and techniques of Behaviour Modification and Cognitive Behavioural Modification. Each theory will be examined on its own merit and then studied in terms of an integration of the two approaches.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11209		Jan18	Mar29			eLearn	\$228.76



**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: Field Internship 1 (WORKCC455). You MUST register for HMNS10104 AND WORK10136. Required prerequisites are listed at [ce.mohawkcollege.ca/cyc](http://ce.mohawkcollege.ca/cyc).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11995	Jan8	Apr16				FieldWork	\$574.72

**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](http://ce.mohawkcollege.ca/cyw).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12007	Jan8	Apr16				FieldWork	\$833.44

**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
11205	Jan18	Apr19				eLearn	\$343.14

**Human Sexuality For Child & Youth Care****HMNSCC558**

Integrate Human Sexuality Theory through planning, implementing and evaluating therapeutic programs. Prerequisites: HMNSCC162 & HMNSCC358.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11218	TU	Jan16	Apr10	6:00-9:30	13	Blended (FF)	\$346.08

**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
11200	Jan16	Apr24				OntarioLearn	\$439.14

**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
11204	Jan16	Apr24				OntarioLearn	\$439.14

**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
11219	TH	Jan18	Apr12	6:00-9:30	13	Blended (FF)	\$346.08

**Legislation: Policies & Procedures****MGMTCC153**

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
11211	Jan18	Apr19				eLearn	\$343.14

**Professional Development in Child and Youth Care HMNS10105**

Process and explore your professional development and working style as you prepare for entry into the Child and Youth Care field. Prerequisites: HMNS10104 and WORK10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11215	Jan18	Apr19				eLearn	\$343.14

**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. Prerequisites: HMNSCC142 and HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12014	Jan15	Apr23				FieldWork	\$610.95

**Seminar 2 - Trends and Issues in Child and Youth Care****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. Prerequisite: WORK10112.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11216	Jan8	Apr16				eLearn	\$228.76

**Working with Exceptionalities****HMNS10103**

Year 1 & 2. Introduces a variety of exceptionalities found in children and youth. Explore diagnosis, commonalities, assessment and interventions in relation to each exceptionality.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11220	MO	Jan15	Apr9	6:00-9:30	13	Blended (FF)	\$346.08

**Children's Mental Health****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/cmh](http://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

EDUCEC121 is offered on page 63. PSYCSS271 is offered on page 49.

**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
12577	Jan16	Apr24				OntarioLearn	\$463.65

### 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
12579	Jan16	Apr24				OntarioLearn	\$463.65

### 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
12580	Jan16	Apr24				OntarioLearn	\$463.65

### 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
12576	Jan16	Apr24				OntarioLearn	\$463.65

### 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
12578	Jan16	Apr24				OntarioLearn	\$463.65



## Concurrent Disorders Certificate (252)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 13 courses

[ce.mohawkcollege.ca/concurrent](http://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.
- 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.
- Apply online at the website above.



Turn to page 2 for contacts

### 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

Examine the special needs of varied populations who experience concurrent disorders.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12134	Jan16	Apr24				OntarioLearn	\$409.00

### 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
12133	Jan16	Apr24				OntarioLearn	\$608.13

### Concurrent Disorders Field Seminar

CRED10081

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
12135	Jan16	Apr24				OntarioLearn	\$194.80

### 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
12136	Jan16	Apr24				OntarioLearn	\$480.40

### Field Placement Concurrent Disorders

WORK10113

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
12137	Jan16	Apr24				OntarioLearn	\$901.81

**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
12138		Jan16	Apr24			OntarioLearn	\$337.60

**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
12139		Jan16	Apr24			OntarioLearn	\$194.80

**Supporting Families Living With Concurrent Disorders**

HMNS10053

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
12140		Jan16	Mar6			OntarioLearn	\$194.80

**Counselling Techniques Certificate (802)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 8 courses

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



Turn to page 2 for contacts

**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 Introduction to Psychology	42
PSYCSS271 Developmental Psychology	42
PSYCTC106 Report Writing For The Behavioural Sciences	42

PSYCSS156 is offered on page 50. PSYCSS271 is offered on page 49.

**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
11289	WE	Jan17	Apr11	6:00-9:30	13	Blended (FF)	\$346.08

**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
11290	MO	Jan15	Apr9	6:00-9:30	13	Blended (FF)	\$346.08

**Criminal Psychology and Behaviour****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses



Turn to page 2 for contacts

[ce.mohawkcollege.ca/criminal](http://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
12325		Jan16	Apr24			OntarioLearn	\$463.65

**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
12323		Jan16	Apr24			OntarioLearn	\$463.65

**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
13051		Jan16	Apr24			OntarioLearn	\$419.65

**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
12322		Jan16	Apr24			OntarioLearn	\$463.65

**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
13053		Jan16	Apr24			OntarioLearn	\$419.65

**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
12324		Jan16	Apr24			OntarioLearn	\$463.65

## Diversity and Intercultural Relations

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/diversity](http://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 Introduction to Sociology	42
SSCISS288 Contemporary Social Problems-Police Foundations	48

SSCISS108 is offered on page 50.

### 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: SSCISS108.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12575		Jan16	Apr24			OntarioLearn	\$484.05

### Diversity and First Nations SSC10017

Examine inequality in various social settings, including but not limited to: race, gender, ethnicity, class, and sexual orientation. Enhance knowledge of important issues in the Aboriginal cultures of Canada, and explore the legal status of Aboriginal people and Aboriginal rights and self-determination. Equivalent to: Diversity & First Nations: Canada (SSCI10039).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12496		Jan16	Apr24			OntarioLearn	\$439.14

### 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
12573		Jan16	Apr24			OntarioLearn	\$439.14

### Introduction to Racism and Discrimination SSC10026 (E)

Enhance your awareness of discrimination and racism and explore sociological factors that contribute to bias and prejudice. Consider how to manage these issues as occupational professionals and individuals in a multicultural society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12571		Jan16	Apr24			OntarioLearn	\$439.14

### World Religions: Western and Eastern Traditions EDUC10092

Better understand living religious traditions by examining their origins and histories, and discuss the figures, beliefs, sacred texts, rituals, stories and historical events which helped to shape their development.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12570		Jan16	Apr24			OntarioLearn	\$381.95

## Early Childhood Education Diploma (213)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

[ce.mohawkcollege.ca/ece](http://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.
- Apply online at the website above.

### PROGRAM OF STUDIES

Mandatory Courses:	Hours
EDUC10074 Responsive Care for Infants and Toddlers	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 (COMM11041 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: Supervision and Administration (EDUCEC332).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11235		Jan16	Apr24			OntarioLearn	\$395.14



**Child Development & Behaviour 1**

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
11229		Jan18	Apr19			eLearn	\$343.14

**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
11232		Jan18	Apr19			eLearn	\$343.14

**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: Inclusion in the ECE Classroom (EDUCEC301).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11236		Jan16	Apr24			OntarioLearn	\$484.05

**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
11231		Jan18	Apr19			eLearn	\$343.14

**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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11230		Jan18	Apr19			eLearn	\$343.14

**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
11237		Jan16	Apr24			OntarioLearn	\$395.14

**Field Placement Prep**

EDUC10093

Prepare and meet the requirements for upcoming field placements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11239		Jan18	Feb22			eLearn	\$215.38
11240		Mar1	Apr5			eLearn	\$215.38

**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
11238		Jan16	Apr24			OntarioLearn	\$337.95

**Learning Environment 1**

EDUCEC115

Plan, organize, implement and evaluate program ideas and activities. Develop a repertoire of resources by setting up an engaging and stimulating learning environment. 30 hours in class and 12 hours via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11228	TH	Jan18	Apr19	6:30-9:30	14	Blended (FF)	\$346.08

**Parent Teacher Child Relationship 2**

EDUCEC228

Through observation and self-awareness, develop sensitivity to diversity and resourcefulness in working with children individually or in groups. Integrate educational technology and present day trends with instructional delivery and relationship building. Prerequisite: EDUCEC128.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11226	TU	Jan16	Apr17	6:30-9:30	14	Blended (FF)	\$346.08

**Responsive Care for Infants and Toddlers**

EDUC10074

Relate concepts and principles of infant and toddler development to designing developmentally appropriate curriculum and learning environments.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11227	WE	Jan17	Apr18	6:30-9:30	14	Blended (FF)	\$346.08

**Wellness for Children**

HLTH10121

Learn to optimize Safety, Nutrition and Health in a child care environment. Focus on infection control, minimizing indoor and outdoor safety risks, and ensuring nutritional balance. Equivalent to: Health, Safety & Nutrition (HLTHEC101).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11234		Jan16	Apr24			OntarioLearn	\$324.76

**Working with Parents**

EDUC10076

Learn to work effectively with parents. Examine the dual role of parents as a resource and client, and the role of child care as a support system for families. Develop skills necessary to plan, implement and evaluate parent meetings. Equivalent to: Parents as Partners (EDUCEC420).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11233		Jan16	Apr24			OntarioLearn	\$439.14

## Early Childhood Education - Leadership and Administration Certificate (932)

**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement 6 courses**

[ce.mohawkcollege.ca/eceleadershipadmin](http://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.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
EDUC10080	ECE Leadership Development	42
COMM10286	ECE Communication and Relationships	42
FINC10027	ECE Governance and Finance	42
HRES10023	ECE Human Resources	42
EDUC10081	Family Engagement	42
EDUC10082	ECE Leadership in Action	42

**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
11284		Jan18	Apr19			eLearn	\$343.14

**ECE-Leadership in Action****EDUC10082**

Exemplify leadership as it relates to all other pillars of the program in this capstone course. Incorporate leadership principles within a variety of early learning and care settings, including home-based operations, for productive day-to-day operations such as: curriculum evaluation and development, stakeholder collaboration, professional practice, advocacy and support of organizational change and new government initiatives.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11283	TU	Jan16	Apr17	6:30-9:30	14	Blended (FF)	\$346.08

## Early Childhood Education Resource Consulting Certificate (956)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 8 courses**[ce.mohawkcollege.ca/eceresourceteacher](http://ce.mohawkcollege.ca/eceresourceteacher)

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page 2 for  
contacts

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.
- Apply online at the website above.

**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. Prerequisite or Corequisite: EDUCRT001 or EDUC10100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11288		Jan18	Apr19			eLearn	\$343.14

**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
12058		Jan15	Apr23			FieldWork	\$583.71

**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: HMNSRT021 and HMNSRT041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12059		Jan15	Apr23			FieldWork	\$583.71

**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
11287		Jan18	Apr19			eLearn	\$343.14

**Introduction to Resource Teaching****EDUCRT001**

Explore the role of a resource teacher in licensed care settings, community outreach programs and clinical situations. Analyze current issues, trends and legislation with a historical look at inclusion. Differentiate between various diagnoses with focus on speech and language and develop individualized health care plans.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11285		Jan18	Apr19			eLearn	\$343.14

**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. Prerequisite: EDUCRT001 or EDUC10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11286		Jan18	Apr19			eLearn	\$343.14

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## Educational Support Diploma (747)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 25 courses

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

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.
- 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.
- Apply online at the website above.



### 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 Introduction to 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
OPELXXXX General Education Option	42
OPELXXXXZ General Education Option	42

#### Adaptive and Assistive Technology

COMP10006

Learn to use adaptive technology to assist special needs children. You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11241	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11242	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11243	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11244	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11245	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11246	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11247	Jan16	Apr24				OntarioLearn	\$395.14

#### 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. Prerequisite: EDUCEDE17 and EDUCEDE21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11248	Jan16	Apr24				OntarioLearn	\$395.14

#### 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
11249	Jan16	Apr24				OntarioLearn	\$395.14

**Personal And Interpersonal Dynamics** EDUCUDE17

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
11250	Jan16	Apr24				OntarioLearn	\$395.14

**Physical and Multiple Exceptionalities** EDUCUDE26

"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: EDUCUDE23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11251	Jan16	Apr24				OntarioLearn	\$395.14

**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: EDUCUDE16. Prerequisite: EDUC10075, EDUCUDE14, EDUCUDE17 and SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12144	Jan16	Apr24				OntarioLearn	\$537.25

**Placement 2** EDUC10086

Formerly Practicum 3. Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Equivalent to: EDUCUDE24. Prerequisite: EDUC10085.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12145	Jan16	Apr24				OntarioLearn	\$537.25

**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. Equivalent to: EDUCUDE25. Prerequisite: EDUC10086.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12146	Jan16	Apr24				OntarioLearn	\$537.25

**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
11252	Jan16	Apr24				OntarioLearn	\$395.14

**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
11253	Jan16	Apr24				OntarioLearn	\$395.14

**Technology in Education** EDUCUDE19

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
11254	Jan16	Apr24				OntarioLearn	\$395.14

**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
11255	Jan16	Apr24				OntarioLearn	\$395.14

**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
11256	Jan16	Apr24				OntarioLearn	\$395.14

**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
11257	Jan16	Apr24				OntarioLearn	\$395.14

**Fundamentals of Correctional Practices****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses



Turn to page 2 for contacts

[ce.mohawkcollege.ca/correctional](http://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
SSCI10061 Criminology Introduction	45
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

PSYCSS021 is offered on page 52.

**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
12493	Jan16	Apr24				OntarioLearn	\$439.14

**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
12320	Jan16	Apr24				OntarioLearn	\$341.10



**Criminology Introduction****SSCI10061**

**NEW!** Criminology seeks to understand the underpinnings of criminal and deviant behaviour. Examine this behaviour through sociological, biological and psychological perspectives and apply this knowledge in critical examination of Canadian and global crimes and statistics. Provides a contemporary look at victimology and restorative justice.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12795		Jan16	Apr24			OntarioLearn	\$463.65
12797		Feb1	May10			OntarioLearn	\$463.65
12798		Mar1	Jun7			OntarioLearn	\$463.65

**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
12317		Jan16	Apr24			OntarioLearn	\$341.10

**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
12318		Jan16	Apr24			OntarioLearn	\$341.10

**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
12319		Jan16	Apr24			OntarioLearn	\$341.10

**Youth In Conflict With The Law****LAWSPF305**

Examine the handling of young offenders within the judicial system. Develop understanding of relevant legislation, detention, interviewing and processing, disposition alternatives, extra-judicial measures and rehabilitation options. Prerequisite: LAWSPF111.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12572		Jan16	Apr24			OntarioLearn	\$439.14

**Holistic Studies - Introduction****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**[ce.mohawkcollege.ca/holistic](http://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-exploratory 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

**Alternative Healing Methods****HLTH10228**

Discover the complementary, alternative medicine (CAM) and healing practices that are used in combination with conventional medicine and treatment. Understand the five categories of CAM including: alternative medicinal systems, manipulative therapies, mind-body interventions, biological based treatments and energy therapies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12622	WE	Jan17	Apr25	6:30-9:30	14	Classroom (FF)	\$346.08

**Libraries and Digital Technologies Certificate (965)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 12 courses**

[ce.mohawkcollege.ca/libdigitech](http://ce.mohawkcollege.ca/libdigitech)  
[celibrary@mohawkcollege.ca](mailto: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.
- Apply online at the website above.

**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	36
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.

**Capstone II****LIBR10051**

Using skills acquired throughout the program, students will create an analytical research report leading to a client-focused proposal and multi-media presentation on a digital technology appropriate for library and information services industry.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12143		Jan16	Apr24			OntarioLearn	\$1102.45

**Digital Media in Libraries****LIBR10049**

Examine the expanding educational role and function of libraries as they become digital spaces supporting community creativity, engagement and participatory learning. Investigate how reframing of the library within the new culture of innovation, creativity and imagination supports users as they create, build and craft with digital technology and tools.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12141		Jan16	Apr24			OntarioLearn	\$426.79

**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
12142		Jan16	Apr24			OntarioLearn	\$426.79

## Library and Information Technician Diploma (800)

**ONTARIO COLLEGE DIPLOMA****Graduation Requirement: 28 courses**

[ce.mohawkcollege.ca/library](http://ce.mohawkcollege.ca/library)  
[celibrary@mohawkcollege.ca](mailto: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](http://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.

**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		
<b>Options - Choose 4:</b>		
LIBRLT385	Children's Services and Issues	36
OADMRL100	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
11276		Jan16	Apr24			OntarioLearn	\$346.12

**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
11279	Jan16	Apr24				OntarioLearn	\$346.12

**Circulation and Inter Library Loan****LIBR10037**

Explore circulation functions and issues for libraries and information services. Topics include inventory control, inter-library loan and document delivery. Copyright and health and safety issues in libraries are also discussed. Equivalent to: LIBRLT215. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11265	Jan16	Apr24				OntarioLearn	\$346.12

**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 2016 required. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11260	TU	Jan16	Mar6			OntarioLearn	\$223.57

**Electronic Publishing and Emerging Library Technologies****INFOLT402**

Focus on electronic publishing, including using basic web design, image editing, screen recording, blogs, wikis, social networking, augmented reality, 3D printing and gamification. Prerequisite: INFO10156 or COMP10136.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11261	Jan16	Apr24				OntarioLearn	\$346.12

**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 skill. LIBR10044 and LIBR10039 must be taken either prior to or concurrently. Before registering visit [ce.mohawkcollege.ca/library](http://ce.mohawkcollege.ca/library) for important information and to submit a placement planning form. Prerequisites: INFO10172 and LIBR10037 and LIBR10042 and LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12024	Jan16	Apr24				OntarioLearn	\$194.86
12027	Feb1	May10				OntarioLearn	\$194.86
12029	Mar1	Jun7				OntarioLearn	\$194.86

**Field Work 2****WORKLT490**

Broaden your educational experience in a different type of library than your first placement. Supervised experience in libraries is essential in the development of library skills. LIBR10038 must be taken either prior to or concurrently. Before registering visit [ce.mohawkcollege.ca/library](http://ce.mohawkcollege.ca/library) for important information and to submit a placement planning form. Prerequisites: WORKLT290 & INFOLT402 & LIBR10040 & INFOLT340 & LIBRLT350 & LIBRLT351 & HRESLT150 & LIBR10039 & LIBR10043 & LIBR10044.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12030	Jan16	Apr24				OntarioLearn	\$194.86
12032	Feb1	May10				OntarioLearn	\$194.86
12033	Mar1	Jun7				OntarioLearn	\$194.86

**Health Libraries and Resources****LIBR10004**

Explore 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, databases and the web to meet users' information needs. Prerequisite: LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11262	Jan16	Apr24				OntarioLearn	\$346.12

**Human Relations and Supervision****HRESLT150**

Apply the basic principles of effective supervision to a library environment. Topics include planning, recruitment, selection, training, motivation, delegation and time management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11258	Jan16	Apr24				OntarioLearn	\$346.12

**Indexing and Subject Analysis****LIBR10038**

Study the principles of indexing including indexing types and rules, and creation of abstracts. Explore the principles of subject analysis including thesauri and Library of Congress Subject Headings. Fee includes access to proprietary databases. Equivalent to: LIBRLT325. Prerequisites: LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11266	Jan16	Apr24				OntarioLearn	\$356.12

**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
11259	Jan16	Apr24				OntarioLearn	\$370.63

**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. Prerequisites: meet the program admission requirements and apply through [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11274	Jan16	Apr24				OntarioLearn	\$370.63

**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
11264	Jan16	Apr24				OntarioLearn	\$346.12

**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
11280	Jan16	Apr24				OntarioLearn	\$346.12

**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
11267	Jan16	Apr24				OntarioLearn	\$380.63

**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
11282	Jan16	Mar6				OntarioLearn	\$199.06



**Library Programming, Marketing and Advocacy** LIBR10040

Examine vital customer service skills including program planning and delivery, marketing, partnerships, user training and library advocacy. Equivalent to: LIBRLT435. Prerequisite: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11268		Jan16	Apr24			OntarioLearn	\$346.12

**Multimedia** LIBRLT335

Focus on materials in formats such as video, DVD, films, compact discs, records, software, talking books, pictures and maps. Explore the acquisition, processing, cataloguing, storage, and circulation of these materials. Discuss issues such as copyright and public performance, equipment needs and maintenance, as well as other trends. Prerequisite: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11388		Jan16	Apr24			OntarioLearn	\$346.12

**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
11269		Jan16	Apr24			OntarioLearn	\$370.63

**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
11272		Jan16	Apr24			OntarioLearn	\$370.63

**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. Apply online search skills to effectively answer typical queries. Equivalent to: LIBRLT425. Prerequisite: LIBR10044.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11273		Jan16	Apr24			OntarioLearn	\$370.63

**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
11270		Jan16	Apr24			OntarioLearn	\$356.12

**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
11271		Jan16	Apr24			OntarioLearn	\$346.12

**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
11278		Jan16	Apr24			OntarioLearn	\$370.63

**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
11277		Jan16	Apr24			OntarioLearn	\$199.06

**Youth Services and Issues** LIBR10034

Explore the role of public library staff in youth advocacy and community partnerships serving teens. Investigate the basics of collection development, programming, space design and readers' advisory services for this age group.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11263		Jan16	Apr24			OntarioLearn	\$346.12

**Long Term Care Management**

See page 89 for information on this program.

**Mourning, Grief and Bereavement****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses

[ce.mohawkcollege.ca/mourning](http://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
12476		Jan16	Apr24			OntarioLearn	\$390.12

**Death and Dying in Crisis Intervention** PSYC10017

Study the Hendricks' model of death notification, acute grief reactions, notifying children and the elderly of a sudden death (homicide, suicide, accidental), sudden infant death and parental grief, the grieving person's reactions, what can be done to facilitate mourning, pathological grief, risk factors and, multi-cultural issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12481		Jan16	Apr24			OntarioLearn	\$341.10



**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
12479	Jan16	Apr24				OntarioLearn	\$390.12

**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. Consider other factors influencing the grief response such as age, gender and manner of death.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12472	Jan16	Apr24				OntarioLearn	\$390.12

**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
12327	Jan16	Apr24				OntarioLearn	\$390.12

**Thanatology****PSYC10021**

Study 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
12326	Jan16	Apr24				OntarioLearn	\$390.12

**Psychosocial Rehabilitation Certificate (016)**

See page 94 for information on this program.

**Records and Information Management Certificate (810)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

[ce.mohawkcollege.ca/recordsmanagement](http://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
OADM100 Records And Information Management Fundamentals	39
OADM101 Active Records Management	39
GRAP102 Document Management Technology	39
LIBR103 Archives	39
<b>Option Group 1 - Choose 1:</b>	
COML122 Researching and Reporting-Lgs	42
COMM027 Organizational Business Communication	45
<b>Option Group 2 - Choose 1:</b>	
INFO1095 MSOffice 2010	42
COMP10166 Microsoft Office 2013	42

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

**Active Records Management****OADM101**

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: OADM100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11291	Jan16	Apr24				OntarioLearn	\$370.63

**Archives****LIBR103**

Develop an understanding of archival theory and practice. Focus on the relationship between archives and records management, acquisition and appraisal, arrangement and description, reference services, preventive conservation, and facility planning and security.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11281	Jan16	Apr24				OntarioLearn	\$370.63

**Document Management Technology****GRAP102**

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
11292	Jan16	Apr24				OntarioLearn	\$370.63

**Records And Information Management Fundamentals****OADM100**

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
12151	Jan16	Apr24				OntarioLearn	\$370.63

## A School Based Support

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/sbs](http://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](mailto: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. You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCEDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11241		Jan16	Apr24			OntarioLearn	\$395.14

### 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
11242		Jan16	Apr24			OntarioLearn	\$395.14

### 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. Prerequisite: EDUCEDE17 and EDUCEDE21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11248		Jan16	Apr24			OntarioLearn	\$395.14

## D Social Service Worker Diploma (215)

### ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 29 courses

[ce.mohawkcollege.ca/socialserviceworker](http://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.
- Apply online at the website above.

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[mymohawk.mohawkcollege.ca](http://mymohawk.mohawkcollege.ca)

## 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
HMNSO127	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
HMNSO230	SSW Advanced Interviewing Skills	28
HMNSO232	Privilege & Oppression in SSW	28
PSYCSS156	Introduction to Psychology	42
WORK10120	Seminar 1	14
WORK10121	Field Placement 1	200
OPELXXXX	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
HMNSO231	Crisis Intervention	28
HMNSO434	Practice in Organizations	28
LAWS10112	Social Policy & Law	28
WORK10124	Seminar 3	14
WORK10125	Field Placement 3	200

## Advocacy for SSW

## HMNS10098

Year 3 and 4. Advocacy is a key feature of anti-oppressive social service worker practice. SSW advocacy seeks to ensure that social welfare policies and programs are accessible, effective, suitable, flexible, inclusive, sufficient and competent for service users. Practical skills and strategies aimed at defending the rights of individuals, families, groups and communities are examined and practiced.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11221	MO	Jan29	Mar26	6:15-9:30	9	Blended (FF)	\$230.72

## 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
11222	MO	Jan15	Apr9	6:15-9:30	13	Blended (FF)	\$346.08

## Crisis Intervention

## HMNSO231

Year 3 and 4. Provide key concepts, theories, strategies and techniques for intervention in crisis situations. Learn a model of crisis intervention for day to day use in social service work practice as well as apply techniques and strategies to specific practice situations. NOTE: Last class will only be one hour.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11223	WE	Jan31	Mar28	6:15-9:30	9	Blended (FF)	\$230.72

## Interviewing Skills

## COMMSO226

Develop a range of skills and techniques, which are integral to a humanistic, client-centered approach to helping. Emphasizes the enhancement of the students' own self-awareness and the purposeful use of self in the helping interview.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11224	TH	Jan18	Apr12	6:15-9:30	13	Blended (FF)	\$346.08

## 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: HMNSO126 & SSCISO122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11225	TU	Jan16	Apr10	6:15-9:30	13	Blended (FF)	\$346.08



## Teaching the Adult Learner Certificate (129)

## MOHAWK COLLEGE CERTIFICATE

## Graduation Requirement: 6 courses

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



Turn to page 2 for contacts

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
12706		Jan16	Apr24			OntarioLearn	\$439.14

## 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
12437		Jan16	Apr24			OntarioLearn	\$439.14

**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
12440		Jan16	Apr24			OntarioLearn	\$439.14
12731		Mar1	Jun7			OntarioLearn	\$439.14

**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
12436		Jan16	Apr24			OntarioLearn	\$439.14
12714		Feb1	May10			OntarioLearn	\$439.14
12729		Mar1	Jun7			OntarioLearn	\$439.14

**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
12438		Jan16	Apr24			OntarioLearn	\$439.14
12730		Mar1	Jun7			OntarioLearn	\$439.14

**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
13045		Jan16	Apr24			OntarioLearn	\$297.10

**Victimology**

See page 100 for information on this program.

**Volunteer Management Certificate (095)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 3 courses

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



Turn to page 2 for contacts

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
MGMT10152 Foundations of Volunteer Management	60
MGMT10153 Program Development and Evaluation	60
MGMT10154 Strategic Planning and Leadership	60

**Program Development and Evaluation****MGMT10153**

Further enhance your management skills with emphasis on leadership, legal issues, team building, communications plans, quality assurance. 24 hours in-class, 36 hours via eLearn. In-class dates: Jan 20, Feb 10, Mar 24. Equivalent to: MGMTSSP43. Prerequisite: MGMT10152.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12770	SA	Jan20	Mar24	9:00-4:00	6	Blended (FF)	\$472.80

**OTHER COURSES****Human Services**

[ce.mohawkcollege.ca/human-services-courses](http://ce.mohawkcollege.ca/human-services-courses)



Turn to page 2 for contacts

**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
11389		Jan16	Apr24			OntarioLearn	\$484.05

**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. Training material included. Visit [ce.mohawkcollege.ca/asist](http://ce.mohawkcollege.ca/asist) for more information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12051	SA/SU	Feb24	Feb25	8:30-4:30	2	Classroom (FF)	\$177.84

**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
12052	SA	Mar10	Mar10	9:00-4:00	1	Classroom (FF)	\$162.79

**Massage Therapy OSCE Prep: Tips to build your confidence****HLTH10270**

Provides mental preparation strategies for the CMTO OSCE. Learn tips for decreasing the stress surrounding exam and study preparation. Discuss exam day tips including: how to read the stem for best initiation of the station, setting a plan before you enter the room, recovering from a "blank out" or mistake, effective utilization of time and fine tuning draping.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12850	SA	Mar24	Mar24	10:00-2:00	1	Classroom (FF)	\$150.00

**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
12053	SA/SU	Mar24	Mar25	9:00-4:00	2	Classroom (FF)	\$148.90

**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
12054	SA/SU	Jan27	Jan28	9:00-4:00	2	Classroom (FF)	\$123.18
12055	SA/SU	Mar24	Mar25	9:00-4:00	2	Classroom (FF)	\$123.18



## Police Foundations

[ce.mohawkcollege.ca/policefoundations](http://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 Police Foundations 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: Communications (COMMLL123). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12498	Jan16	Apr24				OntarioLearn	\$439.14

### 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
12502	Jan16	Apr24				OntarioLearn	\$439.14

### 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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12506	Jan16	Apr24				OntarioLearn	\$439.14

### Managing Conflict **CONF10009**

Examine some occurrences commonly encountered by police officers and the use of relevant legislation and problem management techniques to assist with effectively managing such occurrences. Equivalent to: Conflict Management (CONFSS426). 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12574	Jan16	Apr24				OntarioLearn	\$484.05

### Principles of Ethical Reasoning **LAW10174**

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: Principles of Ethical Reasoning (LAWSPF106). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12582	Jan16	Apr24				OntarioLearn	\$463.65

### Provincial Offences **LAW10175**

Learn to interpret and apply provincial statutes, with emphasis on arrest, search and seizure authorities, common offences, and involvement of non-police agencies. Equivalent to: Provincial And Federal Offences (LAWSL413) and Provincial Offences (LAWSPF401). 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12487	Jan16	Apr24				OntarioLearn	\$484.05

### 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. Final exam must be written to pass this course. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12568	Jan16	Apr24				OntarioLearn	\$439.14

## Security and Investigation

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



### By-Law Enforcement

**LAW10139**

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
12490	Jan16	Apr24				OntarioLearn	\$324.76

### Private Investigator Training

**LAW10138**

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 Req (LAW10091). 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12569	Jan16	Apr24				OntarioLearn	\$538.45

### Private Investigator-Licensing Requirements **LAW10091**

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 (Feb 24, Mar 3, 4 & 10), 10 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12056	SA/SU	Feb24	Mar10	8:00-6:00	4	Blended (FF)	\$404.80

### Private Security - Licensing Requirements **LAW10087**

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 (Feb 24, Mar 3 & 4), 15 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12057	SAY/SU	Feb24	Mar4	8:00-6:00	3	Blended (FF)	\$329.60

## Wellness Workshops

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



### Meditation

**RECL10041**

Be guided in your journey to remove stress and replace it with a sense of calm, relaxation and inner stillness through awakened, mindful meditation. Open to all levels of experience. Bring a yoga mat or meditation cushion to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12920	TH	Jan18	Feb22	6:00-7:00	6	Classroom (FF)	\$118.25

### Yoga

**RECL10042**

Explore yoga postures, deep breathing and mindfulness to learn how these tools can improve 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. Bring a yoga mat to each class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12921	TU	Jan16	Feb20	6:00-7:30	6	Classroom (FF)	\$159.55

Private Investigator and Private Security  
licensing and testing are outlined at  
[ce.mohawkcollege.ca/investigation](http://ce.mohawkcollege.ca/investigation)

# Computers

ce.mohawkcollege.ca/computers



## Programs and Courses

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#### Course Notes

- Printing costs will be charged at all printers.
- All courses require a textbook.
- If you wish to save your work to take off campus you must bring a USB memory stick to 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.
- Independent study will be required in addition to classroom learning.

#### Software Versions

- Adobe CC (Creative Cloud)
- Microsoft Office 2016
- Outlook 2016
- Publisher 2016
- Visio 2016
- Windows 7

**Unless specified otherwise, software is your responsibility and is not included in course fees.**

#### 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 [mohawkcollege.ca/plar](http://mohawkcollege.ca/plar) or email [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca) to arrange a Challenge Exam. 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.

## CREDENTIALLED PROGRAMS

### Business Computer Applications Certificate (915)

Students who are currently in progress should email [cebusiness@mohawkcollege.ca](mailto:cebusiness@mohawkcollege.ca) for information on completing the program.

### Computer Science - Level 1 Certificate (892)

#### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/computerscience](http://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
COMP10001	Programming Fundamentals	70
COMP10062	Programming in Java	70
ELEC10118	Computer Hardware and Software	56
ELEC10034	Network Fundamentals	70
ELEC10050	Internet Technologies	56
MATH10042	Mathematics for Computer Studies	56

MATH10042 is offered on page 114.

#### Computer Hardware and Software ELEC10118

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12839	MO/WE	Jan15	Mar5	6:00-10:00	14	Classroom (FF)	\$445.60

#### Internet Technologies ELEC10050

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12836	MO/WE	Mar12	Apr25	6:00-10:00	14	Classroom (FF)	\$445.60

#### 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
12834	MO/WE	Mar7	Apr23	6:00-9:30	20	Classroom (FF)	\$540.80

#### Programming Fundamentals COMP10001

Build a foundation for learning and practicing the discipline of Software Engineering and the application of tools and methods to produce and maintain quality software systems. Develop essential skills to create software structures and logic. Develop knowledge and disciplines which are transferrable to any computer-based software problem.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12796	SA	Jan20	Mar10	8:30-4:30	7	Blended (FF)	\$540.80

#### 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. Prerequisite: .

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12833	TU/TH	Jan16	Mar22	6:00-9:30	20	Classroom (FF)	\$540.80

### Computer Science - Software Engineering Specialist Certificate (893)

#### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/computersciencesoftware](http://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
COMP10001	Programming Fundamentals	70
COMP10062	Programming in Java	70
COMP10039	Programming in .NET	70
COMP0826	Introduction To Systems Analysis And Design	56
COMP0859	Database Theory	56
ELEC10118	Computer Hardware & Software	56
ELEC10050	Internet Technologies	56

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

#### 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. Prerequisite: COMP10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12833	TU/TH	Jan16	Mar22	6:00-9:30	20	Classroom (FF)	\$540.80

## Tuition Assistance

A variety of options are available.  
Obtain full details and apply online!

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)



## Cyber Security

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 10 courses

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

The growing internet security sector requires an in-depth understanding of cyber security issues and fundamental internet architecture and protocols. Gain a broad understanding of cyber security concepts that will protect an organization against fraud, data breaches and other vulnerabilities.



### PROGRAM OF STUDIES

Mandatory Courses:	Hours
INFO10222 Ethical Hacking and Network Defense	42
INFO10223 IT Security Policies	42
INFO10224 Legal & Ethical Issues in IT Security	42
INFO10225 Operating Systems Security - Windows and Linux	42
INFO10226 Principles of Information Security	42
INFO10221 Wireless and Mobile Device Security	45
INFO10238 Mobile Application Security Design	45
INFO10239 Network Security and Penetration Testing	42
INFO10244 Firewalls and VPNs	60
INFO10245 Hacker Techniques, Tools, and Incident Handling	60

### Firewalls and VPNs

INFO10244

Explore network security basics, including how hackers access online networks and the use of Firewalls and VPNs to provide security countermeasures.

Focus on managerial and technical aspects of security. Covers packet filtering, authentication, proxy servers, encryption, bastion hosts, virtual private networks (VPNs), log file maintenance, and intrusion detection systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12483	Jan16	Apr24				OntarioLearn	\$565.65

### Hacker Techniques, Tools, and Incident Handling

INFO10245

Analyze the landscape, key terms and concepts that a security professional needs to know about hackers and computer criminals who break into networks, steal information, and corrupt data. Examine how attacks target networks and the methodology they follow.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12486	Jan16	Apr24				OntarioLearn	\$565.65

### IT Security Policies

INFO10223

Study key structure elements and terms of written information protection policy and review typical policy contents. Develop the related standards, procedures, and guidelines for implementing the policy. Evaluate the tools needed to select, develop, and apply a security program that meets business goals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12652	Jan16	Apr24				OntarioLearn	\$439.14

### Legal & Ethical Issues in IT Security

INFO10224

Explore legal and ethical issues in information technology as they relate to internal organizational relationships, customers, partners, and society. Discover the requirements of information systems security and legal compliance to protect critical governmental and corporate infrastructure, intellectual property created by individuals and organizations, and any information which should be protected from unreasonable intrusion.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12655		Jan16	Apr24			OntarioLearn	\$439.14

### Mobile Application Security Design

INFO10238

Discover and exploit flaws in mobile applications on the iOS, Android, Blackberry, and Windows Mobile platforms. Learn a proven methodology for approaching mobile application assessments, and the techniques used to prevent, disrupt, and remediate the various types of attacks.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12501		Jan16	Apr24			OntarioLearn	\$463.65

### Network Security and Penetration Testing

INFO10239

Examine the realm of network security, spotlighting the latest threats and vulnerabilities. Address how and why people attack computers and networks, and gain the knowledge and techniques to successfully consider methods of combatting hackers.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12510		Jan16	Apr24			OntarioLearn	\$463.65

### Operating Systems Security-Windows and Linux

INFO10225

Recognize and understand the inherent vulnerabilities of Windows systems by using and understanding tools and techniques to decrease the risks arising from vulnerabilities in Microsoft Operating Systems and applications. Discover defense strategies through system and file permissions, password and account security, the Windows Registry, Malware prevention, encryption, and Directory Service management via policies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12653		Jan16	Apr24			OntarioLearn	\$439.14

### Principles of Information Security

INFO10226

Provides a background in information security, security management, and the technical components of security. Includes the entire field of information security: history, terminology, and the management aspects of information security programs with sufficient detail to facilitate an understanding of information security systems and their management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12651		Jan16	Apr24			OntarioLearn	\$439.14

### Wireless and Mobile Device Security

INFO10221

Explore the evolution of wired networks to wireless networking and its impact on the corporate world. Using case studies and real-world events, discuss risk assessments, threats, and vulnerabilities of wireless networks, as well as the security measures that should be put in place to mitigate breaches. Look at the policies and procedures in place and a glimpse ahead at the future of wireless and mobile device security.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12656		Jan16	Apr24			OntarioLearn	\$439.14



### Internet of Things Workshop Series

See page 139 for information on this program.



## Microcomputer Engineering Software Certificate (898)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses



[ce.mohawkcollege.ca/microcomputersoftware](http://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
COMP10001	Programming Fundamentals	70
COMP10062	Programming in Java	70
COMP10039	Programming in .NET	70
COMP10079	Oracle Essentials	56
COMP10080	SAP Essentials	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA (Service Oriented Architecture)	56

#### Programming Fundamentals

#### COMP10001

Build a foundation for learning and practicing the discipline of Software Engineering and the application of tools and methods to produce and maintain quality software systems. Develop essential skills to create software structures and logic. Develop knowledge and disciplines which are transferrable to any computer-based software problem.

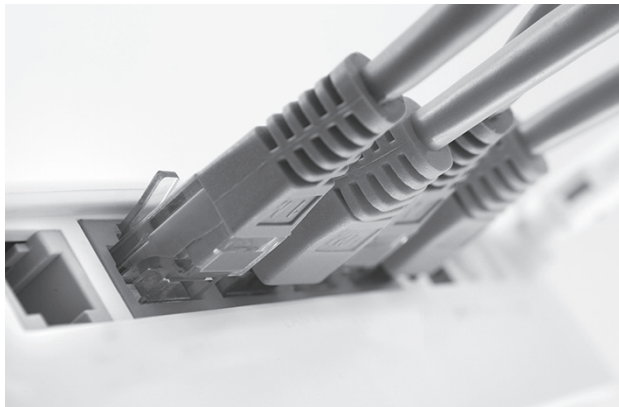
CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12796	SA	Jan20	Mar10	8:30-4:30	7	Blended (FF)	\$540.80

#### 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. Prerequisite: COMP10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12833	TU/TH	Jan16	Mar22	6:00-9:30	20	Classroom (FF)	\$540.80



## MicroStation

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses



[ce.mohawkcollege.ca/microstation](http://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](mailto:peter.mann@mohawkcollege.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11998		Jan16	Apr24			OntarioLearn	\$393.27

#### 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](mailto:peter.mann@mohawkcollege.ca).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11999		Jan16	Apr24			OntarioLearn	\$393.27

#### 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
11997		Jan16	Apr24			OntarioLearn	\$393.27

## Network Specialist Certificate (184)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses



[ce.mohawkcollege.ca/networkspecialist](http://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.

#### PROGRAM OF STUDIES

Courses must be completed in the order listed.

Mandatory Courses:		Hours
ELEC10118	Computer Hardware and Software	56
ELEC10034	Network Fundamentals	70
ELEC10051	Network Design and Troubleshooting	84
ELEC10052	Advanced Network Technologies	70
COMP10186	VoIP and Wireless Technologies	70
ELEC10106	Network Security and Management	56

**Computer Hardware and Software** **ELEC10118**

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12839	MO/WE	Jan15	Mar5	6:00-10:00	14	Classroom (FF)	\$445.60

**Network Design and Troubleshooting** **ELEC10051**

Analyze, configure, verify, and troubleshoot networks with various routing protocols. Implement VLANs, STP, VTP, and Inter-VLAN routing in a converged network. Configure a wireless network with latest network security. Design, install, operate, and maintain networks with routers and switches. Prerequisite: ELEC10034.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12838	TU/TH	Jan16	Mar27	6:00-10:00	21	Classroom (FF)	\$636.00

**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
12834	MO/WE	Mar7	Apr23	6:00-9:30	20	Classroom (FF)	\$540.80

**Sage 300**

See page 34 for information on this program.

**Server & Network Support Certificate (183)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 5 courses

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

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

**Computer Hardware and Software** **ELEC10118**

Focus on basic hardware components and operating system software for Wintel-compatible computers, as outlined in the CISCO Networking Academy Program - IT Essentials 1 course. Develop the foundations for COMPTIA's A+ certification exams.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12839	MO/WE	Jan15	Mar5	6:00-10:00	14	Classroom (FF)	\$445.60

**Internet Technologies** **ELEC10050**

Build, analyze, and test dynamic interactive web applications using client- and server-side scripting languages and environments such as JavaScript, VBScript, PHP and Active Server Pages. Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12836	MO/WE	Mar12	Apr25	6:00-10:00	14	Classroom (FF)	\$445.60

**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
12834	MO/WE	Mar7	Apr23	6:00-9:30	20	Classroom (FF)	\$540.80

**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
12835	TU/TH	Jan16	Mar22	6:00-9:30	20	Classroom (FF)	\$540.80

**Web Design and Development Certificate (971)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/webdesign](http://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. Courses are either offered through a 3 week blended delivery of online learning during the week and then in-class instruction on Saturday or delivered completely online. Some courses feature support through online face-to-face live video conferencing.

**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
INFO10241	HTML 1	36
INFO10242	HTML 2	36
INFO10149	Photoshop Adobe	36
INFO10112	Web Scripting with PHP	36
INFO10186	JavaScript for the Web	36
INFO10202	WordPress 1	36

**HTML 1** **INFO10241**

**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 online. Classes begin **online** (via eLearn) on Jan 15. You **MUST** login prior to the classroom sessions. In class dates: Jan 20, 27, Feb 3. Equivalent to: Web Design Basics (INFO10144).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11394	SA	Jan15	Feb3	8:00-4:30	3	Blended (FF)	\$296.64

**HTML 2****INFO10242**

**ACCELERATED!** Create web pages suitable for business or personal use, using Hyper Text Markup Language (HTML), in a windows environment. Classes begin **online** (via eLearn) on Feb 5. You MUST login prior to the classroom sessions. In class dates: Feb 10, 17, 24. Prerequisite: INFO10241 or INFO10144. Equivalent to: Web Page Design (INFO10110).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11395	SA	Feb5	Feb24	8:00-4:30	3	Blended (FF)	\$296.64

**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. Classes begin **online** (via eLearn) on Feb 26. You MUST login prior to the classroom sessions. In class dates: Mar 3, 10, 17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11396	SA	Mar3	Mar17	8:00-4:30	3	Blended (FF)	\$296.64

**Web Scripting with PHP****INFO10112**

**ACCELERATED!** Explore fundamental programming and scripting concepts, beginning with basic techniques and working towards complete web projects. Classes begin **online** (via eLearn) on Mar 19. You MUST login prior to the classroom sessions. In class dates: Mar 24, 31, Apr 7. Prerequisite: INFO10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11397	SA	Mar24	Apr7	8:00-4:30	3	Blended (FF)	\$296.64

**WordPress 1****INFO10202**

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
11374		Jan16	Apr24			OntarioLearn	\$346.12

**OTHER COURSES****Cisco Certified Network Associate**[ce.mohawkcollege.ca/cisco](http://ce.mohawkcollege.ca/cisco)**Connecting Networks****COMP10210**

Focus on Advanced IP address techniques, WAN technology and terminology such as PPP, ISDN, DDR, Frame Relay, Network Management and an introduction to optical networking. Network design and implementation will be discussed with an emphasis on network security and reliability. Includes extensive hands-on exercises. Equivalent to: COMP10118. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12393		Jan16	Apr24			OntarioLearn	\$633.65

**Introduction to Networks****INFO10243**

Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. Equivalent to: INFO10057. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12386		Jan16	Apr24			OntarioLearn	\$633.65

**Routing Switching and Essentials****COMP10208**

Focus on initial router configuration, IOS Software management, routing protocol configuration, TCP/IP and access control lists (ACLs). Develop skills on configuring a router, managing IOS software, configuring routing protocols, and setting access control lists to control data flow on a network. Equivalent to: COMP10055. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12390		Jan16	Apr24			OntarioLearn	\$633.65

**Scaling Networks****COMP10209**

Focus on Advanced IP address techniques, Variable Length Subnet masking, intermediate routing protocols, command line interface configuration of switches, Ethernet switching, Virtual Local Area Network, Spanning Tree Protocol and VLAN Trunking Protocol. Learn to design and configure networks using switches and VLANs, and discover more advanced filtering skills will be taught. Equivalent to: COMP10117. 70 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12391		Jan16	Apr24			OntarioLearn	\$633.65

**Computer Sciences**[ce.mohawkcollege.ca/computersciences](http://ce.mohawkcollege.ca/computersciences)**A+ Essentials - Operation System Software****COMP10121**

Complete this course and A+ Essentials - Hardware to validate knowledge of computer operating systems, including installation, repair, configuring, troubleshooting, preventive maintenance, security and soft skills. Prerequisite: COMP10108. 52 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12461		Jan16	Apr24			OntarioLearn	\$511.25

**Generic Computer Training****COMPC0001**

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
11421		Jan23	Apr17			eLearn	\$228.76

**Intermediate TCP/IP****COMP10213**

**NEW!** Discover the principles of TCP/IP, starting with a look at the protocols and how they build a foundation for the rich ecosystem of tools and services we know as the Internet. Learn about recent developments in TCP/IP and explore topics such as DNS, DHCP, Security, IPv6, TCP/IP Utilities, Monitoring and Remote Access, Classic Services and Subnetting. 42 hours. Download the free e-book from [www.it-ebooks.info/book/779](http://www.it-ebooks.info/book/779).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12938		Jan16	Apr24			OntarioLearn	\$439.14

**Programming for Absolute Beginners****COMP10189**

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. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12785		Jan16	Apr24			OntarioLearn	\$341.10

**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
12786		Jan16	Apr24			OntarioLearn	\$463.65

**Raspberry Pi Bootcamp****ELEC10163**

**NEW!** The Raspberry Pi (RPI) is a small single board computer originally developed to teach basic computer science in schools and developing countries. There are now more than 11 million RPI's in operation. This bootcamp will teach you to setup and use the RPI and become familiar with basic commands and interfaces to all kinds of sensors. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12762	TU	Feb20	Mar13	6:00-10:00	4	Classroom (FF)	\$439.44

**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
12657		Jan16	Mar5			OntarioLearn	\$245.57

**Computer Workshops**[ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops)

Want some quick computer training? Look here for some hands-on, half day, full day, and two day workshops to learn the skills you need now!

**Build and Launch Your Website in 1 Day****COMP10211**

Delivered by industry leading faculty. Non-experts will gain the necessary skills required to setup a website for their small business needs. Includes setting up a shared hosting account, installing WordPress, and building a fully featured website using various plugins and themes. NOTE: You must register for a domain and shared hosting account. The approximate cost is \$10-\$20. You will be walked through the process in class. Please bring a valid credit card.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11440	SA	Jan27	Jan27	9:00-3:00	1	Classroom (FF)	\$75.59
11441	SA	Mar3	Mar3	9:00-3:00	1	Classroom (FF)	\$75.59

**Introduction to Excel****INFO10193**

Always wanted to know what Excel is all about? Discover the world of spreadsheets with Excel 2016.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11434	SA	Jan20	Jan20	9:00-12:00	1	Classroom (FF)	\$55.16

**Excel Working with Charts****INFO10190**

Learn to create a graphical view of worksheet data using Excel's Chart feature. Using Excel 2016.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11435	SA	Jan27	Jan27	9:00-12:00	1	Classroom (FF)	\$55.16

**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 2016.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11436	SA	Feb3	Feb3	9:00-12:00	1	Classroom (FF)	\$55.16

**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 2016.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11437	SA	Feb10	Feb10	9:00-12:00	1	Classroom (FF)	\$55.16

**Excel Pivottables and Outlines****INFO10187**

PivotTables interactively rearrange large amounts of data into different views in order to make sense of the information that you have. Use Outlines to easily group data and create totals. Using Excel 2016.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11438	SA	Feb24	Feb24	9:00-12:00	1	Classroom (FF)	\$55.16

**Desktop Applications**[ce.mohawkcollege.ca/desktop](http://ce.mohawkcollege.ca/desktop)**Access Core****INFO10081**

Learn to insert, delete and change data in a Microsoft Access 2013 or 2016 database table. Discover ways to design, create and use forms, queries, and reports. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12075		Jan16	Apr24			OntarioLearn	\$439.14

**Access-Expert****INFO10214**

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. Equivalent to: INFO10177. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12063		Jan16	Apr24			OntarioLearn	\$341.10

**Excel Core****INFO10078**

Learn to create and modify Microsoft Excel 2013 or 2016 worksheets and charts using basic, date and logical functions and formatting. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12069		Jan16	Apr24			OntarioLearn	\$439.14

**Excel Expert****INFO10079**

Learn to manage your Microsoft Excel 2013 or 2016 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12070		Jan16	Apr24			OntarioLearn	\$439.14

**On-Demand Microsoft Office Training**

Train from anywhere and at any time! Prepare for an upcoming project or job interview with this new online on-demand training. Provides a guided practice on how to perform a function with voice-over and on-screen instruction. Train as much as you want during your subscription. Introductory to advanced training in Excel, Access, Outlook, and Word. After registering you will receive information on how to access your course.

Visit [ce.mohawkcollege.ca/workshops](http://ce.mohawkcollege.ca/workshops) for scheduling information and to register.



**Introduction to Computers 1****COMP10136**

Learn to use the Windows operating system, identify and guard against security risks, and format documents and spreadsheets using Microsoft Word and Excel. Equivalent to: INFO10156. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12066		Jan16	Apr24			OntarioLearn	\$439.14

**Introduction to Computers 2****COMP10195**

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
12067		Jan16	Apr24			OntarioLearn	\$439.14

**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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12068		Jan16	Apr24			OntarioLearn	\$439.14

**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
12072		Jan16	Apr24			OntarioLearn	\$439.14

**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
12065		Jan16	Apr24			OntarioLearn	\$439.14

**Office Simulation****COMP10196**

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
12097		Jan16	Apr24			OntarioLearn	\$565.65

**PowerPoint 101****COMP10197**

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 to: INFO10082. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12062		Jan16	Apr24			OntarioLearn	\$341.10

**Windows 10****INFO10215**

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
12071		Jan16	Apr24			OntarioLearn	\$439.14

**Word Core****INFO10077**

Learn basic features of Microsoft Word 2016 including: creating, editing, formatting, printing and saving letters, memos and long documents. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12073		Jan16	Apr24			OntarioLearn	\$439.14

**Word Expert****INFO10080**

Master advanced features of Microsoft Word 2013 or 2016. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, templates and mail merges. Prerequisite: INFO10077. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12074		Jan16	Apr24			OntarioLearn	\$439.14

**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
11402	WE	Jan24	Feb28	6:30-9:30	6	Classroom (FF)	\$148.32

**Graphic and Web Design**[ce.mohawkcollege.ca/graphic](http://ce.mohawkcollege.ca/graphic)

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page 2 for  
contacts

**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 CS6 or CC required. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12064		Jan16	Apr24			OntarioLearn	\$439.14

**Dreamweaver (Webpage Authoring)****COMP10138**

Explore Dreamweaver. Learn to customize the DW working environment, create and manage sites and work with typography, images, tables, layers, frames and forms. Knowledge of HTML is recommended. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12061		Jan16	Apr24			OntarioLearn	\$341.10

**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. Equivalent to: HTML 1 (INFO10242). 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11073		Jan16	Apr24			OntarioLearn	\$439.14

**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: HTML 2 (INFO10241). Prerequisite: COMP10106. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11075		Jan16	Apr24			OntarioLearn	\$439.14

**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). 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11074		Jan16	Apr24			OntarioLearn	\$538.45

**WordPress for Business (Non-Coding)****INFO10219**

Content management systems (CMS) provide structured content management features such as the ability to store news documents, images, video and any other online content type imaginable. WordPress is an industry-leading CMS and is used by businesses of all sizes. Learn to build and maintain a self-hosted website using the WordPress hosted service. Topics: layout, themes, plugins and widgets. You will be able to expand and edit your own work after completion. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11376		Jan16	Apr24			OntarioLearn	\$395.14

# Health and Nursing

ce.mohawkcollege.ca/health



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## CREDENTIALLED PROGRAMS

 **Breastfeeding Program**
**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 3 courses**

- Letter of Recognition outlining courses, course hours and LEAARC approval
- An additional letter will be issued upon completion of CLIN10026

[ce.mohawkcollege.ca/breastfeeding](http://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	42
NRSG10074	Level 2: Breastfeeding Management	42
NRSG10075	Level 3: Advanced Breastfeeding Practice	42
Optional Clinical:		
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
11193	Jan17	Apr27				eLearn	\$343.14

**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
11195	Jan17	Apr27				eLearn	\$343.14

**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
11196	Jan17	Apr27				eLearn	\$343.14

**Breastfeeding Clinical Experience****CLIN10026**

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11192	Jan2	Dec21				FieldWork	\$197.76

 **Bridging for Medical Laboratory Technology Diploma (170)**
**ONTARIO COLLEGE DIPLOMA****Graduation Requirement: 28 courses**

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

Designed for Internationally Educated Technologists who wish to meet CSMLS refresher requirements or prepare for the CSMLS exam.

**Admission Requirements**

- Prior Learning Assessment (PLA) from the CSMLS
- Canadian Language Benchmark of 7
- Proof of Canadian Citizenship, Permanent Residency or Refugee Status

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
MLSCMLS02	Standards of Practice	15
SAFEMLS03	Safe Work Practices	15
MLSC10022	Specimen Procurement for BMLT	36
MLSC10019	Instrumentation Theory for BMLT	30
MLSC10020	Instrumentation Lab for BMLT	20
MLSC10023	Laboratory Techniques for BMLT	30
MLSC10024	Chemistry for BMLT	40
MLSC10025	Chemistry Lab for BMLT	20
MLSC10026	Hematology for BMLT	40
MLSC10027	Hematology Lab for BMLT	20
MLSC10034	Transfusion Science for BMLT	40
MLSC10035	Transfusion Science Lab for BMLT	20
MLSC10036	Microbiology for BMLT	40
MLSC10037	Microbiology Lab for BMLT	20
MLSC10038	Histotechnology for BMLT	40
MLSC10039	Histotechnology Lab for BMLT	20
MLSC10030	BMLT Communications	42
MLSC10032	BMLT Career Ready	42
MLSC10021	Molecular Techniques for BMLT	32
MLSC10028	Assessment and Interpretation of Results for BMLT	45
MLSC10033	Quality Control and Management	45
MLSC10031	Case Studies for BMLT	30
MLSC10029	Exam Preparation for BMLT	15
CLIN10081	Clinical: Chemistry for BMLT	150
CLIN10082	Clinical: Transfusion Science for BMLT	150
CLIN10083	Clinical: Hematology for BMLT	150
CLIN10084	Clinical: Microbiology for BMLT	150
CLIN10085	Clinical: Histotechnology for BMLT	150

Visit the website for application details, registration processes and additional information.

**Ontario Bridging Participant Assistance Program**

Funding may be available to students in the Bridging for Medical Laboratory Technology Diploma!  
[mohawkcollege.ca/obpap](http://mohawkcollege.ca/obpap)

**Assessment and Interpretation of Results for BMLT MLSC10028**

Take a multi-disciplinary approach to examining the factors that must be considered when assessing and interpreting results in the laboratory.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11210	Feb5	Apr6				eLearn	\$367.65

**Histotechnology for BMLT****MLSC10038**

Introduces the concepts of Histotechnology while teaching to the CSMLS competencies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11206	Feb5	Mar30				eLearn	\$326.80

**Microbiology for BMLT****MLSC10036**

Reviews characteristics and testing of clinically significant bacteria while teaching to the CSMLS competencies regarding Microbiology.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11208	Jan16	Mar8				eLearn	\$326.80

**Diabetes Education Certificate (928)****ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/diabeteseducation](http://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, Chiropractor, RMT, Physician or another health related professional.



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**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
HLTH10236 Diabetes: The Basics	45
HLTH10233 Diabetes Education: Approaches in Practice	45
HLTH10234 Living with Diabetes	45
HLTH10235 Diabetes: Throughout the Lifespan	45
WORK10146 Diabetes Field	60

**Diabetes: The Basics****HLTH10236 (SA)**

Address the disease process, 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
12539	Jan16	Apr24				OntarioLearn	\$463.65
12361	Mar1	Jun7				OntarioLearn	\$463.65

**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: HSC110052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12540	Jan16	Apr24				OntarioLearn	\$463.65
12364	Mar1	Jun7				OntarioLearn	\$463.65

**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: HSC110052 or HLTH10233. Equivalent to: HLTH10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12542	Jan16	Apr24				OntarioLearn	\$463.65
12369	Mar1	Jun7				OntarioLearn	\$463.65

**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. Equivalent to: HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12544	Jan16	Apr24				OntarioLearn	\$463.65
12371	Mar1	Jun7				OntarioLearn	\$463.65

**Diabetes Field****WORK10146**

Learn about basic diabetes education and techniques of adult education. Design and deliver lessons to clients and evaluate both teaching and learning. All theory courses must be completed prior to field placement. Equivalent to: HLTH10057. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11212	Jan2	Dec21				FieldWork	\$472.80

**Food Services Certificate (816)****ONTARIO COLLEGE CERTIFICATE**

Graduation Requirement: 7 courses

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

Enhance your food service skills for employment in Long Term Care & 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 6.



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**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
CULI10082 Communication and the Food Service Worker	42
CULI10083 Quantity Food Preparation	42
SAFE10096 Sanitation And Safety	42
SAFE10097 Institutional Food Service	42
HLTH10232 Nutrition - Introduction	42
HLTH10268 Nutrition in Food Services	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 to: CULI10076 and CULIHCF10.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12553	Jan16	Apr24				OntarioLearn	\$439.14

**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 to: CULI10075 or CULIHCF20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12548	Jan16	Apr24				OntarioLearn	\$439.14



**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. Equivalent to: SAFEHCF30 or HSCI10183.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12558	Jan16	Apr24				OntarioLearn	\$439.14

**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. Equivalent to: SAFEHCF40 or HSCI10064.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12551	Jan16	Apr24				OntarioLearn	\$439.14

**Nutrition - Introduction****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. Equivalent to: HLTH10065 or CULIHCF50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12549	Jan16	Apr24				OntarioLearn	\$439.14

**Nutrition in Food Services****HLTH10268**

Focus on the basic principles of diet therapy. Several therapeutic diets are discussed, as well as tube feedings and commercial preparations. Equivalent to: HLTH10224 or CULIHCF60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12556	Jan16	Apr24				OntarioLearn	\$439.14

**Food Services Fieldwork Requirement****WORKHCF02**

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11213	Jan2	Dec21				FieldWork	\$472.80

**Gerontology - Multidiscipline Certificate (037)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 10 courses**[ce.mohawkcollege.ca/gerontology](http://ce.mohawkcollege.ca/gerontology)

Gain an enhanced understanding of the complexities associated with aging today in Canada. Participants will develop their work and life experience with older adults and their families with advanced knowledge specific to the biological, physiological, social, psychological, spiritual, legal, ethical, mental health and communication aspects of aging from an evidenced based best practice approach.

**Admission Requirements**

- Diploma or Degree in Health Sciences or Human Services within Canada

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
HSCIGER10	The Study of Aging - Introduction	35
HSCIGER20	Physiology Of Aging	35
HSCIGER30	Assessment And Planning	35
HSCIGER41	Mental Health Aspects Of Aging	35
LAWSGER51	Legal And Ethical Issues Related To Aging	35
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30
Options - Choose 2:		
COMM10335	Communication and Interpersonal Skills in Dementia Care	24
COMM10336	Exploring Dementia Care	24
HMNSDEM03	Caregiving Skills	24
HSCIHZA69	Palliative Care-Introduction	42
HSCI10212	Restorative Care in a Long Term Care Setting	42

**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
12344	Jan16	Apr24				OntarioLearn	\$337.95

**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
12349	Jan16	Apr24				OntarioLearn	\$337.95

**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
12347	Jan16	Apr24				OntarioLearn	\$337.95

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Take advantage of Alumni benefits, including career support for life.

Learn more at [mohawkcollege.ca/alumni](http://mohawkcollege.ca/alumni)

**MOHAWK ALUMNI**

**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
12351	Jan16	Apr24				OntarioLearn	\$337.95

**Legal And Ethical Issues Related To Aging****LAWSGER51**

Explores ethics and the interconnected ethical issues and legalities associated with aging older adults, their families & health caregivers in Canada today. Review the ethical standards associated with your practice. Topics include ageism, competence and cognition in decision making, end of life care, advanced directives and assisted death. Legalities of wills, guardianship, powers of attorney, substitute decision making, rights of long term care residents & elder abuse are discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12350	Jan16	Apr24				OntarioLearn	\$337.95

**Individual Study****HMNSGER60**

Here's your opportunity to pursue a particular topic in depth through independent research and/or extensive reading. Prerequisite: LAWSGER51.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12353	Jan16	Apr24				OntarioLearn	\$419.65

**Community-Based Field Experience****WORKGER71**

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. All theory courses must be completed prior to field placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12355	Jan2	Dec21				FieldWork	\$247.20

**Institutional-Based Field Experience****WORKGER81**

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. All theory courses must be completed prior to field experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12356	Jan2	Dec21				FieldWork	\$247.20

**Palliative Care-Introduction****HSCIHZA69**

Palliative care is aimed at relieving suffering and improving the quality of life for persons who are living with, or dying from, advanced illness or are bereaved. Palliative care is a special kind of health care for individuals & families who are living with a life-limiting illness that is usually at an advanced stage. The goal of palliative care is to provide comfort and dignity for the person living with the illness as well as the best quality of life for both this person and his/her family.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12348	Jan17	Apr27				eLearn	\$343.14

**Allied Health Professionals**

May be eligible for up to \$1500 in tuition reimbursements!

[ahpdf.ca](http://ahpdf.ca)

**Health Care Management****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses



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

Provides you with knowledge to confidently lead and manage Health Care Professionals. Obtain skills in planning, ethics, policies, operations and more. An excellent enhancement to a current managerial position or as an introduction to the responsibilities associated with managing professionals within the Health Care field.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
MGMT10145 Leadership in Health Care Administration	45
HLTH10239 Health Care Policy	45
HLTH10237 Law and Health Care Administration	45
<b>Option Group 1 - Choose 1:</b>	
HLTH10241 Financial Practices for Health Care Organizations	42
HLTH10240 Statistics for Health Care Professionals	42
<b>Option Group 2 - Choose 1:</b>	
HLTH10251 Health Care Planning	45
HMNS10138 Management of Human Resources in Health Care	45
HLTH10238 Health Care Operations	45
HSC10211 Hospital Procedures	45

**Leadership in Health Care Administration****MGMT10145**

Introduces the theories and practices of effective health care leadership. Apply theory and research skills to explore and resolve organizational challenges and support strategic goals. Explore the impact of leadership on decision-making, ethics, human relations, and organizational culture.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12429	Jan16	Apr24				OntarioLearn	\$463.65

**Health Care Policy****HLTH10239**

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
12424	Jan16	Apr24				OntarioLearn	\$463.65

**Law and Health Care Administration****HLTH10237**

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12426	Jan16	Apr24				OntarioLearn	\$463.65

**Health Care Planning****HLTH10251**

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
12433	Jan16	Apr24				OntarioLearn	\$463.65

**Management of Human Resources in Health Care HMNS10138**

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
12434	Jan16	Apr24				OntarioLearn	\$463.65

**Health Care Operations HLTH10238**

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
12422	Jan16	Apr24				OntarioLearn	\$463.65

**Hospital Procedures HSCI10211**

Gain a fundamental understanding of the hospital environment and the health care system. Theory and practice of the "nursing unit clerk" responsibilities and duties concerning the patient's chart and transcription of physician's orders. Personal and professional skills, confidentiality in the workplace and the "Protection of Personal Health Information Act" are also examined.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12409	Jan16	Apr24				OntarioLearn	\$463.65
12358	Mar1	Jun7				OntarioLearn	\$463.65

**A Q Holistic Studies - Introduction**

See page 67 for information on this program.

**A Q Long Term Care Management****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 7 courses

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

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
12456	Jan16	Apr24				OntarioLearn	\$439.14

**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
12484	Jan16	Apr24				OntarioLearn	\$439.14

**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
12451	Jan16	Apr24				OntarioLearn	\$439.14

**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
12467	Jan16	Apr24				OntarioLearn	\$439.14

**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
12452	Jan16	Apr24				OntarioLearn	\$439.14

**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
12454	Jan16	Apr24				OntarioLearn	\$439.14

**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
12453	Jan16	Apr24				OntarioLearn	\$439.14

**C Q Medical Clerk Certificate (991)**

See page 31 for information on this program.

## Medical Device Reprocessing Certificate (MDR) (927)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Acquire the practical and theoretical knowledge necessary to ensure healthcare environments apply proper infection prevention tactics to provide patients and employees with a safe setting. Concepts explored include medical terminology, sterilization processes and patient interventions.

#### Admission Requirements

- Ontario Secondary School Diploma or equivalent



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10121	Medical Device Reprocessing - Introductory	35
HSCI10123	MDR Principles and Practices 1	35
HSCI10124	MDR Principles and Practices 2	35
HSCI10122	MDR Laboratory Experience	40
HSCI10125	MDR Principles and Practices 3	35
CLIN10059	Clinical Experience MDR	150

#### MDR Laboratory Experience

**HSCI10122**

Encompasses interactive learning activities within skills labs. The course is led by teachers who are experienced in the MDR environment to prepare the student for the MDR clinical. Dates: Jan 20, Feb 3, 10, Mar 10 & 24. Prerequisite: HSCI10121. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12048	SA	Jan20	Mar24	8:00-5:00	5	FieldWork	\$329.60

#### MDR Principles and Practices 2

**HSCI10124**

The third theory course provides knowledge and technique necessary to assume proper instrument assembly and different methods of sterilization. Prerequisite: HSCI10123.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12049	WE	Jan10	Feb21	5:30-9:30	7	Classroom (IH)	\$288.40

#### MDR Principles and Practices 3

**HSCI10125**

Covers event related sterility as it pertains to storage and distribution, material management and professionalism. Prerequisites: HSCI10124 and HSCI10122.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12050	WE	Mar7	Apr18	5:30-9:30	7	Classroom (IH)	\$288.40

#### Clinical Experience Medical Device Reprocessing

**CLIN10059**

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11214		Jan2	Dec21			FieldWork	\$820.63

## Medical Laboratory Technician Certificate (047)

### SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

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

Offered in conjunction with the Michener Institute (Toronto) and approved by the National Certification Body CSMLS, the Provincial Body OSMT and the National Canadian Medical Association (CMA). Complete the 8 online courses and Lab Basics Workshop at Mohawk College. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

#### Admission Requirements

- Grade 12 English and Math AND
- Grade 11 Chemistry
- Submit your application online by July 30, 2018 on the Program webpage for the Fall 2018 intake.



#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MLSC10012	Medical Laboratory Assistant	42
MLSC10013	Basic Laboratory Techniques for MLA	42
MLSC10014	Lab Basics Workshop for MLA	23
BIOL10041	Anatomy and Physiology for MLA	56
MLSC10015	Hematology for MLA	35
CHEM10053	Chemistry for MLA	35
MLSC10016	Microbiology for MLA	35
MLSC10017	Histology/Cytology for MLA	35
MLSC10018	Transfusion Medicine for MLA	35
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

#### Medical Laboratory Assistant

**MLSC10012**

Focus on delegation ethics, standards of practice, patient rights, and safety within this overview course. Specimen collection, handling, reception, processing and associated clerical duties are also covered. Equivalent to: MLSCMLA50.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11341		Jan17	Apr27			eLearn	\$343.14

#### Basic Laboratory Techniques for MLA

**MLSC10013**

Basic Medical Laboratory Mathematics, Chemistry, applicable physics and Laboratory terminology will be reviewed. The care and use of basic laboratory instruments, as well as the care, uses standards and properties of glass and plastic ware will be studied. How to prepare simple reagents and solutions using the proper lab ware will be presented. Equivalent to: MLSCMLA51.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11342		Jan17	Apr27			eLearn	\$343.14

#### Lab Basics Workshop for MLA

**MLSC10014**

Gain practical skills in basic laboratory techniques, and use of basic laboratory instrumentation. Become familiar with the use of glassware in standard and reagent preparation, use of the fumehood, safe operation of the centrifuge and Kohler illumination. Equivalent to: MLSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12559	FR	Feb23	Feb25	5:00-9:00	3	Classroom (FF)	\$189.52
	SA/SU			9:00-5:00			
12561	FR	Mar23	Mar25	5:00-9:00	3	Classroom (FF)	\$189.52
	SA/SU			9:00-5:00			



**Anatomy and Physiology for MLA****BIOL10041**

Examine the anatomy and physiology of the human body in relation to the role of a Medical Laboratory Assistant while analyzing the structure of the cell and human body systems. Equivalent to: BIOL10006.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11348		Jan17	Apr27			eLearn	\$442.45

**Hematology for MLA****MLSC10015**

At the lab assistant level, collection and handling of routine hematological specimens, preparation and staining of blood films, setting up for processing, using automated equipment of hemoglobin and blood cell counts will be studied. Methodology involved for microhematocrits, erythrocyte sedimentation rates, basic coagulation studies and serological tests will be reviewed, as well as associated clerical duties. Equivalent to: MLSCMLA53.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11344		Jan17	Apr27			eLearn	\$285.95

**Chemistry for MLA****CHEM10053**

At the lab assistant level, basic procedures used in the collection, handling, processing and examining of specimens for chemical analysis will be studied. Urinalysis, blood glucose, and faecal occult blood testing techniques will be examined as well as any relevant automation set up and maintenance. Equivalent to: CHEMMLA54.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11345		Jan17	Apr27			eLearn	\$285.95

**Microbiology for MLA****MLSC10016**

At lab assistant level, basic procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation and routine staining will be reviewed. Preparation of stains and reagents will be studied as well as pertinent clerical duties. Equivalent to: MLSCMLA55.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11346		Jan17	Apr27			eLearn	\$285.95

**Histology/Cytology for MLA****MLSC10017**

Collection, handling, processing and preparation of histological and cytological specimens at the lab assistant level will be studied. The care, organization and maintenance of equipment, preparation of simple solution and reagents, routine staining of sections and smears as well as appropriate clerical duties will be reviewed. Equivalent to: MLSCMLA56.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11347		Jan17	Apr27			eLearn	\$285.95

**Transfusion Medicine for MLA****MLSC10018**

Gain basic knowledge of blood groups and blood products. Storage requirements and the effects of storage will be examined in relation to blood and blood products. Examine the tests routinely performed in transfusion medicine. Manual not included. Equivalent to: MLSCMLA61.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11343		Jan17	Apr27			eLearn	\$285.95

**Clinical Experience 2****CLIN10035**

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed. Clinical fees included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11349		Jan2	Dec21			FieldWork	\$1385.63

**Medical Terminology**

See page 32 for information on this program.

**Nephrology Nursing****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 7 courses

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



The number of Canadians at risk for or living with chronic kidney disease (CKD) is on the rise, due in part to the aging of the population and the prevalence of diabetes and hypertension. This program prepares nurses to deliver kidney care to affected patients across all stages of the kidney care journey, from early detection through dialysis, palliative care and transplant. Nurses will gain knowledge they require to promote and deliver competent, safe and ethical care to those at risk for developing or affected by real disease and/or insufficiency.

**Admission Requirements**

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
NRSG10116 Normal and Abnormal Kidney Function	42
NRSG10119 Nursing Care Across the Kidney Disease Trajectory	42
NRSG10108 Renal Replacement Therapies: Nursing Care of the Peritoneal Dialysis Patient	42
NRSG10115 Renal Replacement Therapies: Nursing Care of the Hemodialysis Patient	42
NRSG10117 Renal Replacement Therapies - Nursing Care of the Transplant Patient	42
NRSG10120 Living with Chronic Kidney Disease	42
NRSG10118 Mentored Knowledge Integration Project	60

**Normal and Abnormal Kidney Function****NRSG10116**

**NEW!** Understand the normal anatomical and structures and physiological functions of the renal system. It introduces the experienced nurse to etiology and pathophysiology related to acute and chronic kidney conditions, their diagnoses, typical progression and common implications for individuals at risk for developing or affected by kidney disease and their families.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12491		Jan16	Apr24			OntarioLearn	\$439.14

**Living with Chronic Kidney Disease****NRSG10120**

**NEW!** Understand the complexities related to the lived experience of individuals living with and families affected by kidney disease. Person-centred chronic disease management models are used to analyze the appropriateness and comprehensiveness of design and delivery aspects of systems, services and supports for individuals, communities and populations at risk for or living with kidney disease.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12492		Jan16	Apr24			OntarioLearn	\$439.14



222 St. Patrick Street  
Toronto, ON M5T1V4  
416-596-3117 or 1-800-387-9066  
ce@michener.ca

- Completion of MLSC10012 - MLSC10018, BIOL10041 and CHEM10053 are required prior to registering at Michener.
- MLSCMLA42 (PD807) Clinical Behavioural Science is an online Michener course.
- MLSCMLA58 (CLLT140) Clinical Skills, and CLIN10034 (CLLT151) Clinical Experience 1 are offered onsite at the Michener Institute. CLLT140 and CLLT151 will be offered on 4 weekends at least once per year. Enrollment in these courses is limited.
- Visit [michener.ca/continuing-education/ce-courses](http://michener.ca/continuing-education/ce-courses) to register for the Michener courses associated with this certificate.

## Oncology Nursing Certificate (883)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/oncologynursing](http://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	35
HSCINSCC2	Communications And Psychosocial Issues	42
HSCINSCC3	Major Malignancies I	42
HSCINSCC4	Major Malignancies II	42
HSCINSCC5	Symptom Control And Management	42
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
11304	Jan17	Apr27				eLearn	\$285.95

#### Communications And Psychosocial Issues In Oncology

**HSCINSCC2**

Consider various issues faced by patients and families living with cancer. Examine communication skills, developmental issues, the impact of cancer on families, grief and bereavement and survivorship issues. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11305	Jan17	Apr27				eLearn	\$343.14

#### 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
11306	Jan17	Apr27				eLearn	\$343.14

#### Symptom Control And Management

**HSCINSCC5**

Focus on symptom control and management issues encountered in oncology nursing with emphasis on fatigue, pain control and nutrition. Oncology emergencies and alternative/complimentary techniques will be discussed. Prerequisite: NRSGNSCC4.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11307	Jan17	Apr27				eLearn	\$343.14

#### Oncology Clinical Experience

**CLINNSCC6**

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11308	Jan2	Dec21				FieldWork	\$391.20

## Operating Room Attendant

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Expand your knowledge and skills in the operating room environment. The Operating Room Attendant is an integral part of the O.R. team who is responsible for ensuring a safe, clean environment for patients, staff and visitors.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSGNSCD9	Operating Room Attendant	35
HSCI10155	Operating Room Attendant Laboratory Experience	30

#### 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. **Students must register for HLTH10223 concurrently with this course to ensure clearances are complete in time for the ORA Lab Experience, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11197	Jan17	Feb28				eLearn	\$285.95

#### Operating Room Attendant Laboratory Experience

**HSCI10155**

Utilize OR Attendant theory and skills in a hospital laboratory experience. Prerequisite: NRSGNSCD9. Blended delivery: in class dates Mar. 24 & 25, remainder online. Lab fee included. **YOU MUST register for HLTH10223 to complete health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11293	SA/SU	Mar24	Mar25	9:00-9:00	2	FieldWork	\$297.20



## Palliative Care - Multidiscipline Certificate (017)

### ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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



Hospice Palliative Care seeks to improve the quality of living and dying for patients, and their families, who are diagnosed with progressive, life threatening illness. Learn how early identification of physical, psychological, social, spiritual and practical issues can affect the illness and bereavement experience.

Outcomes of care depend on prevention and relief of suffering, high quality symptom assessment, evidence informed interventions, team collaboration, and compassion. Assists the health professional with their understanding of values, communication, decision-making, and responsibilities within practice situations. The curriculum is based on standards of 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
HSCIHA69	Palliative Care-Introduction	42
COMM10084	Communication And Informed Decision Making	42
HMNS10016	Loss, Grief & End Of Life Issues	42
HMNS10017	Professional Issues and Advocacy	42
HSCI10082	Pain Management	42
HSCI10083	Symptom Management	42
CLIN10033	Field Practicum	30

#### Palliative Care-Introduction

HSCIHA69

Palliative care is aimed at relieving suffering and improving the quality of life for persons who are living with, or dying from, advanced illness or are bereaved. Palliative care is a special kind of health care for individuals & families who are living with a life-limiting illness that is usually at an advanced stage. The goal of palliative care is to provide comfort and dignity for the person living with the illness as well as the best quality of life for both this person and his/her family.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12348	Jan17	Apr27				eLearn	\$343.14

#### Loss, Grief & End Of Life Issues

HMNS10016

Examine the experience of grief, bereavement and loss. Models of grief are investigated in the context of end of life issues. Concepts such as anticipatory and complicated grief, depression within grief, grief in the family system, & grieving over the life span are examined. Bereavement & mourning practices are discussed from perspectives of culture, family, life stages, and the physical, social, emotional, & spiritual needs of individuals, their families and caregivers. Prerequisite: HSCIHA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11301	Jan17	Apr27				eLearn	\$343.14

#### 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: HSCIHA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11302	Jan17	Apr27				eLearn	\$343.14

#### Field Practicum

CLIN10033

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11303	Jan2	Dec21				FieldWork	\$247.20



## Perioperative Nursing Certificate (943)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/perioperative](http://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. Visit the website to view suggested program/course progression.

#### Admission Requirements

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

#### PROGRAM OF STUDIES

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

Some courses within the Perioperative Program are offered at an accelerated pace. An accelerated course delivers the same amount of content in 7 weeks instead of 14.

#### Operating Room Nursing-Introductory

NRSG10058

Introduces perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety. **You must register for HLTH10223 concurrently with this course to ensure clearances are complete in time for the OR Lab Experience A, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11356	Jan17	Apr27				eLearn	\$388.05

#### Anaesthesia, Assessment & Critical Care

HSCINSC87

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
11357	Jan17	Apr27				eLearn	\$343.14

#### 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. Lab fee included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12563	SA	Feb3	Mar10	7:30-3:00	6	FieldWork	\$395.80
12564	SA	Feb3	Mar10	7:30-3:00	6	FieldWork	\$395.80

**Operating Room Principles and Practices 1 Theory NRS10032**

**ACCELERATED CRN!** Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/ Gynaecology and Genitourinary. Prerequisite: NRS10058 and HSCINSC87.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11358	Jan17	Mar7				eLearn	\$310.46
11359	Jan17	Apr27				eLearn	\$310.46

**Operating Room Principles and Practices 2 Theory NRS10033**

**ACCELERATED CRN!** Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac. Prerequisite: NRS10032.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11361	Jan17	Apr27				eLearn	\$326.80
11360	Mar14	May2				eLearn	\$326.80

**OR Laboratory Experience B HSC10158**

In an operating room environment, continue to practice skills for scrub and circulating nurse roles. Prerequisite: HSC10156. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12565	SA	Feb24	Mar24	7:30-3:00	5	FieldWork	\$329.60

**Operating Room Lab Experience C HSC10184**

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. Lab fee included. Prerequisite: HSC10158. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12566	SA	Mar31	Apr7	7:30-3:00	2	FieldWork	\$248.88

**R.N. Operating Room Clinical CLIN10060**

Apply perioperative nursing theory and skills in this 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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11362	Jan2	Dec21				FieldWork	\$746.29

## Get Started in eLearn

Information on accessing your eLearn course is available at [ce.mohawkcollege.ca/elearn](http://ce.mohawkcollege.ca/elearn)



## Psychosocial Rehabilitation Certificate (016)

**ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 6 courses



Turn to page 2 for contacts

[ce.mohawkcollege.ca/psychosocialrehab](http://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](http://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
HSC10092 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12303	Jan16	Apr24				OntarioLearn	\$419.65

**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. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12304	Jan16	Apr24				OntarioLearn	\$419.65

**Mental Health Practitioner Competencies HSC10092**

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. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12341	Jan16	Apr24				OntarioLearn	\$419.65

**Current Trends In Mental Health HSCIPSR05**

Study current developments and issues in PSR. Prerequisite: HSC10092.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12305	Jan16	Apr24				OntarioLearn	\$419.65

**Independent Study In Psychosocial Rehabilitation HSCIPSR06**

Consolidate your understanding and application of the PSR approach by designing and implementing a strategy intended to enhance mental health recovery. Involvement of people recovering their mental health and well-being in the student's project is emphasized. Liaison with a site contact as well as the course instructor is expected. All theory courses must be completed prior to your independent study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12342	Jan16	Apr24				OntarioLearn	\$521.65



## Registered Nurse - Critical Care Nursing Certificate (871)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/criticalcarenursing](http://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
NRSG10099 Critical Care Introduction	45
NRSG10100 Critical Care Respiratory	45
NRSG10002 Critical Care Cardiovascular	45
NRSG10101 Special Populations in Critical Care	45
NRSG10003 Critical Care Neuroscience	45
NRSG10004 Critical Care GI/GU	45
CLIN10004 Critical Care Respiratory Clinical	24
CLIN10005 Critical Care Cardiovascular Clinical	24
CLIN10006 Critical Care Neurosciences Clinical	24
CLIN10007 Critical Care GI/GU Clinical	8

#### Critical Care Introduction NRSG10099

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11331		Jan17	Apr27			eLearn	\$367.65

#### Critical Care Respiratory NRSG10100

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory, using enhanced knowledge of pathopsychological processes. Prerequisite: NRSG10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11332		Jan17	Apr27			eLearn	\$367.65

#### Critical Care Respiratory Clinical CLIN10004

Take this opportunity to utilize knowledge and skills learned in the Respiratory module and apply them within this preceptored clinical experience. The preceptor will retain responsibility for care of the patient. Clinical paperwork, information and assessments are housed on eLearn. Prerequisite: NRSG10100. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11337		Jan2	Dec21			FieldWork	\$197.76

#### Critical Care Cardiovascular 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 (HLTH10229). Prerequisite: NRSG10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11333		Jan17	Apr27			eLearn	\$367.65

#### Critical Care Cardiovascular Clinical CLIN10005

Take this opportunity to utilize knowledge and skills learned in the Cardiovascular module and apply them within this preceptored clinical experience. The preceptor will retain 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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11338		Jan2	Dec21			FieldWork	\$197.76

#### Special Populations in Critical Care NRSG10101

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSG10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11336		Jan17	Apr27			eLearn	\$367.65

#### Critical Care Neuroscience NRSG10003

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSG10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11334		Jan17	Apr27			eLearn	\$367.65

#### Critical Care Neuroscience Clinical CLIN10006

Take this opportunity to utilize knowledge and skills learned in the Neuroscience module and apply them within this preceptored clinical experience. The preceptor will retain 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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11339		Jan2	Dec21			FieldWork	\$197.76

#### Critical Care GI/GU NRSG10004

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSG10099.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11335		Jan17	Apr27			eLearn	\$367.65

#### Critical Care GI/GU Clinical CLIN10007

Take this opportunity to utilize knowledge and skills learned in the GI/GU module and apply them within this preceptored clinical experience. The preceptor will retain 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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11340		Jan2	Dec21			FieldWork	\$65.92

## Nursing Education Initiative

Continuing Education tuition grants may be available for RNs and RPNs!

[rpnao.org](http://rpnao.org)

## Registered Nurse - First Assistant Certificate (921)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

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

The RNFA Program is comprised of a facilitated part-time independent study, through online learning activities with computer-based modules, and two full time clinical internships. The laboratory practice component will be held in Hamilton. Accommodations will be your responsibility.

#### Admission Requirements

- Visit the website for admission requirements.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	42
NRSG10040	RNFA Theory 2	42
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. Prerequisite: NRSG10039.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11300	Jan17	Apr27			eLearn		\$343.14

## Registered Nurse - Occupational Health Nursing Certificate (875)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/occupationalhealthnursing](http://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
HLTH10030	Health in the Workplace	42
HSCI10151	Health Assessment	42
HSCIOHN02	Occupational Health and Surveillance	42
HSCIOHN03	Health and Safety Legislation	42
HSCIOHN04	Health and Safety Management	42
MGMT10020	Ergonomics and Disability Management for Occupational Health Nursing	42
WORKOHN05	Occupational Health Nursing Project	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
12242	Jan16	Apr24				OntarioLearn	\$395.14

## 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. Online resource fee included. Equivalent to: NRSG10084 or NRSGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12388	Jan16	Apr24				OntarioLearn	\$476.14

## 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
12294	Jan16	Apr24				OntarioLearn	\$395.14

## Health and Safety Management **HSCIOHN04**

Learn to design, implement and evaluate an effective occupational health service and health and safety program incorporating evidence-based practice. Acquire or enhance professional writing skills and obtain and critique a research report. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12295	Jan16	Apr24				OntarioLearn	\$395.14

## Occupational Health Nursing Project **WORKOHN05**

Apply the content of prior occupational health nursing courses in the development of a relevant project. Submit a written report on an activity or function which requires research, development, training education, revision or improvement in the field of occupational health nursing. All theory courses must be completed prior to the nursing project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12297	Jan16	Apr24				OntarioLearn	\$395.14

## Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses for Obstetrics

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

Graduation Requirement: 7 courses for Neonatal

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

**NOTE:** On successful completion of each program you must apply for the Certificate in Perinatal Nursing and the Acknowledgement of Completion for the specific specialty.

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
NRSG10102 Perinatal Nursing: Reproductive Health & Pregnancy	42
NRSG10103 Perinatal Nursing: Labour, Delivery and Newborn Care	42
HSCI10163 Neonatal Resuscitation - Provider Certification	10
NRSG10106 Obstetrics 1: Antepartum, Intrapartum and Postpartum Complications in Pregnancy	42
NRSG10107 Obstetrics 2: Management of High Risk Patients in Emergencies	42
CLIN10002 Obstetrical Nursing 1 Clinical Experience	72
CLIN10003 Obstetrical Nursing 2 Clinical Experience	72

## Neonatal

Mandatory Courses:	Hours
NRSG10102 Perinatal Nursing: Reproductive Health & Pregnancy	42
NRSG10103 Perinatal Nursing: Labour, Delivery and Newborn Care	42
HSCI10163 Neonatal Resuscitation	10
NRSG10104 Neonatal 1: Advanced Nursing Care of Term and Preterm Neonates	42
NRSG10105 Neonatal 2: Advanced Nursing Care of Critically Ill Neonates	42
CLINNSCF2 Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4 Advanced Neonatal Nursing 2 Clinical Experience	72

## Perinatal Nursing: Reproductive Health &amp; Pregnancy NRSG10102

**ACCELERATED CRN!** Enhance your knowledge and nursing skills in the field of perinatal nursing. In this beginning course, you will start the study of the process of pregnancy from conception through the antenatal period through the process of labour & delivery. Equivalent to: NRSG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11318	Jan17	Mar7				eLearn	\$343.14
11309	Jan17	Apr27				eLearn	\$343.14
11354	Mar14	May2				eLearn	\$343.14

## Perinatal Nursing: Labour, Delivery and Newborn Care NRSG10103

**ACCELERATED CRN!** Continue your in depth study of perinatal nursing from the end of the labour process through the intra partum and postpartum periods, examining the care of the mother, newborn and family. Equivalent to: NRSG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11319	Jan17	Mar7				eLearn	\$343.14
11310	Jan17	Apr27				eLearn	\$343.14
11355	Mar14	May2				eLearn	\$343.14

## 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/en/nrp-pm/online-examination](http://www.cps.ca/en/nrp-pm/online-examination) for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11311	MO	Jan22	Jan22	9:00-5:00	1	Classroom (IH)	\$217.49
11320	TH	Feb8	Feb8	9:00-5:00	1	Classroom (IH)	\$217.49
11321	FR	Mar9	Mar9	9:00-5:00	1	Classroom (IH)	\$217.49

## Obstetrics 1: Antepartum, Intrapartum and Postpartum Complications in Pregnancy NRSG10106

**ACCELERATED CRN!** Explore common obstetrical interventions and complications including genetic screening, fetal assessment, fetal monitoring abnormal labour, and perinatal bereavement. Equivalent to: NRSG10049. Prerequisite: NRSG10103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11323	Jan17	Mar7				eLearn	\$343.14
11322	Jan17	Apr27				eLearn	\$343.14
11352	Mar14	May2				eLearn	\$343.14

## Obstetrics 2: Management of High Risk Patients in Emergencies NRSG10107

**ACCELERATED CRN!** Focus on obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease, and obstetrical emergency situations. Specific to the management of high risk patients. Equivalent to: NRSG10051. Prerequisite: NRSG10106.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11325	Jan17	Mar7				eLearn	\$343.14
11324	Jan17	Apr27				eLearn	\$343.14
11353	Mar14	May2				eLearn	\$343.14

## Neonatal 1: Advanced Nursing Care of Term and Preterm Neonates NRSG10104

**ACCELERATED CRN!** Examine the 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. Critical appraisal will also be discussed as a means to evaluate the quality of research evidence. Equivalent to: NRSG10045. Prerequisite: NRSG10103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11313	Jan17	Mar7				eLearn	\$343.14
11312	Jan17	Apr27				eLearn	\$343.14
11350	Mar14	May2				eLearn	\$343.14

## Neonatal 2: Advanced Nursing Care of Critically Ill Neonates NRSG10105

**ACCELERATED CRN!** Examines the assessment and care of high risk and critically ill neonates. Topics include cardiac problems, congenital abnormalities, acid-base balance, neurological concerns, respiratory problems, assisted ventilation, and parenting in the NICU. Equivalent to: NRSG10043. Prerequisite: NRSG10104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11315	Jan17	Mar7				eLearn	\$343.14
11314	Jan17	Apr27				eLearn	\$343.14
11351	Mar14	May2				eLearn	\$343.14

## Obstetrical Nursing 1 Clinical Experience CLIN10002

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 NRSG10106. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11326	Jan2	Dec21				FieldWork	\$554.40

## Obstetrical Nursing 2 Clinical Experience CLIN10003

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: NRSG10107 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11327	Jan2	Dec21				FieldWork	\$554.40

**Advanced Neonatal Nursing 1 Clinical Experience CLINNSCF2**

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: NRS10104 and HSC10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11316	Jan2	Dec21				FieldWork	\$554.40

**Advanced Neonatal Nursing 2 Clinical Experience CLINNSCF4**

Integrate the knowledge and skills learned in Neonatal Nursing 2 Advanced in a Level 2+ or 3 neonatal intensive care setting. Prerequisite: CLINNSCF2. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11317	Jan2	Dec21				FieldWork	\$554.40

## Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

**ONTARIO COLLEGE GRADUATE CERTIFICATE**

Graduation Requirement: 6 courses

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

Expertly designed for RNs and RPNs by Mental Health Nurses working in hospitals, education and communities, in alignment with the CFMHN Standards of Practice in Mental Health Nursing and based on Best Practices. Explore concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Healthcare Team

**Admission Requirements**

- Proof of current RN/RPN registration with the College of Nurses of Ontario.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
HSC10145 Advancements in the Mental Health System	42
HSC10147 Introspective Practice	42
HSC10148 Health Challenges	42
HSC10149 Whole Person Assessment	42
HSC10150 Interventions Supporting Recovery	42
CLIN10070 Clinical for Mental Health	40

**Advancements in the Mental Health System HSC10145**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11294	Jan17	Apr27				eLearn	\$343.14

**Introspective Practice HSC10147**

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: HSC10145.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11296	Jan17	Apr27				eLearn	\$343.14

**Interventions Supporting Recovery****HSC10150**

Integrate knowledge of psychopharmacology and other treatment modalities/alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Prerequisite: HSC10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11295	Jan17	Apr27				eLearn	\$343.14

**Clinical for Mental Health****CLIN10070**

Gain real world experience in the application of theory from previous courses. Demonstrate a broad scope of interventions used in mental health nursing 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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11297	Jan2	Dec21				FieldWork	\$329.60

## Registered Nurse/Registered Practical Nurse - Pediatric Nursing

**ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 7 courses

[ce.mohawkcollege.ca/pediatric-nursing](http://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
NRS10057 Pediatric Nursing - Introductory	40
NRS10066 Nursing Care of Children with Cardio/Respiratory Disorders	40
NRS10067 Nursing Care of Children with GI & Metabolic Disorders	40
NRS10068 Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function	40
NRS10069 Nursing Care of Children with Hematological, Oncological & Palliative Care Needs	40
NRS10091 Nursing Care of Children with Altered Mental Function	40
CLIN10056 Nursing Clinical Practicum	30

**Pediatric Nursing-Introductory NRS10057**

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
11198	Jan17	Apr27				eLearn	\$326.80

**Nursing Care of Children with Cardio/Respiratory Disorders NRS10066**

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: NRS10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11199	Jan17	Apr27				eLearn	\$326.80



### Nursing Care of Children with Altered Musculoskeletal, Neurological and Sensory Function **NRSRG10068**

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: NRSRG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11201	Jan17	Apr27				eLearn	\$326.80

### Nursing Care of Children with Hematological, Oncological Problems & Palliative Care Needs **NRSRG10069**

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: NRSRG10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11202	Jan17	Apr27				eLearn	\$326.80

### Pediatric Nursing Clinical Practicum **CLIN10056**

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 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11203	Jan2	Dec21				FieldWork	\$247.20

## Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

### ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

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

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women, newborns, 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
NRSRG10102 Perinatal Nursing: Reproductive Health & Pregnancy	42
NRSRG10103 Perinatal Nursing: Labour, Delivery and Newborn Care	42
HSCI10163 Neonatal Resuscitation-Provider Certification	10
NRSNGNSCA1 Perinatal RPN Maternal Care	35
NRSNGNSCA2 Perinatal Newborn And Family Care (RPN)	35
CLIN10073 RPN Perinatal Nursing Clinical	84

### Perinatal Nursing: Reproductive Health & Pregnancy **NRSRG10102**

**ACCELERATED CRN!** Enhance your knowledge and nursing skills in the field of perinatal nursing. In this beginning course, you will start the study of the process of pregnancy from conception through the antenatal period through the process of labour & delivery. Equivalent to: NRSRG10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11318	Jan17	Mar7				eLearn	\$343.14
11309	Jan17	Apr27				eLearn	\$343.14
11354	Mar14	May2				eLearn	\$343.14

### Perinatal Nursing: Labour, Delivery and Newborn Care **NRSRG10103**

**ACCELERATED CRN!** Continue your in depth study of perinatal nursing from the end of the labour process through the intra partum and postpartum periods, examining the care of the mother, newborn and family. Equivalent to: NRSRG10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11319	Jan17	Mar7				eLearn	\$343.14
11310	Jan17	Apr27				eLearn	\$343.14
11355	Mar14	May2				eLearn	\$343.14

### 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/en/nrp-prn/online-examination](http://www.cps.ca/en/nrp-prn/online-examination) for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11311	MO	Jan22	Jan22	9:00-5:00	1	Classroom (IH)	\$217.49
11320	TH	Feb8	Feb8	9:00-5:00	1	Classroom (IH)	\$217.49
11321	FR	Mar9	Mar9	9:00-5:00	1	Classroom (IH)	\$217.49

### Perinatal RPN Maternal Care **NRSNGNSCA1**

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. Prerequisites: NRSRG10102 and NRSRG10103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11328	Jan17	Apr27				eLearn	\$285.95

### Perinatal Newborn And Family Care (RPN) **NRSNGNSCA2**

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRSNGNSCA1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11329	Jan17	Apr27				eLearn	\$285.95

### RPN Maternal, Newborn and Family Care Clinical Experience **CLIN10073**

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: NRSNGNSCA2 and HSCI10163. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11330	Jan2	Dec21				FieldWork	\$636.00

## Update your skills in the nursing field

Programs are available for Internationally Trained Nurses, Registered Nurses and Registered Practical Nurses who require refresher/bridging training.

Visit our website or email [bien@mohawkcollege.ca](mailto:bien@mohawkcollege.ca) for details.

#### Bridging for Internationally Educated Nurses (BIEN)

Visit [mohawkcollege.ca/189](http://mohawkcollege.ca/189)

#### Registered Nurse Refresher

Visit [mohawkcollege.ca/069](http://mohawkcollege.ca/069)

#### Registered Practical Nurse Refresher

Visit [mohawkcollege.ca/884](http://mohawkcollege.ca/884)



## Skin, Wound and Footcare Management

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

[ce.mohawkcollege.ca/foot-care-program](http://ce.mohawkcollege.ca/foot-care-program)

Update and expand knowledge and skills related to footcare within scope of practice. Specialization increases potential to find employment working as footcare nurse or independently in a footcare business.

#### Admission Requirements

- Proof of current RN/RPN registration with College of Nurses of Ontario.



PROGRAM OF STUDIES		
<b>Footcare Completion Letter</b>		<b>Hours</b>
NRSGHZPAE	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18
<b>Footcare Acknowledgement</b>		
NRSGHZPAE	Basic Footcare for RNs and RPNs	13
NRSG10059	Advanced Footcare for RNs and RPNs	18
CLIN10058	Footcare Field Practicum	7
<b>Skin and Wound Care Completion Letter</b>		
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 activities at least 3 weeks prior to 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12044	TH SA	Jan25	Jan27	6:30-9:30 9:00-4:00	2	Classroom (IH)	\$107.12

### Advanced Footcare for RNs and RPNs

#### NRSG10059

Assessment and nursing care of high risk feet, pathological conditions and infection control are discussed. Padding and strapping are practised. Must have completed Basic Footcare course from a community college within the past 2 years. Dates: Feb 1, 3, 8, 10. Prerequisite: NRSGHZPAE.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12045	TH SA	Feb1	Feb10	6:30-9:30 9:00-4:00	4	Classroom (IH)	\$148.32

### The Management Of Wounds

#### HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Blended delivery. In class dates: Feb 17, Mar 17 & Apr 14. Balance eLearn. Textbook available from the McMaster Hospital Health Sciences Bookstore (Room 1G). Must bring proof of CNO registration and textbook to first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12046	SA	Feb17	Apr14	9:00-5:00	5	Classroom (IH)	\$247.20

### 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. All footcare materials included. **YOU MUST register for HLTH10223 to complete required health clearances prior to registration, see page 101.**

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12047	TH	Feb22	Feb22	8:30-5:00	1	FieldWork	\$194.94

## Victimology

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

[ce.mohawkcollege.ca/victimology](http://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		
<b>Mandatory Courses:</b>		<b>Hours</b>
LAWS10187	Victimology: Theoretical Perspectives	45
LAWS10188	Victims of Crime	45
LAWS10189	Victimization and The Law	45
<b>Option Group 1 - Choose 1:</b>		
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
<b>Option Group 2 - Choose 1:</b>		
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

### Victimology: Theoretical Perspectives

#### LAWS10187

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
12516		Jan16	Apr24			OntarioLearn	\$463.65

### Victims of Crime

#### LAWS10188

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
12519		Jan16	Apr24			OntarioLearn	\$463.65

### Victimization and the Law

#### LAWS10189

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
12521		Jan16	Apr24			OntarioLearn	\$463.65

**Violence Against Women****LAWS10190**

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
12523	Jan16	Apr24				OntarioLearn	\$463.65

**Aboriginal Peoples: Understanding and Reducing Victimization****INDS10016**

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
12525	Jan16	Apr24				OntarioLearn	\$341.10

**Victims and the Media****LAWS10191**

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
12528	Jan16	Apr24				OntarioLearn	\$341.10

**Men as Victims****LAWS10192**

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
12530	Jan16	Apr24				OntarioLearn	\$341.10

**Childhood Victimization****HSC10203**

Childhood victimization can have long-term negative impacts and shape the way a person views the world and those surrounding them. Examine short and long-term effects of childhood victimization and gender related issues. Common myths are explored regarding children's symptoms and the effects of childhood victimization. Gain an understanding of criminal and child welfare investigations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12531	Jan16	Apr24				OntarioLearn	\$463.65

**Diversity and Victim Assistance****HSC10204**

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
12532	Jan16	Apr24				OntarioLearn	\$341.10

**Compassion Fatigue, Self-Care and Professional Practice****HSC10205**

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
12533	Jan16	Apr24				OntarioLearn	\$341.10

**Victimology: Assessment and Intervention****HSC10206**

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
12535	Jan16	Apr24				OntarioLearn	\$463.65

## Preclinical and Clinical Information for Health and Nursing Students

### Preclinical Requirements

Continuing Education 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
31674	Oct1	Mar31				eLearn	\$101.00
11139	Feb1	Jun30				eLearn	\$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 [plar@mohawkcollege.ca](mailto:plar@mohawkcollege.ca) or 905-575-2395.

**Visit your program webpage for more information!**

or contact us by email

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

**Victim Assistance Services****HSC110207**

Victim service professionals are required to collaborate with service agencies to plan, deliver and evaluate victim service programs and initiatives. Research and identify the vast array of community, provincial and national services, including financial remedies, counselling, mental health, medical and addiction services. Learn to facilitate interagency communication and multidisciplinary case management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12536	Jan16	Apr24				OntarioLearn	\$463.65



## Working with Dementia Clients - Multidiscipline Certificate (138)

**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/dementia](http://ce.mohawkcollege.ca/dementia)

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.

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**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
COMM10336 Exploring Dementia Care	24
COMM10335 Communication and Interpersonal Skills in Dementia Care	24
HMNSDEM03 Caregiving Skills	24
LAWSGER51 Legal and Ethical Issues Related to Aging	35
CLINDEM05 Clinical Field Placement With Clients	60
<b>Options - Choose 1:</b>	
HSCIGER10 The Study of Aging-Introduction	35
HSCIGER20 Physiology of Aging	35
HSCIGER30 Assessment and Planning	35
HSCIGER41 Mental Health Aspects of Aging	35
HSCIHZA69 Palliative Care-Introduction	42

**Legal And Ethical Issues Related To Aging****LAWSGER51**

Explores ethics and the interconnected ethical issues and legalities associated with aging older adults, their families & health caregivers in Canada today. Review the ethical standards associated with your practice. Topics include ageism, competence and cognition in decision making, end of life care, advanced directives and assisted death. Legalities of wills, guardianship, powers of attorney, substitute decision making, rights of long term care residents & elder abuse are discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12350	Jan16	Apr24				OntarioLearn	\$337.95

**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
12344	Jan16	Apr24				OntarioLearn	\$337.95

**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
12349	Jan16	Apr24				OntarioLearn	\$337.95

**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
12347	Jan16	Apr24				OntarioLearn	\$337.95

**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
12351	Jan16	Apr24				OntarioLearn	\$337.95

**Palliative Care-Introduction****HSCIHZA69**

Palliative care is aimed at relieving suffering and improving the quality of life for persons who are living with, or dying from, advanced illness or are bereaved. Palliative care is a special kind of health care for individuals & families who are living with a life-limiting illness that is usually at an advanced stage. The goal of palliative care is to provide comfort and dignity for the person living with the illness as well as the best quality of life for both this person and his/her family.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12348	Jan17	Apr27				eLearn	\$343.14

**OTHER COURSES****CPR and First Aid Certification**[ce.mohawkcollege.ca/cpr-first-aid](http://ce.mohawkcollege.ca/cpr-first-aid)

Additional courses requested by special interest groups can be accommodated.

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**C.P.R. 'C'/AED - Health Care Provider Level****HSC110086**

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. CPR book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11129	TU	Jan9	Jan9	5:00-10:30	1	Classroom (FF)	\$96.62
11126	TH	Jan25	Jan25	5:00-10:30	1	Classroom (IH)	\$96.62
11130	TU	Feb6	Feb6	5:00-10:30	1	Classroom (FF)	\$96.62
11127	TH	Feb22	Feb22	5:00-10:30	1	Classroom (IH)	\$96.62
11131	TU	Mar6	Mar6	5:00-10:30	1	Classroom (FF)	\$96.62
11128	TH	Mar22	Mar22	5:00-10:30	1	Classroom (IH)	\$96.62

**C.P.R. 'C'/AED Recertification - Health Care Provider Level****HSC110087**

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. CPR book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11026	TH	Jan4	Jan4	5:00-9:00	1	Classroom (IH)	\$60.74
11045	TU	Jan16	Jan16	5:00-9:00	1	Classroom (FF)	\$60.74
11030	TH	Feb1	Feb1	5:00-9:00	1	Classroom (IH)	\$60.74
11054	TU	Feb13	Feb13	5:00-9:00	1	Classroom (FF)	\$60.74
11031	TH	Mar1	Mar1	5:00-9:00	1	Classroom (IH)	\$60.74
11065	TU	Mar13	Mar13	5:00-9:00	1	Classroom (FF)	\$60.74
11033	TH	Mar29	Mar29	5:00-9:00	1	Classroom (IH)	\$60.74



**Standard First Aid, C.P.R. 'C'/AED****HSC110088**

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. No refunds or transfers after course start date. Book & pocket mask included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11132	SA/SU	Jan6	Jan7	9:00-5:00	2	Classroom (FF)	\$115.00
11136	SA/SU	Jan20	Jan21	9:00-5:00	2	Classroom (IH)	\$115.00
11133	SA/SU	Feb3	Feb4	9:00-5:00	2	Classroom (FF)	\$115.00
11137	SA/SU	Feb17	Feb18	9:00-5:00	2	Classroom (IH)	\$115.00
11134	TU/WE	Feb27	Feb28	9:00-5:00	2	Classroom (FF)	\$115.00
11138	SA/SU	Mar3	Mar4	9:00-5:00	2	Classroom (IH)	\$115.00
11135	SA/SU	Mar17	Mar18	9:00-5:00	2	Classroom (FF)	\$115.00

**Health**[ce.mohawkcollege.ca/health-nursing](http://ce.mohawkcollege.ca/health-nursing)**Health Assessment****HSC110151**

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. Online resource fee included. Equivalent to: NRS10084 or NRS10215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12388		Jan16	Apr24			OntarioLearn	\$476.14

**Human Anatomy and Physiology****HSC110027**

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 (HSC1PNB11). 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12301		Jan16	Apr24			OntarioLearn	\$521.65

**Introduction to Health****HSC110209**

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12402		Jan16	Apr24			OntarioLearn	\$463.65

**Mental Health Introduction****HLTH110016**

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12385		Jan16	Apr24			OntarioLearn	\$419.65

**Nutrition for Fitness and Health Promotion****HLTH10252**

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. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12407		Jan16	Apr24			OntarioLearn	\$439.14

**Phlebotomy Training****MLSC10040**

**NEW!** Introduces the theory and techniques required for safe practice in Phlebotomy, when collecting both venous and capillary blood samples. In class dates: Jan 20 & Feb 3. Remainder via eLearn. 22 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11154	SA	Jan20	Feb3	9:00-5:00	2	Blended (IH)	\$181.28

**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. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12302		Jan16	Apr24			OntarioLearn	\$494.45

**Restorative Care in a Long Term Care Setting****HSC110212**

Understand the fundamentals of restorative care in a long-term setting, including its design, implementation and evaluation. Examine approaches to aid in the development, implementation and/or supervision of a restorative care program. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12410		Jan16	Apr24			OntarioLearn	\$439.14

**Nursing**[ce.mohawkcollege.ca/health-nursing](http://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: NRS10060. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12412		Jan16	Apr24			OntarioLearn	\$341.10

**Intravenous Therapy - RN/RPN****NRS10090**

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. 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 CNO required. In class dates: Feb 17, Mar 3, 17, & 18.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11189	SA/SU	Feb17	Mar18	9:00-5:00	6	Blended (IH)	\$321.36

**Pharmacology Theory Review for Nurses****NRS10096**

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. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12413		Jan16	Apr24			OntarioLearn	\$390.12

**Online Course?****Book your exam early!**

For instructions visit  
[ce.mohawkcollege.ca/exams](http://ce.mohawkcollege.ca/exams)

# Hospitality, Home and Garden

ce.mohawkcollege.ca/hhg



## Programs and Courses

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Mohawk College Kitchen Lab



## CREDENTIALLED PROGRAMS

 **Cake Decorating**
**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**[ce.mohawkcollege.ca/cake-decorating](http://ce.mohawkcollege.ca/cake-decorating)

Enhance or develop your skills in cake decorating. Focus on fundamentals of decorating as well as using different decorating techniques and materials.

**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 of approx. \$95 are the responsibility of the participant. Some supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12826	TH	Jan11	Feb8	6:30-9:30	5	Classroom (FF)	\$138.60

**Cake Decorating 2****CULIGI738**

Create beautiful royal icing flowers, lily nail flowers, flood work, basket weave design and more. Supply costs of approx. \$40 are the responsibility of the participant. Some supplies included. Prerequisite: CULIGI737.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12827	TH	Feb15	Mar15	6:30-9:30	5	Classroom (FF)	\$138.60

**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. Some supplies included. Prerequisite: CULIGI738.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12828	TH	Mar22	Apr19	6:30-9:30	5	Classroom (FF)	\$138.60

**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 of approx. \$65 are the responsibility of the participant. Some supplies included. Prerequisite: CULIGI739.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12829	MO	Jan15	Feb12	6:30-9:30	5	Classroom (FF)	\$138.60

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

Let us know at [ce.mohawkcollege.ca/ideas](http://ce.mohawkcollege.ca/ideas)

 **Culinary Skills - Introduction**
**ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**[ce.mohawkcollege.ca/culinary](http://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:		Hours
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
12822	TU	Jan16	Feb20	6:00-10:00	6	Classroom (FF)	\$257.76

**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
12823	TU	Feb27	Apr3	6:00-10:00	6	Classroom (FF)	\$257.76

**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
12824	WE	Jan17	Feb21	6:00-10:00	6	Classroom (FF)	\$257.76



**A Dip In The Mediterranean**

CUL110080

Join our expert chef for a culinary exploration of the great food cultures of southern Europe. We will be visiting France, Spain, Italy, Turkey and Greece to experience a hands-on introduction and taste some of the world's best cuisines. Food costs included. Prerequisite: CUL110069 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12825	WE	Feb28	Apr4	6:00-10:00	6	Classroom (FF)	\$257.76

**Floral Techniques - Basic Certificate (805)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/floral](http://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
12867	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Materials For Designs**

FLORFC004

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12868	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

**Wedding Work And Special Occasion**

FLORFC002

Focus on bridal bouquets, corsages, boutonnieres, church and reception pieces. Fresh and artificial floral materials will be used. Kit available. Prerequisite: FLORFC004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13070	TU	Jan16	Apr3	6:30-9:30	12	Classroom (FF)	\$296.64

**Style Trends in Design**

FLORFC205

Explore the latest trends in floral design, with emphasis on advanced and innovative design styles that combine line, form, texture and colour. Prerequisites: FLORFC002, FLORFC003, FLORFC005. Kit available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12870	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$247.20

**Home Renovation For Women (Men Welcome)****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

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

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	12
BLDG10074 Kitchens	12
BLDG10109 Improve or Move	12
BLDG10086 Flooring And Mouldings	12
CREA10135 Painting and Decorating	12
BLDG10121 Bathrooms	12
BLDG10087 Furniture Refinishing	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. Materials and book included. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12538	SA/SU	Feb3	Feb4	8:30-2:30	2	Classroom (SC)	\$138.88
12541	SA/SU	Mar10	Mar11	8:30-2:30	2	Classroom (SC)	\$138.88

**Basic Maintenance**

BLDG10073

Practical hands-on instruction for basic property maintenance. From changing your flooring, installing a doorbell, installing light fixtures to window coverings, let us show you step by step how to get the job done. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12494	WE	Feb21	Mar14	6:30-9:30	4	Classroom (SC)	\$128.88

**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. Materials included. Please bring a tape measure, and CSA approved safety glasses and safety boots.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12307	SA/SU	Jan27	Jan28	8:30-2:30	2	Classroom (SC)	\$128.88
12308	SA/SU	Mar24	Mar25	8:30-2:30	2	Classroom (SC)	\$128.88

**Bathrooms**

BLDG10121

Explore ideas and concepts for refinishing and/or renewing your bathroom. Includes design, assembling and hanging cabinets, hardware and tiling. Materials included. NOTE: does not cover Plumbing see BLDG10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12534	TU	Mar20	Apr10	6:30-9:30	4	Classroom (SC)	\$128.88



**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. Materials included. Safety glasses required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12513	SA	Jan27	Feb10	1:00-5:00	3	Classroom (SC)	\$158.88

**Furniture Refinishing****BLDG10087**

From "shabby chic" to "chic country", Bring a piece of furniture of your choice and learn how to get the look you want. Different methods of distressing and painting techniques are covered in this hands-on course. Selected paints, stains and tools will be provided or bring your own. Bring safety glasses and a project that is easy to transport.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12517	TH	Mar22	Apr12	6:30-9:30	4	Classroom (SC)	\$128.88

**Improve or Move****BLDG10109**

**NEW!** Provides participants with an overview of how to maintain and renovate your existing home. There are no certifications or prior experience in home design or renovation required as prerequisites. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12511	TH	Feb22	Mar15	6:30-9:30	4	Classroom (SC)	\$128.88

**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. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12500	TU	Feb20	Mar13	6:30-9:30	4	Classroom (SC)	\$128.88

**Painting and Decorating****CREA10135**

Hands-on instruction on painting like a professional! Learn a variety of finishes and techniques. Discover wallpapering, staining wood and the tools that will make your project faster and easier. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12537	TU	Jan16	Feb6	6:30-9:30	4	Classroom (SC)	\$128.88

**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. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12509	WE	Jan17	Feb7	6:30-9:30	4	Classroom (SC)	\$128.88



## Horticulture - Plant Identification Certificate (846)

**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/horticulture](http://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.
- Fundamentals of Horticulture (HORTHOR01) should be taken first.

**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

**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 may be used (at an extra cost) to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12554	TH	Jan18	Apr5	6:30-9:30	12	Classroom (SC)	\$296.64



## 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 Coordinator 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](http://mohawkcollege.ca/ssa)

## Interior Decorating Certificate (178)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

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

#### 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 for 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
12817	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

#### Basic Drafting

#### TDRWHF203

Master basic drafting techniques to create floor plans, working drawings and elevations. Supplies extra (approx.\$90). Prerequisites: CREAHF215 and CREAHF205.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12818	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$247.20

#### Estimating

#### METRHF230

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12819	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

#### Creative Paint Techniques

#### CREA10036

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
12820	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$247.20

#### Hand Rendering for Interior Design

#### CREA10179

**NEW!** Discover the ability to become skilled in the techniques of hand rendering as another way to convey your ideas. Demonstrate the importance of using visuals to communicate design solutions while providing an opportunity to present ideas and concepts in a creative manner. Enhance your sample board presentation by assisting the client to better visualize and understand the design concept being presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12821	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

## Landscape Design Certificate (080)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

[ce.mohawkcollege.ca/landscapedesign](http://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.
- Fundamentals of Horticulture (HORTHOR01) should be taken first.



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	36
HORT10047	Holistic Plant Health Care and Integrated Pest Management	36
BLDG10069	Principles of Landscape Construction	42

#### NOTES:

- General Plant ID or several of the Plant ID courses should 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. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12557	TU	Jan16	Apr3	6:30-9:30	12	Classroom (SC)	\$306.64

**Landscape Design II****HORTLA007**

Develop communication skills in landscape design and gain a comprehensive understanding of the elements and principles of residential site development. Includes site analysis, conceptual drawing and final presentation through the means of graphic representation. Purchase of approximately \$60 in supplies is required. Course may include field trips. Prerequisite: HORTLA001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12555	MO	Jan15	Apr9	6:30-9:00	12	Classroom (SC)	\$296.64

**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
12306	WE	Jan17	Apr18	6:30-9:30	14	Classroom (SC)	\$346.08

**Professional Bartending****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

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



Turn to page 2 for contacts



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.

**Smart Serve Certification is mandatory for alcohol servers in Ontario.**

**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

**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 be addressed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12844	WE	Jan17	Feb21	6:30-9:30	6	Classroom (FF)	\$158.32

**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.

**Wine Appreciation 2****HOSPFB005**

Explore the elegance of Old World Wines, grape varieties, regions, including France and Italy. Develop your tasting skills with selected wines. Gain an understanding of quality standards and regulations. Wine costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12847	TU	Jan16	Mar6	6:00-9:45	8	Classroom (FF)	\$447.20

**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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12923	SA	Jan20	Jan20	9:30-1:30	1	Classroom (FF)	\$65.40
12924	TU	Jan30	Jan30	6:00-10:00	1	Classroom (FF)	\$65.40
12925	SA	Feb24	Feb24	9:30-1:30	1	Classroom (FF)	\$65.40
12926	SA	Mar24	Mar24	9:30-1:30	1	Classroom (FF)	\$65.40

**Sustainable Local Foods Certificate (937)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

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



Turn to page 2 for contacts

Learn about the need for sustainable local foods in this online program. Understand the production, processing, preparation, procurement and distribution of sustainable local foods.

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
CULI10085 Food Sector & Food Justice in Canada	45
CULI10086 Between Farm & Table:Local Food Business & Cooperatives	45
HLTH10262 Urban Agriculture, Community Gardens, Food Secure Cities	45
HLTH10263 Sustainable Farming: Principles & Practices	45
HLTH10264 Food Systems Trends & Policy in Canada Today	45
HORT10021 Field to Fork:Introduction to Local and Global Food Systems	45

**Field to Fork:Introduction to Local and Global Food Systems****HORT10021 (E)**

Consider opportunities and challenges for making food system changes at the local and global political, economic and ecological levels. Examine biotechnology, organic farming, climate change, peak oil, water scarcity, and other global issues.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12694		Jan16	Apr24			OntarioLearn	\$463.65

**Urban Agriculture, Community Gardens, Food Secure Cities****HLTH10262**

Study the exciting urban agriculture projects and policies that are currently transforming the landscape, building community, and creating food security in Canadian cities. From schoolyard and rooftop gardens to urban CSA (community supported agriculture) farms and greenhouse.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12696		Jan16	Apr24			OntarioLearn	\$463.65

## Tea Sommelier

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

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

In collaboration with the Tea and Herbal 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



Tea and Herbal Association of Canada  
L'Association du thé et des tisanes du Canada

tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea and Herbal Association of Canada for certification as a Tea Sommelier.



Turn to page 2 for contacts

### 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12830	FR	Jan19	Feb9	6:30-9:30	4	Classroom (FF)	\$138.88

#### 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. Taste and evaluate teas that are representative of each region. Product costs included. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12831	FR	Feb23	Mar30	6:30-9:30	6	Classroom (FF)	\$188.32

#### Tea Sensory Development - Tea 103

HOSP10021

Examine the science of taste and how the production of tea influences the appearance of the leaf and the overall taste. Identify stages of production, proper storage, handling techniques, potential production errors and the associated impact on the tea. Develop the skills to discern major tea characteristics. The tasters' vocabulary will be covered with tasting of various products. Product costs included. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12832	TU	Jan16	Feb20	6:30-9:30	6	Classroom (FF)	\$188.32

#### 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. Product costs included. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12837	TU	Feb27	Apr3	6:30-9:30	6	Classroom (FF)	\$188.32

### OTHER COURSES

#### Floral Workshops

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



Turn to page 2 for contacts

#### Easter Blooms

FLOR10017

**NEW!** Create a colourful table arrangement(s) in spring colours for your Easter entertaining. Follow easy instructions using a variety of fresh flowers and greens. Floral supplies included. Bring your own tools. Registration deadline 1 week before workshop date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12917	WE	Mar28	Mar28	6:30-9:30	1	Classroom (FF)	\$94.69

#### Springtime Wreath

FLORG1614

**NEW!** Shades and tints of green, pink and yellow speak of springtime and a hint of romance. Use a grapevine wreath, take an armful of garden delights of curly-willow branches, clusters of pussy willows and fillers for texture. Then add a colourful selection of flowers that will capture the airiness of the spring season. Further complemented by a wire ribbon bow for that romantic allure. Floral supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12918	FR	Mar16	Mar16	6:30-9:30	1	Classroom (FF)	\$94.69

#### Valentine Floral Workshop

FLORG1617

**NEW!** Create an eye-catching and romantic oasis ring for your dinner table on this special occasion. Floral supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12919	FR	Feb9	Feb9	6:30-9:30	1	Classroom (FF)	\$94.69

## NEW! Courses for Kids and Teens

Mohawk College Continuing Education now offers courses for children and teens aged 6-16 years old.

Courses offered in:

- Fashion
- Culinary
- Media

All courses take place at the Fennell Campus.



To learn more or to register visit  
[ce.mohawkcollege.ca/kids-teens](http://ce.mohawkcollege.ca/kids-teens)



## Food and Drink

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



### Beer & Cheese Pairing

**HOSP10046**

Come and discover one of the most perfect pairings! Learn how to pair beer and cheese from around the world. Product costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12927	TH	Feb15	Feb15	6:30-9:30	1	Classroom (FF)	\$79.69

### Beer Appreciation

**HOSP10047**

Discover the world of beer. Learn how to properly taste beer, the different types of beer and its raw ingredients. Product costs included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12922	TH	Mar15	Mar15	6:30-9:30	1	Classroom (FF)	\$69.69

### Chocolate History

**CULI10087 (E)**

Survey the 4000 year old history of chocolate: from ancient Mesoamerica, as a bitter drink of ritual and medicine, to the modern chocolate culture and the mass-produced globalized product of the twentieth century. Investigate import to Europe by the Spanish, the transformation into a sugary drink of the nobility, and the importance to colonization, the slave trade and the Industrial Revolution. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12683		Jan16	Apr24			OntarioLearn	\$439.14

### Prud'homme Beer Enthusiast

**HOSP10049**

**NEW!** This beer education course is designed for participants interested in furthering their knowledge and interest in beer. Focus on brewing ingredients and processes, tasting concepts, pouring and serving concepts, draught system basics, food and beer pairings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12928	SA/SU	Feb3	Feb4	10:00-4:00	2	Classroom (FF)	\$396.70

### Soup's On

**CULIG1526**

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 included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12915	MO	Jan29	Feb12	6:30-9:30	3	Classroom (FF)	\$227.29

### Making Pizza at Home

**CULI10062**

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 included in course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12916	SA	Feb10	Feb10	10:00-2:00	1	Classroom (FF)	\$100.48

## Gardening

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



### Art of Bonsai

**HORT10055**

Introduces the living art of Bonsai and presents the history, development, styling and care of Bonsai, for indoor/outdoor garden pots and for in-ground trees and shrubbery. You will pot your own bonsai. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12552	WE	Mar14	Apr18	6:30-9:30	6	Classroom (SC)	\$208.32

### Garden Pests - How to Spot Them and How to Deal With Them

**HORT10048**

Introduces common garden pests in Ontario and includes tips for identifying and managing them.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11984	SA	Mar17	Mar17	10:00-4:00	1	Classroom (FF)	\$95.93

### Hydroponics and Gardening without Soil

**HORT10056**

Discover hydroponics and the art of growing plants without soil in this hands-on experience. Learn about the basic types of hydroponic systems, the types of growing media that are used and the plants best suited to growing in hydroponics. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11985	SA	Feb10	Feb10	10:00-4:00	1	Classroom (SC)	\$110.93

### Landscaping for the Home

**HORT10049**

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!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12543	TH	Feb15	Mar15	6:30-9:30	5	Classroom (SC)	\$123.60

### Perennials for the Home

**HORT10050**

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
12545	TH	Mar22	Apr19	6:30-9:30	5	Classroom (SC)	\$123.60

### Popular Trees & Shrubs for the Home

**HORT10051**

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
12546	TU	Mar13	Apr24	6:30-9:00	6	Classroom (SC)	\$217.09



## Home Renovation

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



### Barn Door Workshop

**BLDG10124**

Learn how to build, finish and discuss the installation of your own designer-trend barn door. Cut and assemble your door and learn how to obtain a weathered finish. Materials for a standard 40x80" pine barn door are included. Hardware not provided, however options will be discussed. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12124	SA	Jan20	Jan20	8:30-2:30	1	Classroom (SC)	\$171.75

### Barn Furniture - Bench & Crate

**BLDG10711**

Learn how to build and finish a bench and crate made of barn wood. Materials are included for a standard bench and crate starting with rough cut pine. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12126	SA/SU	Jan27	Jan28	10:00-2:00	2	Classroom (SC)	\$205.67

### Barn Furniture - Bookcase

**BLDG10712**

Learn how to build and finish a bookcase made of barn wood. Materials are included for a standard bookcase starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12129	SA	Feb3	Feb3	8:30-2:30	1	Classroom (SC)	\$171.75

### Barn Furniture - Dresser

**BLDG10714**

Learn how to build and finish a dresser made of barn wood including the more advanced woodworking concepts for drawers. Materials included for a standard dresser starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session. Prerequisite: BLDG10711.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12132	SA	Mar10	Mar24	8:30-2:30	3	Classroom (SC)	\$455.26

### Barn Furniture - Headboard

**BLDG10715**

**NEW!** Build your own headboard made of barn wood. Materials included for a standard head board made of rough cut pine. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12761	SA	Feb10	Feb10	8:30-2:30	1	Classroom (SC)	\$171.75

### Barn Furniture - Vanity

**BLDG10713**

Learn how to build and finish a vanity made of barn wood that can be used as the base for a sink or hutch. Materials are included for a standard vanity starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session. Prerequisite: BLDG10711.

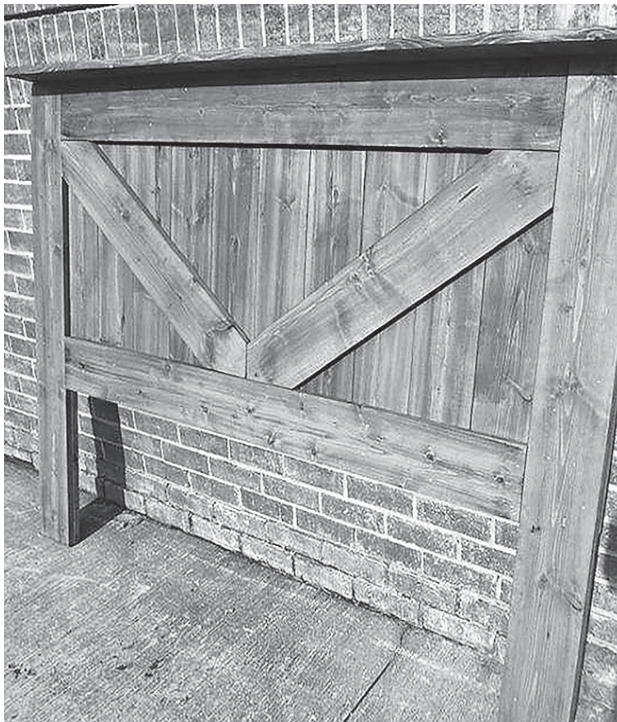
CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12131	SA	Feb24	Mar3	8:30-2:30	2	Classroom (SC)	\$292.08

### 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. Materials and book included. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12538	SA/SU	Feb3	Feb4	8:30-2:30	2	Classroom (SC)	\$138.88
12541	SA/SU	Mar10	Mar11	8:30-2:30	2	Classroom (SC)	\$138.88



**Barn Furniture - Headboard**



**Barn Furniture - Vanity**



**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. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12494	WE	Feb21	Mar14	6:30-9:30	4	Classroom (SC)	\$128.88

**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. Materials included. Please bring a tape measure, and CSA approved safety glasses and safety boots.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12307	SA/SU	Jan27	Jan28	8:30-2:30	2	Classroom (SC)	\$128.88
12308	SA/SU	Mar24	Mar25	8:30-2:30	2	Classroom (SC)	\$128.88

**Home Inspection & Real Estate Q&A****REAL10002**

Are you and your house ready for the real estate market? Discuss the aspects of buying or selling a home from the homeowner's perspective regarding home inspections and real estate transactions. Whether you are a first time home buyer or have owned a home for many years, this workshop taught by industry professionals will answer questions relevant to all.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12458	SA	Mar3	Mar10	9:00-3:00	2	Classroom (SC)	\$98.88

**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. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12524	SA	Jan20	Jan27	9:00-2:00	2	Classroom (SC)	\$102.40
12527	SA	Mar31	Apr7	9:00-2:00	2	Classroom (SC)	\$102.40

**Interior Decorating and Design**

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

**Colour and Application****HIST10025**

**NEW!** Learn about the most influential elements of design, through colour and its application. Covers an historical period of colour trends, interior space, pop culture and its political influences, colour is studied from a practical world perspective. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12687		Jan16	Apr24			OntarioLearn	\$439.14

**Design Basics for Interior Decorating****CREA10192**

**NEW!** Discover the foundations of design. Includes the principles and elements of design and the tools of visual design. Learn how to apply the right combination of these to design projects that visually communicate ideas in an effective manner. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12686		Jan16	Apr24			OntarioLearn	\$439.14

**Fabrics and Window Treatments****CREA10191**

**NEW!** Discover the important details used by decorators to select appropriate and functional window treatments for home decor. Learn history of both natural and synthetic fabrics, how they are manufactured and used in the decorating industry. Understand the pros and cons of multiple kinds of materials available in today's market. Discuss the trends in both soft and hard style treatments, how to measure and calculate several basic styles to complete particular window treatments. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12666		Jan16	Apr24			OntarioLearn	\$463.65

**Floor Plans, Space Planning and Presentations****PLAN10019**

**NEW!** Methods, concepts and theories will be used to understand and develop floor plans and blue prints. You will draw room dimensions and wall elevations to scale as well as learning to identify blue print symbols. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12244		Jan16	Apr24			OntarioLearn	\$463.65

**Fundamentals of CAD****CADM10060**

**NEW!** Explore the fundamentals of AutoCAD for Windows by examining industry standards of interior design to produce a partial set of drawings of floor plans and elevations. Study the differences between drawings for client presentations and contractor installations. Through online content, interactive follow-along videos, and practical exercises, students draw, manage, modify, annotate, and export drawings of floor plans and elevations. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12684		Jan16	Apr24			OntarioLearn	\$439.14

**Illustration and Media-Digital Applications****INFO10165**

**NEW!** Practice using three-dimensional modelling software to create realistic perspectives and rendered floor plans for interior spaces. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12685		Jan16	Apr24			OntarioLearn	\$439.14

**Interior Decorating - Introduction****CREA10188**

**NEW!** Discover the basic principles and elements of design, the importance of room decor, and the major categories of style types. Review career options in the field of design, the components of a professional portfolio, and client needs assessments. Basic knowledge of floor plans, window treatments, lighting, colour schemes, and styles will be examined. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12249		Jan16	Apr24			OntarioLearn	\$463.65

**Wildlife Education**

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

**Observing & Identifying Ontario's Wildlife****GSCI10011**

Introduces a range of skills in wildlife identification and observation. Focus on visual and auditory identification of Ontario wildlife species including birds, reptile, amphibians, and mammals. You must take part in community-based wildlife monitoring projects. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12682		Jan16	Apr24			OntarioLearn	\$463.65

# Mathematics

## MATH LEARNING CENTRE - INDEPENDENT STUDY

### 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/math](http://ce.mohawkcollege.ca/math)

	Start/ Orientation Date	Jan 9	Jan 17	Jan 29	Feb 15	Mar 14		
	End Date	May 11	May 18	Jun 1	Jun 15	Jul 13		
COURSE NAME	COURSE NUMBER	CRN	CRN	CRN	CRN	CRN	FEE	PREREQUISITE
Mathematics 1	MATH10011	11019	11077	11103	11140	11166	\$346.08	Grade 12 (C or U) or MATHMA002 or equivalent
Mathematics 1	MATH10012	11036	11080	11104	11141	11167	\$346.08	Grade 12 Math (C or U)
Mathematics	MATH10020	11037	11081	11105	11142	11168	\$346.08	MATH10012
Mathematics	MATH10024	11039	11082	11106	11143	11169	\$346.08	MATHMS173
Mechanical Intermediate Algebra	MATH10029	11040	11083	11107	11144	11170	\$346.08	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042	11062	11095	11119	11158	11182	\$445.60	Grade 12 Math (C or U)
Mathematics 2	MATH10053	11042	11084	11108	11145	11171	\$346.08	MATH10011 or equivalent
NDE Mathematics	MATH10059	11043	11085	11109	11146	11172	\$346.08	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001	11055	11093	11117	11156	11180	\$391.20	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002**	11071	11102	11125	11165	11190	\$554.40	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003	11058	11094	11118	11157	11181	\$391.20	Grade 11 Math (C or U)
Mathematics 1 - General Arts and Science	MATHMA006	11044	11086	11110	11147	11173	\$346.08	Grade 10 Math (applied or academic)
Math	MATHMA018	11046	11087	11111	11148	11174	\$346.08	MATHMA006
Mathematics	MATHMA101	11048	11088	11112	11149	11175	\$346.08	Grade 11 (C or U) Math or Grade 12 Math (C)
Engineering Mathematics 1	MATHMA179	11063	11096	11191	11159	11183	\$445.60	Grade 12 Math (C or U)
Differential Calculus	MATHMA383	11049	11089	11113	11150	11176	\$346.08	MATH10029
Mathematics	MATHMS122	11064	11097	11120	11160	11184	\$445.60	Grade 10 Math (applied or academic)
Mathematics for Construction Technician	MATHMS144	11050	11090	11114	11151	11177	\$346.08	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165	11066	11098	11121	11161	11185	\$445.60	Grade 12 Math (C or U)
Mathematics	MATHMS171	11067	11099	11122	11162	11186	\$445.60	Grade 12 Math (C or U)
Mathematics	MATHMS173	11068	11100	11123	11163	11187	\$445.60	Grade 12 Math (C or U)
Mathematics 2 for Construction Technician	MATHMS244	11052	11091	11115	11152	11178	\$346.08	MATHMS144
Mathematics	MATHMS248	11069	11101	11124	11164	11188	\$445.60	MATHMS171
Mathematics	MATHMS377	11053	11092	11116	11153	11179	\$346.08	MATHMS271

\*\* CRN End Dates for MATHMA002 are July 20, July 27, Aug 10, Aug 24, and Sep 21/18



## Mathematics Courses

ce.mohawkcollege.ca/math



### Differential Calculus

**MATHMA383**

Cover Empirical Equations, Conics, and Differential Calculus with Applications. Prerequisite: MATH10029.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12845	TH	Jan18	Apr19	6:00-10:00	14	Classroom (FF)	\$346.08

### 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 or MATH10021 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13052	WE	Jan17	Apr25	6:00-9:00	14	Classroom (FF)	\$346.08

### 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
12464		Jan16	Apr24			OntarioLearn	\$463.65

### 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).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12843	TH	Jan18	Apr25	6:00-9:00	14	Classroom (FF)	\$346.08

### Mathematics

**MATHMS122**

Cover Algebra, Equations, Geometry and Mensuration, Graphing and Systems of Equations, Percents, Unit Conversions and Trigonometry. Prerequisite: Grade 10 Math (applied or academic).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12848	TU	Jan16	Apr24	6:00-10:00	14	Classroom (FF)	\$445.60

### 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
12849	MO/WE	Jan15	Mar21	6:00-9:00	19	Classroom (FF)	\$445.60

### Mathematics

**MATHMS271**

Learn about Analytic Geometry, Conics, Logarithms, Mensuration, Quadratics and Systems of Equations. Prerequisite: MATHMS171. 56 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12852		Jan17	Apr18			eLearn	\$442.45

### 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
12840	WE	Jan17	Apr25	6:00-9:00	14	Classroom (FF)	\$346.08

### Statistics

**MATHMA482**

Introductory statistics intended for Technology students. Focus on organizing and summarizing univariate data, probability, sampling distributions, inferences for one proportion and one mean; compare two proportions and two means; chi square analysis. The statistical package MINITAB will be used and is a mandatory component. Prerequisite: MATHMS165.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12846	MO	Jan15	Apr23	6:00-10:00	14	Classroom (FF)	\$445.60

### 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
12372		Jan16	Apr24			OntarioLearn	\$494.45

### 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
12782		Jan16	Apr24			OntarioLearn	\$565.65

### 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
12783		Jan16	Apr24			OntarioLearn	\$463.65

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# Media and Creative Arts

ce.mohawkcollege.ca/creative



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## 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 Specialist before registering.

For information, application or appointment  
email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca)



## CREDENTIALLED PROGRAMS

 **Aesthetics Certificate (026)**
**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 13 courses**[ce.mohawkcollege.ca/aesthetics](http://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:		
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
12801	WE	Jan17	Apr11	9:30-12:30	13	Classroom (FF)	\$476.36

**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. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12804	TU	Jan16	Apr10	9:30-12:30	13	Classroom (FF)	\$336.36

 **Applied Cosmetics Certificate (830)**
**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/cosmetics](http://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

**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
13082	TU	Jan16	Apr10	6:30-9:30	13	Classroom (FF)	\$331.36

**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. Students are responsible for their own models. Photo development included. Prerequisite: ASTHWS144 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13047	TU	Jan16	Apr10	1:00-4:00	13	Classroom (FF)	\$331.36

**Tuition Assistance**

A variety of options are available.  
Obtain full details and apply online!  
[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)

## Ceramics Certificate (936)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

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

Discover the art of making ceramics! This hands on program is intended for all levels of students to create and explore the art of ceramics.



### PROGRAM OF STUDIES

Mandatory Courses:	Hours
CERAPC201 Ceramics - Foundation 1	30
CERAPC202 Ceramics - Foundation 2	30
CERAPC203 Ceramics - Foundation 3	30
CERAPC204 Ceramics - Foundation 4	30
CERAPC301 Ceramics - Intermediate 1	30
CERAPC302 Ceramics - Intermediate 2	30
CERAPC303 Ceramics - Intermediate 3	30
CERAPC304 Ceramics - Intermediate 4	30
CERAPC311 Ceramics Glaze Theory	30
CERA10005 Ceramics Master Class	30

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. Glaze fees included. Materials and supplies extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12934	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12966	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12982	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12947	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13000	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13018	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Foundation 2 CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Glaze fees included. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12935	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12967	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12983	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12948	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13001	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13019	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Foundation 3 CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Glaze fees included. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12936	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12968	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12984	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12949	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13002	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13020	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Foundation 4 CERAPC204

Refine technical and design skills. Construct handles, sets of wheel-thrown mugs, jugs and clay objects by combining hand building and throwing techniques. Glaze fees included. Prerequisite: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12937	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12969	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12985	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12950	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13003	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13021	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Intermediate 1 CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Glaze fees included. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12939	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12970	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12986	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12951	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13004	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13022	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Intermediate 2 CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Glaze fees included. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12940	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12971	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12987	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12952	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13005	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13023	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Intermediate 3 CERAPC303

Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Glaze fees included. Prerequisite: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12941	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12972	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12988	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12953	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13006	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13024	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### Ceramics - Intermediate 4 CERAPC304

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Glaze fees included. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12942	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12973	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12989	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12954	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13007	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13025	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

#### 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
13033	MO-FR	Jan15	Mar23	9:00-5:00	10	Classroom (SC)	\$262.20



## Ceramics - Advanced

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/ceramics-advanced](http://ce.mohawkcollege.ca/ceramics-advanced)

Refine your skills as a ceramic artist with more advanced techniques and practices.



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
CERAPC401	Ceramics - Advanced 1	30
CERAPC402	Ceramics - Advanced 2	30
CERAPC403	Ceramics - Advanced 3	30
CERAPC404	Ceramics - Advanced 4	30

### Ceramics - Advanced 1 CERAPC401

Glaze fees included. Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12943	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12974	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12990	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12955	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13008	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13026	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

### Ceramics - Advanced 2 CERAPC402

Glaze fees included. Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12944	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12975	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12991	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12956	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13009	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13027	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

### Ceramics - Advanced 3 CERAPC403

Glaze fees included. Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12945	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12976	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12992	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12957	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13010	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13028	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

### Ceramics - Advanced 4 CERAPC404

Glaze fees included. Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12946	MO	Jan15	Mar26	6:30-9:30	10	Classroom (SC)	\$282.20
12977	TU	Jan16	Mar20	1:00-4:00	10	Classroom (SC)	\$282.20
12993	TU	Jan16	Mar20	6:30-9:30	10	Classroom (SC)	\$282.20
12958	WE	Jan17	Mar21	1:00-4:00	10	Classroom (SC)	\$282.20
13011	WE	Jan17	Mar21	6:30-9:30	10	Classroom (SC)	\$282.20
13029	TH	Jan18	Mar22	6:30-9:30	10	Classroom (SC)	\$282.20

## Dressmaking Certificate (819)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/dressmaking](http://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: Skirts	30
FASHDM115	Dressmaking 2: Basic Blouse	30
FASHDM120	Dressmaking 3: Detailed Dress or Blouse	30
FASHDM125	Dressmaking 4: Pants	30
FASHDM130	Dressmaking 5: Dressmakers Jacket	30
FASHDM135	Dressmaking 6: Evening Wear	30
FASHDM140	Tailoring 1	42
FASHDM145	Tailoring 2	42

Cost of materials is your responsibility.

### Dressmaking 1: Skirts FASHDM110

Concentrate on the essentials of dressmaking, including basic sewing skills, pattern and materials selection, layout and cutting. Construction of a basic skirt style will be completed. Materials will be discussed at the first class. Real beginner should consider taking Sewing-Introduction (TEXTHC027) first.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12851	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$257.20

### Dressmaking 2: Basic Blouse 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
12853	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$257.20

### Dressmaking 5: Dressmakers Jacket FASHDM130

Concentrate on professional fitting techniques, interfacings, special trimmings and linings as you complete a dressmaker's lined jacket. Prerequisite: First 4 courses or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12854	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

### Tailoring 1 FASHDM140

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12856	TU	Jan16	Apr17	6:30-9:30	14	Classroom (FF)	\$356.08

## Fashion Design Certificate (804)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

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.



Turn to page 2 for contacts

#### PROGRAM OF STUDIES

Mandatory Courses:	Hours
FASHFA200 Pattern Design And Drafting 1	36
FASHFA210 Pattern Design And Drafting 2	36
TEXT10032 Pattern Design And Drafting 3	36
FASH10033 Pattern Design And Drafting 4	36
FASHFA235 Designing Workshop	36
FASHFA201 Fashion Drawing	30
FASH10031 Elements of Fashion Design	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.

#### Fabric Awareness

#### TEXTFA910

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12858	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

#### Pattern Design and Drafting 2

#### 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
12857	MO	Jan15	Apr9	6:30-9:30	12	Classroom (FF)	\$306.64



## Make-Up Artistry Certificate (056)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

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

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.



Turn to page 2 for contacts

#### 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
12805	WE	Jan17	Mar7	6:30-9:30	8	Classroom (FF)	\$287.76

#### 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. Visit <http://vimeo.com/user11460605/review/108159435/6c05db2eb4> to view a short video of the course. Prerequisite: ASTHWS029.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12802	TH	Jan18	Mar29	6:30-9:30	11	Classroom (FF)	\$356.92

## Music Certificate (809)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

#### Guitar 1

#### MUSC10072

Learn a variety of traditional and contemporary songs to develop left and right hand co-ordination and general musicianship. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13065	WE	Jan17	Apr25	6:30-8:00	14	Classroom (FF)	\$181.28

#### Piano Beginners Part A

#### MUSC10075

Fulfill your dream to learn to play the piano. Learn to read music, develop good rhythm, strong technique and basic theory knowledge as we apply these learned skills to Folk, Classical and Popular styles. Access to a piano required. The same textbook will be used for Beginner's Piano A & B.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12891	TH	Jan18	Apr19	6:30-8:00	14	Classroom (FF)	\$181.28

#### 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
12892	TH	Jan18	Apr19	8:30-10:00	14	Classroom (FF)	\$181.28

#### 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
12894	MO	Jan15	Apr23	6:00-8:00	14	Classroom (FF)	\$230.72

#### Vocal 1

#### MUSCPA160

Improve singing skills with attention to breath control, voice production, stage deportment and intonation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12895	TU	Jan16	Apr3	6:00-7:00	12	Classroom (FF)	\$98.88

## Nail Technician Certificate (027)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

#### Gel and Acrygel Applications

#### ASTHWS905

Develop skill with Acrygel bind gel applications for artificial nails. You MUST supply your own models. Supplies included. Prerequisite: ASTH10007.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12800	MO	Mar5	Apr16	9:30-4:00	7	Classroom (FF)	\$626.36

#### 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 supply your own models. Supplies included. Prerequisite: ASTH10006.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12799	MO	Jan15	Mar5	9:30-4:00	7	Classroom (FF)	\$551.36

**Ready for your Certificate?  
Ready to Graduate?**

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

## Performing Arts Certificate (929)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

CREA10072

Start your acting/artistic journey for stage/on camera work. Through stimulating monologue/scene analysis exercises/improvisation, you develop/prepare for a career in the arts, auditions, agents, building your resume.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12813	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

### Acting Two

CREA10071

An intense look inside the performer's internal approach to the character's conception. Examine human behaviour/re-create the substance that produces the truthful "moments" within the work. Designed like a rehearsal class for students seriously interested in pursuing a career & intent on performing their final work in Acting Three. Prerequisite: CREA10072.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12812	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

### 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
12814	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$247.20

### 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
12816	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$247.20

### Writing for Stage

COMM10268

Hands-on course offers plenty of opportunity to develop basics of engaging dialogue, memorable characters, and conflicts. Tackle building blocks of dramatic and powerful scenes and stories through a series of writing exercises.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12815	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

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

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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



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.

### The Business Of Photography

BUSNYPY112

Augment your Applied and/or Art Photography Certificate and gain the practical and in-depth information you need to operate your own business or sell your photography/artwork.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12896	SA/SU	Jan20	Feb4	9:00-5:00	4	Classroom (FF)	\$247.20

### 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
12898	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$247.20
12897	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

### 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
12902	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

### 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
13069		Jan16	Apr24			OntarioLearn	\$297.10



**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
12899	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$247.20

**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). Studio fees included. Location: HamiltonStudio.ca 468 Cumberland Ave., Unit #2C Hamilton, ON. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12901	MO	Jan15	Mar26	6:30-9:30	10	Other	\$297.20

**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
12900	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$247.20

**Sewing (Basic)****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses

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

**PROGRAM OF STUDIES**

Mandatory Courses:	Hours
TEXTHC027 Sewing - Introduction	10
TEXTHC177 Basic Sewing 1	10
TEXTHC203 Basic Sewing 2	10
TEXTHC322 Basic Sewing 3	13
TEXT10023 Basic Sewing 4	13
TEXT10024 Basic Sewing 5	13

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
12861	FR/SA	Jan12	Jan13	7:00-9:00 9:00-5:00	2	Classroom (FF)	\$92.40

**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
12862	FR/SA	Jan19	Jan20	7:00-9:00 9:00-5:00	2	Classroom (FF)	\$92.40

**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
12863	FR/SA	Jan26	Jan27	7:00-9:00 9:00-5:00	2	Classroom (FF)	\$92.40

**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
12864	SA/SU	Feb3	Feb4	9:00-3:30	2	Classroom (FF)	\$117.12

**Basic Sewing 4 TEXT10023**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12865	SA/SU	Feb24	Feb25	9:30-4:00	2	Classroom (FF)	\$117.12

**Visual Arts Certificates****VISUAL ARTS - FOUNDATION CERTIFICATE (041)****Mohawk College Certificate**

- Graduation Requirement: 7 courses

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

**VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)****Mohawk College Certificate**

- Graduation Requirement: 7 courses
- Admission Requirement: Visual Arts - Foundation Certificate

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

**VISUAL ARTS - ADVANCED CERTIFICATE (043)****Mohawk College Certificate**

- Graduation Requirement: 7 courses
- Admission Requirement: Visual Arts - Intermediate Certificate

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

**ACKNOWLEDGEMENT OF COMPLETION**

- Several Acknowledgements are available for a variety of course groupings.
- Contact us for details.

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



## 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

## 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:

EDUCTAL03 Adult Learning	36
PSYCSS156 Introduction to 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.

## 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
12959	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## 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
12960	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## Chinese Brush Painting 3 ARTTPD103

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12961	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## 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
12962	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## 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
12964	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## 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
12965	SA	Jan20	Mar24	9:00-12:00	10	Classroom (FF)	\$247.20

## 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
13030		Jan15	Mar26			Online	\$247.20

## 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
13031		Jan15	Mar26			Online	\$247.20

## 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
13032		Jan15	Mar26			Online	\$247.20

## 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
12979	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

## 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
12980	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

## 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
12981	TH	Jan18	Mar22	6:30-9:30	10	Classroom (FF)	\$247.20

## 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
13035	WE	Jan17	Mar21	6:30-9:30	10	Classroom (FF)	\$247.20

## 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
13034		Jan15	Mar26			Online	\$247.20

**Painting 1****ARTTPD211**

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Model fee included. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12994	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**Painting 2****ARTTPD311**

Examine historical developments in art and painting and experiment with various media and techniques. Model fee included. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12995	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**Painting 3****ARTTPD411**

Develop a personal style, incorporating techniques and approaches from previous courses. Model fee included. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12996	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**Painting 4****ARTTPD511**

Recognize and use the nuances of colour to create various effects. Model fee included. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12997	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**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. Model fee included. Prerequisite: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12998	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**Painting 6****ARTTPD711**

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Model fee included. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12999	TU	Jan16	Mar20	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 1****ARTTPD231**

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Model fee included. Email [cecreative@mohawkcollege.ca](mailto:cecreative@mohawkcollege.ca) for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13012	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 2****ARTTPD331**

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Model fee included. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13013	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 3****ARTTPD431**

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Model fee included. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13014	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 4****ARTTPD531**

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Model fee included. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13015	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 5****ARTTPD631**

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Model fee included. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13016	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**Watercolour Painting 6****ARTTPD731**

Study a Master watercolourist of your choice and learn to replicate their style. Model fee included. Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13017	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$257.20

**OTHER COURSES****Media Studies**

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



Turn to  
page 2 for  
contacts

**Closed Caption for Media: An Introduction****MCOM10241**

Discover closed captioning and the various software programs that are used to create the captions for live and pre-recorded video media content. Review the skill-sets needed to support the craft for the Accessibility for Ontarians with Disabilities Act (AODA).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13038	SA	Jan27	Feb3	10:00-2:00	2	Classroom (FF)	\$82.40

**Developing a Graphic Design Portfolio****GRAP10204**

Understand the research, compilation, design philosophy and publication of a Graphic Design Portfolio in print and electronic forms. Focus on the creation and design of a student-specific industry portfolio. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12449		Jan16	Apr24			OntarioLearn	\$463.65

**Drawing for Comics & Graphic Novels****RECL10044**

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
12913	TH	Feb8	Feb8	6:00-10:00	1	Classroom (FF)	\$79.21

**Graphic Design****GRAP10070**

Investigate and implement modern strategies to integrate text and images into successful design layouts using Adobe Creative software.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12910	TH	Jan18	Apr19	6:30-8:30	14	Classroom (FF)	\$230.72

**Graphic Novels Introduction****MCOM10225**

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
12905	MO	Jan15	Mar26	6:30-9:30	10	Classroom (FF)	\$247.20

**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
12275		Jan16	Apr24			OntarioLearn	\$439.14

**Introduction to Journalism****MCOM10016**

Investigates the working environment of the journalist and the conflicts raised in story development, research and reporting. Examines the strengths and weaknesses of the news media, and exposes the student to key newsgathering skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12907	MO	Jan15	Mar5	6:30-9:30	7	Classroom (FF)	\$173.04

**Media and Society****MCOM10195**

Understand the complex relationship between the mass media and society. Using contemporary examples, analyze the media's role in connecting individuals and cultures. Special attention will be given to the Canadian experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12908	WE	Jan17	Feb28	6:30-8:30	7	Classroom (FF)	\$115.36

**Media Discovered****MCOM10209**

Explore the production and response to media arts and entertainment from the viewpoint of society and the different sectors of the industry, including television, radio, broadcast and print journalism, newspapers and magazines in order to discover how these diverse forms have shaped our lives. Advertising and public relations will be explained in terms of their impact on society.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12909	TU	Jan16	Apr17	6:00-10:00	14	Classroom (FF)	\$445.60

**Typography 1****GRAP10146**

Follow basic letterform principles and the use of letters and words as units of typographic design. Emphasis is placed on the relationship of visually well-spaced and well-designed type and the techniques and craftsmanship required for professional standards of typographic layout design in advertising, promotional print and packaging.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12911	WE	Jan17	Apr18	6:30-9:30	14	Classroom (FF)	\$346.08

**Video Editing Introduction****MCOM10226**

Video editing is the ability to turn video into a compelling story. Learn to use video with video editing software for your professional and/or personal videos.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12906	TH	Jan18	Feb15	6:30-9:30	5	Classroom (FF)	\$123.60

**Music**

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

**Admission Requirements**

- Open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

**Ear Training 2****MUSCMU240**

Continue the training begun in Ear Training 1 (MUSCMU140) with attention to sixteenth and triplet rhythms, conducting in two, and singing in key signatures containing three sharps and flats.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13067	TH	Jan18	Apr19	6:00-8:00	14	Classroom (FF)	\$115.36

**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
12283		Jan16	Apr24			OntarioLearn	\$463.65
12724		Mar1	Jun7			OntarioLearn	\$463.65

**Guitar Song Book****MUSC10078**

Learn to play a variety of popular and contemporary songs just like they sound on the recordings. You are encouraged to submit your favourite songs to be learned in the group lesson. Prerequisite: 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
12893	TH	Jan18	Apr19	8:30-10:00	14	Classroom (FF)	\$181.28

**I Write The Songs****ARTT10045 (E)**

Create poetic lyrics suitable for the profession of song writing and learn a variety of genres to direct your talents. Special consideration for the purpose of presentation to music producers and agents will be discussed. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12605		Jan16	Apr24			OntarioLearn	\$439.14

**Jazz Harmony 2****MUSCMU281**

Continue the training begun in Jazz Harmony 1 (MUSCMU181). Form a basic knowledge of jazz harmonies, melodies and rhythm as applied to improvisation, arranging and composition. Develop the ear, recognizing scales, intervals and chords.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13066	TU	Jan16	Apr7	6:00-8:00	14	Classroom (FF)	\$230.72

**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: 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
12890	WE	Jan17	Apr18	8:00-9:30	14	Classroom (FF)	\$181.28

## NEW! Courses for Kids and Teens

Mohawk College Continuing Education now offers courses for children and teens aged 6 -16 years old.

Courses offered in:

- Fashion
- Culinary
- Media

All courses take place at the Fennell Campus.



To learn more or to register visit  
[ce.mohawkcollege.ca/kids-teens](http://ce.mohawkcollege.ca/kids-teens)



## Photography

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

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12912	SA	Feb24	Feb24	9:30-4:30	1	Classroom (FF)	\$118.25

### HDR Imaging Techniques PHTO10028

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12903	SA/SU	Feb17	Feb18	9:00-5:00	2	Classroom (FF)	\$115.36

### Photobook Creation PHTO10096

Discover the creation of hardcover or softcover photo books using free software. Add text for an even richer presentation. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12914	SA	Feb10	Feb10	9:00-1:00	1	Classroom (FF)	\$79.21

### Vintage and Retro Photo Effects PHTO10101

Learn post-editing techniques to make your digital images look like historic old photographs. Techniques will cover a wide historical period from Daguerreotypes, wet plate, and faded film look.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12904	SA/SU	Mar3	Mar4	9:00-5:00	2	Classroom (FF)	\$131.84

## Sewing and Needlework

[ce.mohawkcollege.ca/sewing-needlework](http://ce.mohawkcollege.ca/sewing-needlework)



### Knitting-Basic TEXTHC273

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
12930	SA	Jan20	Mar10	9:00-12:00	8	Classroom (FF)	\$250.39

### Quilting - Basic Introduction TEXTHC319

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12931	SA/SU	Mar17	Mar18	12:30-4:00	2	Classroom (FF)	\$138.08

### Quilting - Table Runner TEXTHC068

Create a unique themed table runner. Kit included in fee. Sewing skills required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12929	SA/SU	Feb10	Feb11	12:00-4:00	2	Classroom (FF)	\$155.77

### Serger Know How CREA10169

Discover how to use your serger to its fullest potential with proficiency! Master various techniques, use decorative threads, and a variety of fabrics including knits. Practice these skills by completing project(s) during the course. 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. You must supply your own serger.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12866	SA/SU	Feb24	Feb25	9:30-4:00	2	Classroom (FF)	\$108.88

## Social Media Essentials

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



### Ensuring Successful Print Results GRAP10205

Focus on prepress issues, including font, trapping and colour management that can stand in the way of getting the results you need from the printing process. Includes an overview of current printing methods and pre-flight technologies. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12446		Jan16	Apr24			OntarioLearn	\$341.10

### Introduction to Social Media MCOM10228

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12209		Jan16	Mar13			OntarioLearn	\$463.65
12716		Mar1	Apr26			OntarioLearn	\$463.65

### Social Media Privacy & Security MCOM10227

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. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12211		Jan16	Mar13			OntarioLearn	\$341.10
12717		Mar1	Apr26			OntarioLearn	\$341.10

## Visual Arts

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



### Drawing Realistic Subjects in Coloured Pencil CREA10095

Learn professional tips for creating realistic portraits, flowers, and other drawings using coloured pencils. Benefit from detailed demonstrations, useful critiques and discussions of various techniques. View the course website at [www.realisticdrawing.com/pencil](http://www.realisticdrawing.com/pencil). 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12488		Jan16	Apr24			OntarioLearn	\$390.12

### Drawing Realistic Subjects in Pencil CREA10094

Learn to use blending, shading and other pencil techniques to create detailed still life, landscapes, animals and portraiture. Hone your skills with step-by-step instruction and helpful critiques. You can view the instructor's work and list of supplies at [www.realisticdrawing.com/pencil](http://www.realisticdrawing.com/pencil). 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12504		Jan16	Apr24			OntarioLearn	\$390.12

### Pottery Workshop CERA10013

Introduces creating pottery including throwing clay and using the pottery wheel. Glaze fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13071	FR	Jan12	Jan12	6:30-9:30	1	Classroom (SC)	\$64.69


# Technology and Skills Development

ce.mohawkcollege.ca/tech



## Programs and Courses

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## CREDENTIALLED PROGRAMS



## Additive Manufacturing and 3D Printing

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 Courses

[ce.mohawkcollege.ca/3dprinting](http://ce.mohawkcollege.ca/3dprinting)

Explore the amazing world of Additive Manufacturing and 3D Printing! Designed for industry professionals and makers alike, this Acknowledgment of Completion will provide hands-on instruction including solid modelling, additive manufacturing, 3D printing, design optimization, and features additional courses on safety and post-processing.



## PROGRAM OF STUDIES

Mandatory Courses:		Hours
MANU10051	Solid Modelling for Additive Manufacturing	42
MANU10052	Additive Manufacturing & 3D Printing	42
MANU10053	Design Optimization & Generation of Form	42
MANU10054	Additive Manufacturing Safety Considerations	21
MANU10055	Additive Manufacturing Post-Processing	21

Solid Modelling for Additive Manufacturing **MANU10051**

An introductory overview of solid modelling including the software that is readily available to support the creation of an STL file, the file type that is required to drive additive manufacturing and 3D Printing. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12489	WE	Jan17	Apr18	6:30-9:30	14	Classroom (FF)	\$396.08



## Advanced AutoCAD

## ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

[ce.mohawkcollege.ca/advanced-autocad](http://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
12737	TU	Jan16	Apr10	6:00-9:30	13	Classroom (FF)	\$370.80

## 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. License included. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12794	WE	Jan17	Apr11	6:30-10:00	13	Classroom (FF)	\$390.80

## Air Brake Training

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

This mandatory training is required for individuals seeking their air brake (Z) endorsement through the Ontario Ministry of Transportation. Anyone who drives a vehicle fitted with an air brake system or an air-over-hydraulic brake system is required to have a Z endorsement on their drivers license.

## 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
11990	SA/SU	Jan20	Jan21	8:00-4:00	2	Classroom (SC)	\$335.68
11991	SA/SU	Feb24	Feb25	8:00-4:00	2	Classroom (SC)	\$335.68
11992	SA/SU	Mar24	Mar25	8:00-4:00	2	Classroom (SC)	\$335.68



## AutoCAD Design Certificate (191)

## MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/autocad](http://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
<b>Options - Choose 3:</b>		
CADM10028	AutoDESK - REVIT	45
CADM10040	AutoDESK REVIT - Advanced	45
CADMCAD12	AutoCAD - Customization	45
CADMRE066	SolidWorks Basic	45
CADM10041	SolidWorks Advanced	45
INFO10236	AutoDESK Fusion	45
INFOCAD29	AutoDESK Inventor	45
INFO10237	AutoDESK Inventor Advanced	45

CADM10041 is offered on page 129. INFO10236 is offered on page 130.

**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
12741	WE	Jan17	Apr11	6:00-9:30	13	Blended (FF)	\$370.80

**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
12766		Jan17	Mar28			eLearn	\$367.65
12742	WE	Jan17	Apr11	6:00-9:30	13	Classroom (FF)	\$370.80

**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
12764		Jan15	Mar28			eLearn	\$367.65
12740	TU	Jan16	Apr10	6:00-9:30	13	Classroom (FF)	\$370.80

**AutoDESK Fusion****INFO10236**

Learn the basics of AutoDESK Fusion 360, which is a 3D CAD, CAM and CAE tool that connects the entire product development process in a cloud-based platform that works on both MAC and PC.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12749	TH	Jan18	Apr12	6:00-9:30	13	Classroom (FF)	\$370.80

**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
12673	SA/SU	Jan27	Feb11	9:00-5:00	6	Classroom (FF)	\$370.80

**AutoDesk REVIT - Advanced****CADM10040**

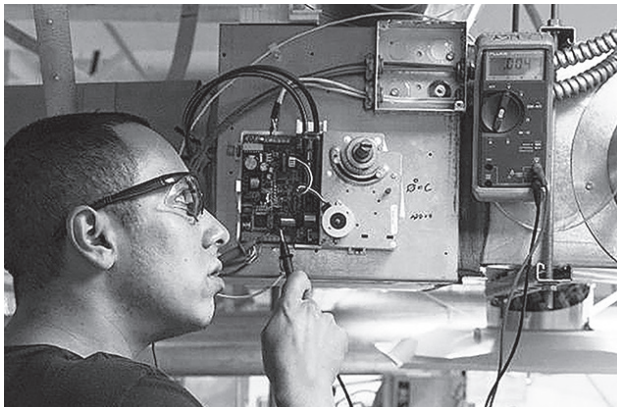
REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12677	TU	Jan16	Apr10	6:00-9:30	13	Classroom (FF)	\$370.80

**SolidWorks Basic****CADMRE066**

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using SolidWorks graphical interface. License included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12743	TH	Jan18	Apr12	6:00-9:30	13	Classroom (FF)	\$390.80



## Building Environmental Systems - BES™ Operator Class II Certificate (990)

**MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**[ce.mohawkcollege.ca/bes2](http://ce.mohawkcollege.ca/bes2)Turn to  
page 2 for  
contacts

One of the most highly recognized certifications for building operations in Canada, the Building Environmental Systems - BES™ program is designed to provide education for the efficient and safe operation and maintenance of today's complex buildings. It is recommended that applicants be employed in building operations.

The BES™ program adheres to the fundamental premise that "the building is a system" in which heating, air conditioning, refrigeration, ventilation, electrical power, lighting, water and air supply are not separate isolated systems but are connected and interdependent. Focus on the knowledge required to understand the functioning of all systems in commercial, office, institutional and residential buildings. There is also a focus on sustainability. The programs look at how buildings can be operated and maintained more efficiently.

Two certificates are offered: Building Environmental Systems - BES™ Operator Class II and Building Environmental Systems - BES™ Operator Class I.

**This certificate replaces Building Environmental Systems (090).**

**Admission Requirements**

- Practical work experience or equivalent.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BLDG10700	Building Systems-A Practical Overview	45
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
12428	TH	Jan18	Apr12	6:00-9:30	13	Classroom (SC)	\$370.80

**Building Systems-A Practical Overview****BLDG10700**

Explore building systems in a holistic way that recognizes the interactions between the various mechanical systems and encourages building operators to be conscious of overall operations including system, safety, environmental considerations and energy efficiency. Key concepts include considering buildings as a system and the components of the building envelope.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12374	TU	Jan16	Apr10	6:00-9:30	13	Classroom (SC)	\$370.80

**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
12459	MO	Jan15	Apr16	6:00-9:30	13	Classroom (SC)	\$370.80



## Building Environmental Systems - BES™ Operator Class I Certificate (989)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

[ce.mohawkcollege.ca/bes1](http://ce.mohawkcollege.ca/bes1)



Building on the operations and maintenance foundations of BES™ Operator Class II, the BES™ Operator Class I Certificate explores the unique nature of hospital systems and covers in detail energy efficiency in large buildings.

#### Admission Requirements

- Practical work experience or equivalent.

#### PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDG10700	Building Systems-A Practical Overview	45
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
BLDG10709	Hospital Building Systems	45
BLDG10710	Energy Efficiency in Large Buildings	45

You must complete the first seven courses before taking BLDG10709 and BLDG10710.

#### Energy Efficiency in Large Buildings BLDG10710

Examine the energy and resource efficiency challenges of large buildings and how to address them. Topics include a review of building operating systems, energy audits, energy management, and indoor air quality.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12376	WE	Jan17	Apr11	6:00-9:30	13	Classroom (SC)	\$370.80

## Certificate of Qualification Examination Preparation

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



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.
- Ask your Apprenticeship contact if any Ministry-funded deliveries are available prior to registering.

#### 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
12768		Jan17	Apr18			eLearn	\$245.10

#### 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
12457	TU/WE	Jan16	Feb21	6:00-9:00	12	Classroom (SC)	\$296.64

## CFC/ODP Training

[ce.mohawkcollege.ca/cfc-odp](http://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.



#### Ozone Layer Protection Awareness Program ENVR10065

Formerly known as CFC/HCFC/HFC Control Training Program (ENVR RE904). Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to maintain an ODP card or whose card has expired. Course manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11976	SA	Jan20	Jan20	8:30-2:30	1	Classroom (SC)	\$198.94
11978	SA	Feb24	Feb24	8:30-2:30	1	Classroom (SC)	\$198.94
11979	SA	Mar24	Mar24	8:30-2:30	1	Classroom (SC)	\$198.94

## CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/cncprogramming](http://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

- CNC courses require you 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
12397	MO	Jan15	Apr16	6:00-10:00	13	Classroom (SC)	\$418.40

**CNC Programming - Basic****MACHRE810**

An introduction to CNC programming including related mathematics, standard code, and machine tool input for 3 axes CNC milling and 2 axes CNC turning. CSA approved safety eye-wear and footwear may be required for some classes and are the responsibility of the student.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12439	TU/TH	Jan16	Mar22	6:00-9:00	20	Classroom (SC)	\$472.80

**CNC Programming - Intermediate****MACHRE811**

Explore sequences including canned cycles, subroutines, machine tool input, set-up and operation. CSA approved safety eye-wear and footwear are required for some classes and are the responsibility of the student. Prerequisite: MACHRE810.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12442	MO/FR	Jan15	Mar9	6:00-10:00	15	Classroom (SC)	\$472.80

**Construction Estimating Certificate (867)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**

[ce.mohawkcollege.ca/constructionestimating](http://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.



Turn to page 2 for contacts

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
BLDGEA202	Estimating 1	42
BLDG10010	Estimating 2	56
BLDG10101	Construction Planning & Scheduling	36
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
12447	TU	Jan16	Apr17	6:00-10:00	14	Classroom (FF)	\$445.60

**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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12518		Jan16	Apr24			OntarioLearn	\$390.12

**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
12292	TH	Jan11	Apr12	6:00-10:00	14	Classroom (FF)	\$445.60

**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
12776		Jan16	Apr24			OntarioLearn	\$414.63

**Electrical Fundamentals Certificate (063)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 3 courses**

[ce.mohawkcollege.ca/electricalfundamentals](http://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.



Turn to page 2 for contacts

**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 114.

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
12399	MO/WE	Jan15	Apr9	6:30-9:30	24	Classroom (SC)	\$554.40

**Electronic Fundamentals Certificate (886)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**

[ce.mohawkcollege.ca/electronicfundamentals](http://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.



Turn to page 2 for contacts

**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 shoes/boots and safety glasses/eyewear with side shields are mandatory for admittance to all shops and are the responsibility of the student.

**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
12744	WE	Jan17	Apr18	6:00-10:00	14	Classroom (FF)	\$445.60

**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
12745	TH	Jan18	Apr26	6:00-10:00	15	Classroom (FF)	\$472.80

**Environmental Engineering Certificate (083)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**[ce.mohawkcollege.ca/environmentalengineering](http://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 (GSC1PE053) 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. Some self-study may be required. Prerequisites: CHEMOH701 and ENVROH702.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12750	TH	Jan18	Apr5	6:30-9:30	12	Classroom (FF)	\$346.08

**Water And Wastewater Treatment****WASTOH705**

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process. Some self-study may be required. Prerequisites: CHEMOH701 and ENVROH702.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12759	TH	Jan18	Apr19	6:30-9:30	14	Classroom (FF)	\$346.08

**Fire Safety Certificate (853)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/firesafety](http://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

**Basic Principles Of Fire Safety****SAFEFT100**

Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12757	TU	Jan16	Apr10	6:30-10:00	13	Classroom (FF)	\$370.80

**Fire Protection****SAFE10071**

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12772		Jan16	Apr24			OntarioLearn	\$484.05

**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
12756	TH	Jan18	Apr12	6:30-9:30	13	Classroom (FF)	\$321.36



905-387-1655  
registrations@cinde.ca  
or www.cinde.ca

The Canadian Institute for Non-destructive Evaluation (CINDE), Canada's National NDT Society, offers intensive day school courses in non-destructive testing (NDT) disciplines and applications. The NDT discipline courses meet CAN/CGSB-48.9712-2014/ISO 9712:2012 requirements to Levels 1, 2, and 3.

Course fees include course manual and CINDE membership. CINDE offers the following courses:

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Film Interpretation
- Radiation Safety
- Weld Inspection & Quality Control
- Principles and Applications of NDT
- Engineering Materials and Components (EMC)
- Level 3 Preparatory Courses
- Phased Array UT Inspection

For a complete list of prerequisites visit [ce.mohawkcollege.ca/courses/prerequisites.phtml](http://ce.mohawkcollege.ca/courses/prerequisites.phtml)

## Fluid Power Certificate (847)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/fluidpower](http://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
STEN10009	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. Equivalent to: STENMF101. Prerequisite: STENMF201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12463	TU/TH	Jan16	Mar22	6:00-9:30	20	Classroom (SC)	\$540.80

#### Pneumatics 2

#### STENMF352

Deals with the design of pneumatic power and control systems including selection of components and application of pneumatic logic elements. Equivalent to: STENMF103. Prerequisite: STENMF201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12465	WE	Jan17	Apr18	6:00-9:30	14	Classroom (SC)	\$398.00

### 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](http://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](mailto:debbie.dedauw@mohawkcollege.ca) Call: 905-575-2301

 Ontario This program is funded by the Government of Ontario.

## Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 [www.tssa.org](http://www.tssa.org). After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The 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](http://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 the TSS Act, OREG 215, and policies and procedures, a candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt.
- You may rewrite thirty days after 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.

NOTE: 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](http://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-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.)

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 review class.

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
12411	TU/TH	Jan16	Apr26	6:00-10:00	30	Classroom (SC)	\$880.80

**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
12416	MO/WE	Jan15	Apr30	6:00-10:00	30	Classroom (SC)	\$880.80

**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
12417	MO/WE	Jan15	Apr30	6:00-10:00	30	Classroom (SC)	\$880.80

**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
12418	TU/TH	Jan16	Apr26	6:00-10:00	30	Classroom (SC)	\$880.80

**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. TESTING ON Feb 14 - Payment Due Jan 17. Bring B149.1 and B149.2 Code Books to class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12401	WE	Jan17	Feb7	6:00-9:00	4	Classroom (SC)	\$98.88

**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
12420	MO/WE	Feb12	Jun20	6:00-10:00	36	Classroom (SC)	\$1044.00
12425	MO/WE	Feb12	Jun20	6:00-10:00	36	Classroom (SC)	\$1044.00

**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. TESTING ON March 21; Payment Due: Feb 21.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12406	WE	Feb21	Mar14	6:00-9:00	4	Classroom (SC)	\$98.88

**Geographic Information Systems Certificate (079)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 8 courses

[ce.mohawkcollege.ca/gis](http://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
INFO10233 Intro to Geographic Information Systems	42
INFOCV630 GPS - Global Positioning Systems	42
INFOCVA37 Remote Sensing	42
INFOCVA36 GIS Software - ArcView	42
INFOCVA08 Internet Mapping	42
INFOCVA14 Designing, Managing/Implementing A GIS	42
<b>Option Group 1 - Choose 1:</b>	
INFO10081 Access Core	42
INFO10234 Relational Database Management Systems	42
<b>Option Group 2: Choose 1</b>	
INFO10177 Access Expert	42
INFO10235 Spatial Database Management & Integration	42

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

**Designing, Managing/Implementing a GIS****INFOCVA14**

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Prerequisites: INFOCVA03 and INFO10177 or INFO10233, INFOCVA03 and INFO10235.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12363		Jan16	Apr24			OntarioLearn	\$395.14

**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 or INFO10233.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12365		Jan16	Apr24			OntarioLearn	\$395.14

**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 or INFO10233.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12360		Jan16	Apr24			OntarioLearn	\$395.14

**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 or INFO10233.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12362		Jan16	Apr24			OntarioLearn	\$395.14

**Intro to Geographic Information Systems****INFO10233**

Focus on GIS fundamental applications used in business, government, 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). Equivalent to: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12357		Jan16	Apr24			OntarioLearn	\$395.14

**Relational Database Management Systems****INFO10234**

Explore building data models, normalization, and querying a database to benefit GIS. Work with spatial data that is stored in a relational database management system and build on storage techniques using relational databases (non-spatial) and spatially enabled databases (Geodatabases). Navigate security, administration, and the beginnings of enterprise driven data management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12359		Jan16	Apr24			OntarioLearn	\$395.14

**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 or INFO10233.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12366		Jan16	Apr24			OntarioLearn	\$395.14

**Spatial Database Management and Integration****INFO10235**

**NEW!** Expand on skills learned in Relational Database Management Systems (RDBMS) to understand large scale enterprise integration of spatially enabled databases to secure administer, and set rules for data that has a spatial component. Use spatial measurements, functions, and indexes to process points, lines, and polygons. Develop and integrate a Spatial Database Management System (SDBMS) and deploy the database for multiple user access and editing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12793		Jan16	Apr24			eLearn	\$343.14

**Heritage Building Restoration****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 4 courses



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

Designed for construction professionals seeking specialization in historical restoration or owners of heritage homes interested in navigating the heritage landscape, these courses will provide insight into approval processes as well as hands-on experience for restoration techniques and practices. Theory courses are delivered online for ultimate flexibility; practical courses are delivered in-shop.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
LAWS10158	Heritage Law	56
BLDG10093	Heritage Restoration Theory	42
BLDG10094	Heritage Restoration Practical	42
HIST10017	Art and Architecture	42

**Heritage Law****LAWS10158**

Evaluate the ways in which the Ontario Heritage Act, Municipal Heritage Committees and areas of archaeological potential can impact building restoration plans and processes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12368		Jan16	Apr24			OntarioLearn	\$494.45

**Heritage Restoration Theory 1****BLDG10093**

Explore and select materials, finishes and techniques for the creative and cost-effective restoration, repair, recreation, and installation of period-correct heritage home components within the current construction environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12760		Jan17	Apr18			eLearn	\$442.45

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[mymohawk.mohawkcollege.ca](http://mymohawk.mohawkcollege.ca)

## Home Inspection Certificate (171)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

[ce.mohawkcollege.ca/homeinspection](http://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 and 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 (OAH) provided that 70% or higher is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAH regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAH or [www.oahi.com](http://www.oahi.com).

#### Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext. 251 at a cost of approximately \$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
13037		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12650		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12628		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12647		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12629		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12630		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12648		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12631		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12620		Jan16	Apr24			OntarioLearn	\$439.14

#### 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
12621		Jan16	Apr24			OntarioLearn	\$439.14

## Get Started in OntarioLearn

Information on accessing your OntarioLearn course is available at  
[ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn)

**Human Machine Interfacing Certificate (182)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 4 courses**[ce.mohawkcollege.ca/hmi](http://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.



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**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
12664	MO	Jan15	Apr16	6:00-10:00	13	Classroom (FF)	\$418.40

**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
12667	TH	Jan18	Apr12	6:00-10:00	13	Classroom (FF)	\$418.40

**Industrial Drives Certificate (202)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/industrialdrives](http://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.



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**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	48

**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
12744	WE	Jan17	Apr18	6:00-10:00	14	Classroom (FF)	\$445.60

**Industrial Drives 2****ASYS10002**

Enhance your understanding of drive control for DC motors. Analog and Digital DC Drive Regulator systems are covered. Drive performance and troubleshooting are introduced. Prerequisite: ASYS10001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12663	WE	Jan17	Apr11	6:00-10:00	13	Classroom (FF)	\$418.40

**Industrial Engineering - Level 1 Certificate (868)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**[ce.mohawkcollege.ca/industrialengineering](http://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.



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**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

**Manufacturing Management****MGMTIM153**

Analyze the organization of modern industry and relationships among different functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12448	WE	Jan17	Apr18	6:00-9:00	14	Classroom (FF)	\$346.08

**Problem Solving****IENGIM252**

Explore analytical and creative problem solving techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12747	WE	Jan17	Apr4	6:00-9:30	12	Classroom (FF)	\$346.08

**Work Measurement 2****IENGIM332**

Focus on the development of standard data and time formulae, fixed interval sampling and random sampling techniques applied to the measurement of appropriate activities. Prerequisite: IENGIM132.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12748	TU	Jan16	Apr17	6:00-9:30	14	Classroom (FF)	\$445.60



## Industrial Lubrication Certificate (064)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

[ce.mohawkcollege.ca/industriallubrication](http://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 background with chemistry, physics and mathematics is 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
12443	TU	Jan16	Apr24	6:30-9:30	15	Classroom (SC)	\$370.80

#### Lubrication T.A.P. MATLLUB06 (Transportation/Application/Programs)

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
12445	WE	Jan17	Apr11	6:00-9:30	13	Classroom (SC)	\$370.80

## Instrumentation

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

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

Discover this series of courses designed to assist you in developing or upgrading your instrumentation skills.

#### 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
12367		Jan16	Apr24			OntarioLearn	\$603.25



## Internet of Things Workshop Series

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

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

The Internet of Things (IoT) is about connecting real world objects and events to each other using the Internet. Have you ever wondered how smart (connected) LED light bulbs, thermostats, locks, and switches work? Designed for hobbyists and makers who are curious about electronics, Arduino's, or Raspberry Pi's. You will discover how tiny computers, sensors, networks, and software are used to create IoT devices. Connected devices are around us everywhere already and soon there will be more than 50 billion IoT devices in the world by 2020. Find out how they work and build your own devices that connect things to the Internet.

#### PROGRAM OF STUDIES

Mandatory Courses:	Hours
ELEC10164 Internet of Things 1 - Electronics and Microcontrollers	12
ELEC10165 Internet of Things 2 - Controls and Sensors	12
ELEC10166 Internet of Things 3 - IoT Devices	12

#### Internet of Things 1 - Electronics and Microcontrollers

ELEC10164

**NEW!** Gain a basic understanding of digital and analog electronics, microcontrollers and how to program them. Using easy to follow examples to learn to build simple electronics circuits on a breadboard and to use an ESP8266 based microcontroller with Python code. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12763	SA	Jan27	Feb3	9:00-3:00	2	Classroom (FF)	\$324.58

#### Internet of Things 2 - Controls and Sensors

ELEC10165

**NEW!** Gain a basic understanding of networking devices together with WiFi and the Internet. Different sensors and their applications will be introduced using simple to follow examples with the ESP8266 and Python code. Materials included. Prerequisite: ELEC10164 or ELEC10163.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12765	SA	Feb24	Mar3	9:00-3:00	2	Classroom (FF)	\$294.58

#### Internet of Things 3 - IoT Devices

ELEC10166

**NEW!** Use the skills developed in the first two workshops to use sensors, microcontrollers, networks and the Internet to create complete Internet of Things devices to solve smart home automation tasks. Materials included. Prerequisite: ELEC10065.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12767	SA	Mar17	Mar24	9:00-3:00	2	Classroom (FF)	\$294.58

## Tuition Assistance

A variety of options are available.  
Obtain full details and apply online!

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)

## A Q Lean Six Sigma

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

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

Lean Six Sigma is a methodology that relies on a collaborative team effort to improve performance by systematically removing waste and reducing variation. It combines lean manufacturing/lean enterprise and Six Sigma to eliminate the eight kinds of waste. In partnership with CI360, Mohawk offers three levels - Yellow Belt, Green Belt, and Black Belt. All levels are taught by certified and experienced Master Black Belts in service and manufacturing sectors. The theory and certification courses are in alignment with American Society of Quality (ASQ) Body of Knowledge and International Standards Organization (ISO) 18404 requirements.



### PROGRAM OF STUDIES

Mandatory Courses:	Hours
QUAL10024 Lean Six Sigma Yellow Belt	42
QUAL10025 Lean Six Sigma Green Belt Theory	56
QUAL10026 Lean Six Sigma Green Belt Certification	105
QUAL10027 Lean Six Sigma Black Belt Theory	56
QUAL10028 Lean Six Sigma Black Belt Certification	105

### Lean Six Sigma Black Belt Theory

### QUAL10027

Build on the experience of the Green Belt in this pre-requisite for the Black Belt Certification. Apply the phases of Lean Six Sigma DMAIC problem solving to business problems at a Black Belt level involving multiple processes and/or multiple departments. Advanced statistical concepts are coupled with Minitab/Excel instruction to facilitate data-driven decision making. Passing Grade-70%. 28 hours in class, 28 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12028	TU	Mar6	Apr17	6:00-10:00	7	Blended (FF)	\$1037.03

### Lean Six Sigma Green Belt Certification

### QUAL10026

**NEW!** Lean Six Sigma Green Belt Certification is a capstone course where participants apply Green Belt theory in an actual project, defined as an improvement initiative within one process or department, resulting in Green Belt Certification. Project guidance and weekly coaching sessions are led by a certified, experienced Master Black Belt. Students must submit a project report for assessment and achieve a minimum of 70% to achieve Green Belt Certification. 20% in class, 80% project.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12031	TU	Jan16	Apr17	6:30-9:30	7	Blended (FF)	\$793.97

### Lean Six Sigma Green Belt Theory

### QUAL10025

Focus on the facilitation of Lean Six Sigma Kaizen events as a prerequisite for Green Belt Certification. Learn about the history and principles of Lean and Six Sigma through practical application of theory, methods and tools, and applying the phases of Lean Six Sigma DMAIC problem solving to business problems. Introductory statistical concepts are coupled with Minitab/Excel instruction for data-driven decision making. Passing Grade-70%. 28 hours in class, 28 hours online.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12026	TU	Jan16	Feb27	6:00-10:00	7	Blended (FF)	\$1037.03

### Lean Six Sigma Yellow Belt

### QUAL10024

Introduces Lean Six Sigma principles, methods and tools. Designed for individuals looking to increase their knowledge of Lean Six Sigma but not yet ready for certification. Learn about the history and principles of Lean and Six Sigma and basic statistical concepts that apply to solving business problems. 21 hours in class, 21 hours on line.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12023	WE	Jan17	Feb28	6:30-9:30	7	Blended (FF)	\$789.65
12025	WE	Mar7	Apr18	6:30-9:30	7	Blended (FF)	\$789.65

## C Q Machine Tool Operator Certificate (848)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/machinetooloperator](http://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
12035	SA	Jan20	Apr7	8:00-12:00	10	Classroom (SC)	\$359.60

### Machine Shop 2

### MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Material fee included. Prerequisite: MACHRE165.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12036	SA	Jan20	Apr7	8:00-12:00	10	Classroom (SC)	\$359.60

### Machine Shop 3

### MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Material fee included. Prerequisite: MACHRE265.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12037	SA	Jan20	Apr7	8:00-12:00	10	Classroom (SC)	\$359.60



## Maintenance Management Professional

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses



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

Developed and authorized by the Plant Engineering and Maintenance Association of Canada (PEMAC), the Maintenance Management Professional (MMP) program consists of eight modules that are structured to progressively help participants understand and embrace the various concepts necessary to be effective as a maintenance and physical asset management professional. The MMP program is designed for those aspiring to or already in maintenance management or supervisory positions. For those wishing to achieve additional MMP Certification from PEMAC, visit [www.pemac.org](http://www.pemac.org).



### PROGRAM OF STUDIES

Mandatory Courses:		Hours
MGMT10157	Module 1: Integrated Strategy for Maintenance Management	15
MGMT10158	Module 2: Production and Operations Management for the Maintenance Manager	30
HRES10043	Module 3: Human Resources Management for the Maintenance Manager	30
FINC10049	Module 4: Financial Management for the Maintenance Manager	30
MGMT10159	Module 5: Developing and Implementing Maintenance Tactics	30
MGMT10160	Module 6: Maintenance Work Management	30
INFO10251	Module 7: Computerized Maintenance Management Systems	30
MGMT10161	Module 8: MMP Capstone Course	30

This program was previously offered through Mohawk College Enterprise (MCE). Please contact us if you have any questions.

### Module 1: Integrated Strategy for Maintenance Management MGMT10157

Introduces basic concepts and the latest developments in cost effective maintenance and physical asset management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11987	SA	Jan27	Feb10	9:00-2:00	3	Classroom (SC)	\$450.00
11988	TU	Feb27	Mar27	6:30-9:30	5	Classroom (SC)	\$450.00

### Module 4: Financial Management for the Maintenance Manager FINC10049

**NEW!** Apply accounting and finance principles as it pertains to the maintenance management role. Prerequisite: MGMT10157 or MGMTMMP01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11994	TH	Jan18	Mar22	6:00-9:00	10	Classroom (SC)	\$690.00

### Module 5: Developing and Implementing Maintenance Tactics MGMT10159

**NEW!** Focus on maintenance efforts to ensure that physical assets safely, capably, reliably, and repeatedly perform to their designed specifications. Prerequisite: MGMT10157 or MGMTMMP01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11989	SA	Feb24	Mar24	10:00-3:00	5	Classroom (SC)	\$690.00

## Mechanical Design

### ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 7 courses



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

Discover the foundational concepts of Mechanical Design including modelling, applied mechanics, and basic engineering design.

### PROGRAM OF STUDIES

Mandatory Courses:	Hours
TDRWRE152 Blueprint Reading Mechanical	36
CADMRE066 SolidWorks Basic	45
MATHMS171 Mathematics	56
MECHBDA55 Geometric Dimensioning & Tolerancing	36
CADM10041 SolidWorks Advanced	45
PHYSEA201 Applied Mechanics	56
MECH10068 Engineering Design & Layout	56

MATHMS171 is offered on page 114.

### 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. License included. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12794	WE	Jan17	Apr11	6:30-10:00	13	Classroom (FF)	\$390.80

### SolidWorks Basic CADMRE066

Sketch out ideas, experiment with features and dimensions, and produce models and detailed drawings, using SolidWorks graphical interface. License included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12743	TH	Jan18	Apr12	6:00-9:30	13	Classroom (FF)	\$390.80

# ONE CARD

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## Occupational Health and Safety Management Certificate (060)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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



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

#### Basic Principles Of Fire Safety SAFEFT100

Focus on the chemistry and physics of fire, methods of extinguishment, fire protection and life safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12757	TU	Jan16	Apr10	6:30-10:00	13	Classroom (FF)	\$370.80

#### 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
12771		Jan17	Apr18			eLearn	\$367.65

#### 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
12769		Jan17	Apr18			eLearn	\$318.63

#### 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
12774		Jan16	Apr24			OntarioLearn	\$463.65

#### 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
12773		Jan16	Apr24			OntarioLearn	\$439.14

#### Introduction to Toxicology ENVR10022

Examine chemical toxins and their effects on the human body; explore the role of toxicology in helping to prevent illness and injury. Equivalent to: ENVROH105. Prerequisite: Prep Science Chemistry (GSCIPE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12790		Jan16	Apr24			OntarioLearn	\$341.10
12379		Mar1	Jun7			OntarioLearn	\$341.10

#### Occupational Toxicology and Disease ENVR0H105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12746	WE	Jan17	Apr11	6:30-9:30	13	Classroom (FF)	\$296.64

#### OH&S Fundamentals LAWSOH301

Examine the OSHA 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
12370		Jan16	Apr24			OntarioLearn	\$318.63

#### 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
12375		Jan16	Apr24			OntarioLearn	\$370.63

## Programmable Logic Controllers Certificate (092)

### MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

[ce.mohawkcollege.ca/plc](http://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
12667	TH	Jan18	Apr12	6:00-10:00	13	Classroom (FF)	\$418.40



**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
12668	SA	Jan13	Apr14	10:00-10:00	13	Classroom (FF)	\$418.40

**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
12670	TU	Jan16	Apr10	6:00-10:00	13	Classroom (FF)	\$418.40

**Quality Assurance - Level 1 Certificate (858)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/qualityassurance](http://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](http://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
12755	WE	Jan17	Apr18	6:30-9:30	14	Classroom (FF)	\$346.08

**Principles Of Metrology****METRQC105**

Examine metrology from the viewpoint of the Quality Practitioner, with emphasis on historical standards and traceability, control systems and measurement techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12753	MO	Jan15	Apr16	6:30-9:30	13	Classroom (FF)	\$321.36

**Statistical Process Control 2****MATHQC103**

Continue your study of fundamental concepts of probability and statistical quality control, statistical methods, control charts and acceptance sampling. Recommended prerequisite: MATHQC102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12751	TU	Jan16	Apr10	6:00-9:00	13	Classroom (FF)	\$321.36

**Quality Control Inspection****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 Courses

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



Explore the activities involved in Quality Control Inspection including measuring, examining, and testing one or more features of a product, and comparing the results with specifications.

**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
TDRWRE152	Blueprint Reading Mechanical	36
METRQC105	Principles of Metrology	39
MECHBDA55	Geometric Dimensioning & Tolerancing	36
MECH10024	Co-ordinate Measuring Machines	35
MATL10110	Properties of Materials Lecture	28

**Principles Of Metrology****METRQC105**

Examine metrology from the viewpoint of the Quality Practitioner, with emphasis on historical standards and traceability, control systems and measurement techniques.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12753	MO	Jan15	Apr13	6:30-9:30	13	Classroom (FF)	\$321.36

**Residential Design & Construction Certificate (849)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses

[ce.mohawkcollege.ca/residentialdesign](http://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
<b>Options - Choose 1:</b>		
BLDGRE032	Trim Finishing and Cabinetry	36
BLDGRE031	Energy Efficient Home Design	36

**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
12384	TH	Jan18	Apr5	6:30-9:30	12	Classroom (SC)	\$296.64

**Framing Techniques****BLDGRE028**

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Safety footwear, CSA approved glasses are required. Offered in all terms. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12380	MO	Jan15	Apr9	6:30-9:30	12	Classroom (SC)	\$326.64

**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
12345	TU	Jan16	Feb27	6:00-9:30	7	Classroom (SC)	\$197.76

**Trim Finishing and Cabinetry****BLDGRE032**

Develop skill in choosing, setting-up, and installing finish trim carpentry to doors, windows, bases, stairs, cabinets, etc. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13083	WE	Jan17	Apr4	6:30-9:30	12	Classroom (SC)	\$356.64

**Residential Plumbing Basics****BLDG10091**

Examine how the plumbing system works in the home, including basic code requirements, as well as plumbing tools, soldering, and faucet repairs. Explore dishwasher and refrigerator installations, as well as bathroom renovations, including how to install a bathroom in a basement. Some practical work will be included; students do not need to bring tools. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12343	TU	Mar6	Apr17	6:00-9:30	7	Classroom (SC)	\$217.76

**Welder Operator Certificate (860)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 5 courses**[ce.mohawkcollege.ca/welderoperator](http://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 CSA approved safety glasses, safety boots and welding gloves.**

**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. Materials 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
12034	MO/WE	Jan15	Apr16	6:30-9:30	26	Classroom (SC)	\$673.20

**Shielded Metal Arc Welding 1****WELDRE234**

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Materials 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
12010	MO/WE	Jan15	Apr16	6:30-9:30	26	Classroom (SC)	\$673.20

**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. Materials 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
12011	MO/WE	Jan15	Apr16	6:30-9:30	26	Classroom (SC)	\$673.20

**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. Materials 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
12013	MO/WE	Jan15	Apr16	6:30-9:30	26	Classroom (SC)	\$673.20

**OTHER COURSES****Automotive**[ce.mohawkcollege.ca/automotive](http://ce.mohawkcollege.ca/automotive)**Automotive: Service Advisor I****MOTP10091**

Learn basic management techniques, delegating, team building, measuring performance, planning for safety, and work related legal aspects of the service industry. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12398		Jan16	Apr24			OntarioLearn	\$341.10

**Automotive: Service Advisor II****MOTP10092**

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. 30 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12395		Jan16	Apr24			OntarioLearn	\$341.10

**Small Engine Repair****MOTP10086**

Learn how to maintain and troubleshoot small engines such as motorcycles, snowmobiles, lawn tractors, chainsaws and lawnmowers. Two and four stroke cycle operations will be discussed along with topics surrounding fuel, spark, compression, lubrication, storage and maintenance. Students will apply what they have learned in class to their own small engine project or one may be provided upon request.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12455	FR	Jan19	Apr27	6:30-9:30	14	Classroom (FF)	\$371.08

**Aviation and Transportation**[ce.mohawkcollege.ca/aviation](http://ce.mohawkcollege.ca/aviation)

Aircraft Maintenance Management 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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12404		Jan16	Apr24			OntarioLearn	\$463.65

### 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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12403		Jan16	Apr24			OntarioLearn	\$463.65

### Leadership for Aircraft Maintenance

MGMT10132

Identify, examine and apply the competencies needed to create and manage healthy, effective, efficient, and productive aircraft maintenance workplaces. Includes: time management, HR organization and management, communication, and problem solving. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12400		Jan16	Apr24			OntarioLearn	\$463.65

### Safety for Aircraft Maintenance Management

AMEM10041

Study and practice the knowledge, skills, and attitudes needed to plan, implement, manage, and maintain an effective Aviation Safety Management System. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12408		Jan16	Apr24			OntarioLearn	\$463.65

### UAV Operator Compliance

AFTD10032

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12468		Jan16	Apr24			OntarioLearn	\$463.65
12658		Feb1	May10			OntarioLearn	\$463.65
12383		Mar1	Jun7			OntarioLearn	\$463.65

## Building and Construction Sciences

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



### 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
11363	TH	Jan18	Apr19	6:00-9:00	14	Classroom (FF)	\$717.37

### BCIN Preparation - House 2012

BLDG10719

**NEW!** Improve your competence in the practice of interpretation and implementation of the principles of the 2012 Ontario Building Code (OBC) with respect to Houses (Vol. 1 Division B Part 9). Make use of your previous understanding of the Ontario Building Code, training, education and on the job experience. Course manuals 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
12855	TU	Jan16	Apr17	6:00-9:00	14	Classroom (FF)	\$720.37

### Commercial Construction Estimating

BLDG10114

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. 48 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12514		Jan16	Apr24			OntarioLearn	\$484.05

### Commercial Construction Principles

BLDG10115

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. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12512		Jan16	Apr24			OntarioLearn	\$390.12

### 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
12780		Jan16	Apr24			OntarioLearn	\$414.63

### 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
12778		Jan16	Apr24			OntarioLearn	\$414.63

### 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
12659		Jan16	Apr24			OntarioLearn	\$357.44

### 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
12779		Jan16	Apr24			OntarioLearn	\$414.63

### 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. 72 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12781		Jan16	Apr24			OntarioLearn	\$647.25

### Home Inspection & Real Estate Q&A

REAL10002

Are you and your house ready for the real estate market? Discuss the aspects of buying or selling a home from the homeowner's perspective regarding home inspections and real estate transactions. Whether you are a first time home buyer or have owned a home for many years, this workshop taught by industry professionals will answer questions relevant to all.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12458	SA	Mar3	Mar10	9:00-3:00	2	Classroom (SC)	\$98.88

### 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
12777		Jan16	Apr24			OntarioLearn	\$414.63

**Project Construction Management****BLDG10118**

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. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12515	Jan16	Apr24				OntarioLearn	\$390.12

**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
12378	MO/WE	Jan15	Apr23	7:00-9:00	28	Classroom (FF)	\$445.60

**Electrotechnology**

[ce.mohawkcollege.ca/tech-skills](http://ce.mohawkcollege.ca/tech-skills)

**Raspberry Pi Bootcamp****ELEC10163**

**NEW!** The Raspberry Pi (RPI) is a small single board computer originally developed to teach basic computer science in schools and developing countries. There are now more than 11 million RPI's in operation. This bootcamp will teach you to setup and use the RPI and become familiar with basic commands and interfaces to all kinds of sensors. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12762	TU	Feb20	Mar13	6:00-10:00	4	Classroom (FF)	\$439.44

**Environmental**

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

**Energy Resources****ENVR10025**

Examine current traditional and non-renewable energy resources and technologies and their limitations; explore renewable energy sources (e.g. hydroelectricity, solar, ocean, geothermal and wind energy) and future potential. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12475	Jan16	Apr24				OntarioLearn	\$463.65

**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
12775	Jan16	Apr24				OntarioLearn	\$463.65

**Environmental Management Systems and Audits****ENVR10069**

Examine environmental management systems in compliance with the environmental laws and regulations. Introduces the concept of environmental management systems in reducing overall environmental impacts within industry and business operations. Provides an overview of the purpose of an EMS model, how companies adopt/implement them and overall framework of EMS models. Focus on specific EMS models, including the ISO 14001 systems and the Auditing process. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12477	Jan16	Apr24				OntarioLearn	\$463.65

**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
12660	Jan16	Apr24				OntarioLearn	\$463.65

**Restoration Ecology****ENVR10064**

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. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12480	Jan16	Apr24				OntarioLearn	\$463.65

**Theories and Methods in Sustainability Education****ENVR10060**

Explore a variety of ways to include natural and cultural resources in your curricula. By examining environmental issues across a variety of subjects and delving into the psychology of teaching difficult topics, you learn to shape your curricula to include important underlying themes, such as sustainability education, without sacrificing content. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12661	Jan16	Apr24				OntarioLearn	\$463.65

**Mohawk Workplace Safety Academy**

[ce.mohawkcollege.ca/workplacesafety](http://ce.mohawkcollege.ca/workplacesafety)  
[ce.mohawkcollege.ca/workingatheights](http://ce.mohawkcollege.ca/workingatheights)



**Additional training can be obtained through the Occupational Health & Safety Certificate. See page 142.**

**Standard First Aid and CPR see page 103.**

**Asbestos Awareness****SAFE10109**

**NEW!** Recognize the dangers of working with materials that may contain asbestos. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12158		Jan8	Jan19			Online	\$57.81
12172		Jan22	Feb2			Online	\$57.81
12186		Feb5	Feb16			Online	\$57.81
12200		Feb19	Mar2			Online	\$57.81
12254		Mar5	Mar16			Online	\$57.81
12272		Mar19	Mar30			Online	\$57.81

**Basic Electrical Safety****SAFE10110**

**NEW!** Understand the different types of electricity, such as low voltage, high voltage, and static electricity, to be more aware of electrical safety. This is for non-electricians. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12159		Jan8	Jan19			Online	\$57.81
12173		Jan22	Feb2			Online	\$57.81
12187		Feb5	Feb16			Online	\$57.81
12201		Feb19	Mar2			Online	\$57.81
12255		Mar5	Mar16			Online	\$57.81
12274		Mar19	Mar30			Online	\$57.81



**Bloodborne Pathogens: Safety in the Workplace SAFE10111**

**NEW!** Understand the basics of bloodborne pathogens, how to protect yourself, and what to do in the event of an exposure, including the decontamination process. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12160		Jan8	Jan19			Online	\$57.81
12174		Jan22	Feb2			Online	\$57.81
12188		Feb5	Feb16			Online	\$57.81
12202		Feb19	Mar2			Online	\$57.81
12256		Mar5	Mar16			Online	\$57.81
12276		Mar19	Mar30			Online	\$57.81

**Caught In or Between Hazards in Construction SAFE10112**

**NEW!** Understand how to recognize and avoid caught-in or -between hazards in construction. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12161		Jan8	Jan19			Online	\$57.81
12175		Jan22	Feb2			Online	\$57.81
12189		Feb5	Feb16			Online	\$57.81
12203		Feb19	Mar2			Online	\$57.81
12257		Mar5	Mar16			Online	\$57.81
12277		Mar19	Mar30			Online	\$57.81

**Chemical Hazards CHEM10005**

Focus on correcting and preventing workplace incidents involving chemical hazards. Examine legislation, industrial processes, risk analysis and fail-safe studies. Prerequisite: Prep Science Chemistry (GSC1PE053). 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12791		Jan16	Apr24			OntarioLearn	\$463.65
12381		Mar1	Jun7			OntarioLearn	\$463.65

**Confined Space Hazards Canada SAFE10113**

**NEW!** Understand the risks associated with confined spaces and the procedures your employer has in place to protect you and those around you. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12162		Jan8	Jan19			Online	\$91.71
12176		Jan22	Feb2			Online	\$91.71
12190		Feb5	Feb16			Online	\$91.71
12204		Feb19	Mar2			Online	\$91.71
12259		Mar5	Mar16			Online	\$91.71
12278		Mar19	Mar30			Online	\$91.71

**Electrical Safety Training Systems Electrical Workers (Canada) SAFE10114**

**NEW!** Understand arc flash, shock and application of the CSA Z462 Workplace Electrical Safety Standard. Course must be completed by scheduled end date; run time is approximately 6 hours. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12163		Jan8	Jan19			Online	\$149.41
12177		Jan22	Feb2			Online	\$149.41
12191		Feb5	Feb16			Online	\$149.41
12205		Feb19	Mar2			Online	\$149.41
12260		Mar5	Mar16			Online	\$149.41
12279		Mar19	Mar30			Online	\$149.41

**Ground Disturbance Awareness SAFE10115**

**NEW!** Understand the basics of and how to implement safely any kind of ground disturbance. Course must be completed by scheduled end date; run time is approximately 3 hours. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course valid for 3 years from course completion date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12164		Jan8	Jan19			Online	\$60.55
12178		Jan22	Feb2			Online	\$60.55
12192		Feb5	Feb16			Online	\$60.55
12206		Feb19	Mar2			Online	\$60.55
12262		Mar5	Mar16			Online	\$60.55
12280		Mar19	Mar30			Online	\$60.55

**Hazard Identification SAFE10100**

Identify safety hazards which may be a source of injury to workers and discuss the elimination of these hazards. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12784		Jan16	Apr24			OntarioLearn	\$390.12

**Hydraulic Safety in Construction SAFE10116**

**NEW!** Reduce risk and eliminate hazards caused by hydraulic-operatic equipment for workers, equipment, companies, and the environment. Course must be completed by scheduled end date; run time is approximately 5 hours. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course valid for 3 years from course completion date.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12165		Jan8	Jan19			Online	\$119.79
12179		Jan22	Feb2			Online	\$119.79
12193		Feb5	Feb16			Online	\$119.79
12207		Feb19	Mar2			Online	\$119.79
12263		Mar5	Mar16			Online	\$119.79
12281		Mar19	Mar30			Online	\$119.79

**Industrial Ergonomics SAFE10103**

**NEW!** Recognize ergonomic problems and their potential adverse effects, as well as pragmatic solutions which can be used to address these problems. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12152		Jan8	Jan19			Online	\$57.81
12166		Jan22	Feb2			Online	\$57.81
12180		Feb5	Feb16			Online	\$57.81
12194		Feb19	Mar2			Online	\$57.81
12245		Mar5	Mar16			Online	\$57.81
12265		Mar19	Mar30			Online	\$57.81

**Lockout/Tagout: Put a Lock on Hazardous Energy SAFE10104**

**NEW!** Raise your awareness about the importance of lockout/tagout and understand when and how to follow procedures every time they are needed. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12153		Jan8	Jan19			Online	\$69.11
12167		Jan22	Feb2			Online	\$69.11
12181		Feb5	Feb16			Online	\$69.11
12195		Feb19	Mar2			Online	\$69.11
12246		Mar5	Mar16			Online	\$69.11
12266		Mar19	Mar30			Online	\$69.11

**Physical Hazards****SAFE10099**

Study physical hazards in the workplace including: noise, radiation, temperature extremes, ergonomics, illumination and ventilation. Focus on injuries and diseases experienced by employees who have been exposed to physical hazards. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12792	Jan16	Apr24				OntarioLearn	\$565.65
12382	Mar1	Jun7				OntarioLearn	\$565.65

**Rigging and Slings Safety****SAFE10105**

**NEW!** Understand the practices and techniques to safely sling and rig crane loads according to the CSA Z150-98 regulation, which is applicable across Canada. Course must be completed by scheduled end date; run time is approximately 6 hours. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12154	Jan8	Jan19				Online	\$234.16
12168	Jan22	Feb2				Online	\$234.16
12182	Feb5	Feb16				Online	\$234.16
12196	Feb19	Mar2				Online	\$234.16
12247	Mar5	Mar16				Online	\$234.16
12268	Mar19	Mar30				Online	\$234.16

**Slips, Trips, Falls****SAFE10106**

**NEW!** Identify hazardous conditions and unsafe practices that can lead to slips, trips, and falls in the workplace. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12155	Jan8	Jan19				Online	\$69.11
12169	Jan22	Feb2				Online	\$69.11
12183	Feb5	Feb16				Online	\$69.11
12197	Feb19	Mar2				Online	\$69.11
12248	Mar5	Mar16				Online	\$69.11
12269	Mar19	Mar30				Online	\$69.11

**Transportation of Dangerous Goods Canada****SAFE10107**

**NEW!** Understand the basics of the Transportation of Dangerous Goods Canada regulations and how to recognize and handle dangerous goods. Course must be completed by scheduled end date; run time is approximately 1 hour. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12156	Jan8	Jan19				Online	\$41.99
12170	Jan22	Feb2				Online	\$41.99
12184	Feb5	Feb16				Online	\$41.99
12198	Feb19	Mar2				Online	\$41.99
12250	Mar5	Mar16				Online	\$41.99
12270	Mar19	Mar30				Online	\$41.99

**WHMIS 2015****SAFE10108**

**NEW!** Educate everyone in the workplace, including workers, employers, and suppliers, on the new WHMIS 2015 revised standards for hazardous materials in Canada. Course must be completed by scheduled end date; run time is approximately 2 hours. You will receive information at your Mohawk College email address on how to access your course. Downloadable certificate of completion available upon successfully completing course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12157	Jan8	Jan19				Online	\$36.58
12171	Jan22	Feb2				Online	\$36.58
12185	Feb5	Feb16				Online	\$36.58
12199	Feb19	Mar2				Online	\$36.58
12252	Mar5	Mar16				Online	\$36.58
12271	Mar19	Mar30				Online	\$36.58

**Working at Heights Training****BLDG10113**

Employers in Ontario must ensure that workers on construction projects who may use certain methods of fall protection successfully complete 'working at heights' training that meets training program and provider standards established by the CPO. This mandatory training is for anyone on a construction site who works at heights (10 feet/3 m and above). Obtain the required theoretical and practical training to meet Ministry training requirements. Course manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11364	SA	Jan20	Jan20	8:00-3:00	1	Classroom (SC)	\$208.26
11365	SA	Feb24	Feb24	8:00-3:00	1	Classroom (SC)	\$208.26
11366	SA	Mar24	Mar24	8:00-3:00	1	Classroom (SC)	\$208.26

**Quality Assurance**

[ce.mohawkcollege.ca/tech-skills](http://ce.mohawkcollege.ca/tech-skills)

**Basic Concepts of Reliability****QUAL10021**

Understand the concepts of reliability integrated with statistical techniques used in quality assurance. Summarizes methods and procedures of reliability statistics for professional designers and test and reliability personnel. Includes a review of distributions, tests of hypotheses, logic diagrams, mathematical models, predictions of component reliability, apportionment, reliability growth, assessment methods and reliability demonstration. 39 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12788		Jan16	Apr24			OntarioLearn	\$414.63

**Computer Applications in Quality Assurance****QUAL10029**

**NEW!** Introduces the computerization of statistical process control functions such as histograms, control charts and data collection. Spreadsheets, word processing and other quality assurance related software will be used to demonstrate how computers can effectively manage a quality system. 36 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12978		Jan16	Apr24			OntarioLearn	\$390.12

**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
12787		Jan16	Apr24			OntarioLearn	\$414.63

**Technology and Skills**

[ce.mohawkcollege.ca/tech-skills](http://ce.mohawkcollege.ca/tech-skills)

**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
12431	MO/WE	Jan22	Mar14	6:00-10:00	15	Classroom (SC)	\$472.80

**CNC Operator****MACH10059**

Benefit from hands-on practical training in safety procedures, setup, and operation of HAAS Milling and Lathe CNC machines. Learn to create quality products and make the most of innovative technology. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12432	FR	Jan19	Mar23	6:00-10:00	10	Classroom (SC)	\$359.60

**Electrical Circuit Analysis****ELEC10161**

Most engineering fields require knowledge of the electrical systems that power our tools, instruments and processes. Examine how principles of electricity and network theorems apply to complex AC and DC circuits. Simulations and online activities help you develop safe work habits, interpret diagrams, analyze and build circuits, use test equipment, and apply mathematical formulas to predict electrical measurements. 45 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12662		Jan16	Apr24			OntarioLearn	\$463.65

**Fluid Mechanics****MECH10018**

**NEW!** Introduces the behaviour of fluids at rest and in motion including the forces due to static and moving fluids. Discusses the physical properties of fluids and their measurement. Energy and Bernoulli equations are applied to problems involving the flow of fluids in pipes, both laminar and turbulent. Energy losses associated with fluid flow are addressed. Covers applications to engineering systems such as pumps, fans and compressors. 42 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12859		Jan17	Apr18			eLearn	\$343.14

**Trade Calculations-Mech Techniques****MECH10051**

**NEW!** Complete unit conversions. Convert between systems of measurement, fractions and decimals. Solve algebraic equations, and problems related to force, motion and control. Learn to apply trigonometry and apply and interpret mathematical data.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
13064	TU/TH	Jan23	Mar8	6:00-10:00	14	Classroom (SC)	\$445.60

**Water and Wastewater**

[ce.mohawkcollege.ca/water-wastewater](http://ce.mohawkcollege.ca/water-wastewater)

**Applied Hydraulics for Water and Wastewater Operations****ENVR10067**

Learn basics of hydraulics for operation of water/wastewater systems. Covers flow, detention time, pressure, energy, head and power. The application of continuity and energy equation is illustrated by numerical problems from areas of water/wastewater. Gain a sound foundation in hydraulics concepts to understand and apply to operation of water/wastewater systems. Prepare for the hydraulic component of the Ontario Ministry of the Environment operator exams. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12617		Jan16	Apr24			OntarioLearn	\$565.65

**Applied Math for Water and Wastewater Operations****ENVR10068**

Gain a foundation in the math and chemistry required to understand and operate water and wastewater systems. Learn unit conversions, area, volume calculations, and density. Understand chemistry math for concentration, feed solutions, liquid chemicals, molarity, normality and organic loading. Prepare for the math component of the Ontario Ministry of the Environment operator exams. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12616		Jan16	Apr24			OntarioLearn	\$565.65

**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
12520		Jan16	Apr24			OntarioLearn	\$565.65

**Wastewater Collection Certification Level I & II****ENVR10073**

Presents basic knowledge and practices, applications relevant to public health, wastewater flows and characteristics, basic treatment processes, system components, sewer mains, lift stations, pumps and pumping, manholes and wastewater collection operations. Related concepts in math, hydraulics, equipment, safety legislation are reinforced. Prerequisite: operator-in-training certification examination or equivalent. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12619		Jan16	Apr24			OntarioLearn	\$565.65

**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
13036		Jan16	Apr24			OntarioLearn	\$565.65

**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
12613		Jan16	Apr24			OntarioLearn	\$565.65

**Wastewater Treatment Certification Level III & IV****ENVR10071**

Presents advanced knowledge and practices, theories, and applications relevant to wastewater flows and characteristics, treatment processes, and plant operations. Topics covered in previous levels are discussed in more detail and depth. Prepare to write the higher level certification examinations. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12615		Jan16	Apr24			OntarioLearn	\$565.65

**Water Distribution Certification Level I & II****ENVR10070**

Gain basic understanding and knowledge of practices and applications relevant to sources of water supply, distribution system components, pipe network, pumping systems, water quality monitoring and water wells. Related concepts in hydraulics, equipment, safety and legislation are reinforced. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12618		Jan16	Apr24			OntarioLearn	\$565.65

**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
12606	Jan16	Apr24				OntarioLearn	\$565.65

**Water Treatment Level III & IV ENVR10072**

Presents advanced knowledge and practices, theories, and applications relevant to wastewater flows and characteristics, treatment processes, and plant operations. Topics covered in previous levels are discussed in more detail and depth. Prepare to write the higher level certification examinations. 60 hours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12614	Jan16	Apr24				OntarioLearn	\$565.65

**Welding**

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



Turn to page 2 for contacts

You must supply CSA approved safety boots, safety glasses, 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. Helmets will be provided. Materials included. Students must supply their own safety glasses with side shields, safety boots and welding gloves.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11993	TH	Jan11	Mar1	6:30-10:00	8	Classroom (SC)	\$280.72
12004	SA	Jan13	Mar3	8:00-12:00	7	Classroom (SC)	\$280.72
12039	TH	Mar8	Apr26	6:30-10:00	8	Classroom (SC)	\$280.72
12042	SA	Mar10	Apr28	8:00-12:00	7	Classroom (SC)	\$280.72

**Welding Skills Practice Sessions****WELD10071**

\$85.79 per session.

Practice your welding in these 3-hour sessions. From stick welding to advanced pipe welding. Instructor is on-site, however, these are non-instructional practice sessions for experienced welders only. Students are responsible for all PPE, including safety boots, safety glasses and welding gloves.



Visit [ce.mohawkcollege.ca/welding](http://ce.mohawkcollege.ca/welding) for more information.

**Thursdays**

Date	CRN	Date	CRN	Date	CRN
Jan 18	12632	Feb 1	12634	Feb 15	12636
Mar 1	12637	Mar 15	12638	Mar 29	12640

**Saturdays**

Date	CRN	Date	CRN	Date	CRN
Jan 27	12641	Feb 10	12642	Feb 24	12644
Mar 10	12645	Mar 24	12646		

**Welding Advanced****WELD10078**

Cover advanced 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 included & helmets provided. You must supply safety glasses with side shields, safety boots & welding gloves. Prerequisite: WELD10066 or WELD10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12003	TH	Jan11	Mar1	6:30-10:00	8	Classroom (SC)	\$280.72
12006	SA	Jan13	Mar3	8:00-12:00	7	Classroom (SC)	\$280.72
12041	TH	Mar8	Apr26	6:30-10:00	8	Classroom (SC)	\$280.72
12473	SA	Mar10	Apr28	8:00-12:00	7	Classroom (SC)	\$280.72

**Welding for Women (Men Welcome)****WELD10076**

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. Helmets will be provided. You must supply safety glasses with side shields, safety boots and welding gloves. Materials included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12478	TH	Jan18	Mar8	6:30-10:00	8	Classroom (SC)	\$280.72

**Welding Intermediate****WELD10077**

Oxy-Acetylene safety & setup, cutting, brazing and braze welding will be demonstrated. SMAW with the up hand and down hand technique for Gas & Oil Transmission lines. Arc Welding with accepted electrodes (E6011, E6013, E7018) in the flat position, butt, lap and fillet, using light gauge and 1/4 plate metal. Materials included & 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
11996	TH	Jan11	Mar1	6:30-10:00	8	Classroom (SC)	\$280.72
12005	SA	Jan13	Mar3	8:00-12:00	7	Classroom (SC)	\$280.72
12040	TH	Mar8	Apr26	6:30-10:00	8	Classroom (SC)	\$280.72
12471	SA	Mar10	Apr28	8:00-12:00	7	Classroom (SC)	\$280.72

**Woodworking**

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



Turn to page 2 for contacts

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.

**Barn Door Workshop****BLDG10124**

Learn how to build, finish and discuss the installation of your own designer-trend barn door. Cut and assemble your door and learn how to obtain a weathered finish. Materials for a standard 40x80" pine barn door are included. Hardware not provided, however options will be discussed. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12124	SA	Jan20	Jan20	8:30-2:30	1	Classroom (SC)	\$171.75

**Barn Furniture - Bench & Crate****BLDG10711**

Learn how to build and finish a bench and crate made of barn wood. Materials are included for a standard bench and crate starting with rough cut pine. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12126	SA/SU	Jan27	Jan28	10:00-2:00	2	Classroom (SC)	\$205.67



**Barn Furniture - Bookcase****BLDG10712**

Learn how to build and finish a bookcase made of barn wood. Materials are included for a standard bookcase starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety glasses and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12129	SA	Feb3	Feb3	8:30-2:30	1	Classroom (SC)	\$171.75

**Barn Furniture - Dresser****BLDG10714**

Learn how to build and finish a dresser made of barn wood including the more advanced woodworking concepts for drawers. Materials included for a standard dresser starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session. Prerequisite: BLDG10711.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12132	SA	Mar10	Mar24	8:30-2:30	3	Classroom (SC)	\$455.26

**Barn Furniture - Headboard****BLDG10715**

**NEW!** Build your own headboard made of barn wood. Materials included for a standard head board made of rough cut pine. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12761	SA	Feb10	Feb10	8:30-2:30	1	Classroom (SC)	\$171.75

**Barn Furniture - Vanity****BLDG10713**

Learn how to build and finish a vanity made of barn wood that can be used as the base for a sink or hutch. Materials are included for a standard vanity starting with rough cut pine. Design is provided; no exceptions unless approved by instructor. You must bring CSA approved safety shoes and safety glasses and make arrangements to take your project home at the end of the session. Prerequisite: BLDG10711.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12131	SA	Feb24	Mar3	8:30-2:30	2	Classroom (SC)	\$292.08

**Barn Furniture - Bookcase****Build Your Own Workbench****BLDG10716**

**NEW!** Build a traditional woodworker's trestle-leg work bench designed for woodworkers and carpenters alike. Basic woodworking skills required. Expert instruction and drawings provided by a master carpenter. Supplies included. Materials extra; a detailed materials list will be provided in advance. CSA approved safety shoes and glasses are required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12482	TU	Jan23	Mar27	6:30-9:30	10	Classroom (SC)	\$267.20

**Guitar Building - Acoustic 1****BLDG10120**

Start to build your own acoustic guitar or continue with an existing project under the guidance of an experienced guitar builder. Techniques, jigs, tools and equipment are provided. Materials extra. Bring your own materials or choose from a selection of designs and materials (additional costs apply, approximately \$300 - \$800). 36 hours of shop time included; no guarantee of project completion. Safety glasses and CSA approved safety shoes are mandatory and are the responsibility of the student.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12346	TU	Jan16	Apr17	6:00-9:00	14	Classroom (SC)	\$376.08

**Guitar Building - Acoustic 2****BLDG10127**

**NEW!** Build upon the work started in Guitar Building - Acoustic 1 and work towards completing your acoustic guitar. Materials extra. No guarantee of project completion. Safety glasses and CSA approved safety shoes are mandatory and are the responsibility of the student. Prerequisite: BLDG10120.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12352	WE	Jan17	Apr18	6:00-9:00	14	Classroom (SC)	\$376.08

**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 included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12387	MO	Jan15	Apr9	6:30-9:30	12	Classroom (SC)	\$316.64

**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 to: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12293	MO	Jan15	Apr9	6:30-9:30	12	Classroom (SC)	\$356.64

**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
12392	TH	Jan18	Apr5	6:30-9:30	12	Classroom (SC)	\$356.64
12389	SA	Jan20	Apr14	9:00-12:00	12	Classroom (SC)	\$356.64

**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. Must supply your own materials. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12394	TU	Jan16	Apr3	6:30-9:30	12	Classroom (SC)	\$296.64

**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
12396	WE	Jan17	Apr4	6:30-9:30	12	Classroom (SC)	\$296.64

# 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. This form includes your Mohawk ID and password for MyMohawk. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

## Corporate Policies & Procedures

[mohawkcollege.ca/policies](http://mohawkcollege.ca/policies)

## Course Cancellations

[ce.mohawkcollege.ca/cancellations](http://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 @ \$6.80
- 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 [mohawkcollege.ca/fees](http://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 [mohawkcollege.ca/international](http://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 MyMohawk account.

## General Education Courses

[ce.mohawkcollege.ca/generaleducation](http://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

[mohawkcollege.ca/grading](http://mohawkcollege.ca/grading)

## Graduation / Convocation

[mohawkcollege.ca/ConvocationPrep](http://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.

## MyMohawk

[mymohawk.mohawkcollege.ca](http://mymohawk.mohawkcollege.ca)

Our online portal, MyMohawk, and your [@mohawkcollege.ca](mailto:@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 Mohawk ID 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](http://ce.mohawkcollege.ca/refunds)

## Transfers

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

## Waitlists

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

## Withdrawals

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

## Parking

[mohawkcollege.ca/parking](http://mohawkcollege.ca/parking)  
[parking.mcmaster.ca](http://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](http://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](http://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

[mohawkcollege.ca/studentpolicy](http://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 [mohawkcollege.ca/services](http://mohawkcollege.ca/services)

## The Square

[mohawkcollege.ca/thesquare](http://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

## Financial Assistance

[mohawkcollege.ca/cefinancialassistance](http://mohawkcollege.ca/cefinancialassistance)

There are a variety of financial assistance options available for Continuing Education students.

Visit our website for full details and to apply!

financialassistance@mohawkcollege.ca

1-844-767-6871

## Accessible Learning Services

[mohawkcollege.ca/als](http://mohawkcollege.ca/als)

A full range of services are available for CE students who have, or suspect they have, a disability.

accessiblelearningservices@mohawkcollege.ca

For more information call: 905-575-2211

## Books @ IAHS

[campusstore.mcmaster.ca](http://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](http://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.

## Counselling Services

[mohawkcollege.ca/counselling](http://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

## David Braley Athletic and Recreation Centre

[mohawkcollege.ca/dbarc](http://mohawkcollege.ca/dbarc)

CE Student Memberships are available for \$60 per semester!

Visit our website for detailed information on our facilities, programming, hours and more.

dbarc@mohawkcollege.ca | 905-575-2744

## Dispute Resolution Services - Student Rights & Responsibilities Office (SRRO)

[mohawkcollege.ca/dispute-resolution](http://mohawkcollege.ca/dispute-resolution)

A full range of resolution services are available to everyone, which promotes the understanding of rights and responsibilities in addressing Human Rights, interpersonal or academic disputes or systemic issues.

studentissues@mohawkcollege.ca

Inquiries: 905-575-2181

## The Health Centre

[mohawkcollege.ca/health-centre](http://mohawkcollege.ca/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. Most services are covered through OHIP and/or your extended health benefits.

healthcentre@mohawkcollege.ca

Fennell: Room C109 | 289-237-6358

## Indigenous Education & Student Services

[mohawkcollege.ca/indigenous](http://mohawkcollege.ca/indigenous)

aess@mohawkcollege.ca

Fennell: Room A114 | 905-575-1212 ext. 3428

## Library

[library.mohawkcollege.ca](http://library.mohawkcollege.ca)

Your campus library is the starting point for help with assignment resources, eLearn, MyMohawk and more! Visit the library website for more information about services, campus locations and hours.

## ONE Card

[mohawkcollege.ca/one-card](http://mohawkcollege.ca/one-card)

Though not mandatory for Continuing Education students, a Continuing Education ONE Card may be purchased for \$10.00. To be eligible for a CE ONE Card you must be registered for a course in the current semester.

Visit the website to discover all the features and benefits of a CE ONE Card!

onecard@mohawkcollege.ca

Fennell: Room F101 | 905-575-2121

IAHS at McMaster: The Square

Stoney Creek: Campus Store

## Student Success Advisor

[mohawkcollege.ca/ssa](http://mohawkcollege.ca/ssa)

As part of our commitment to academic and career success, CE students have access to a Student Success Advisor. Your SSA can help you with academic and program advising, career coaching, student support services, and more!

For more information see page 27 or visit the website.

## Wellness4U@Mohawk

[mohawkcollege.ca/wellness4u](http://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.

wellness4U@mohawkcollege.ca

# 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 MyMohawk?

Your Mohawk ID and password can be found on your Acknowledgement of Registration form. You need to sign in to MyMohawk on a regular basis to keep your account active. Visit our FAQ at [mohawkcollege.ca/myMohawk](http://mohawkcollege.ca/myMohawk) for more information.

## How do I update my address and phone number?

Sign in to MyMohawk and on the Home menu scroll down to Personal information. 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](http://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](http://ce.mohawkcollege.ca/elearn) for step-by-step instructions.

## How do I access my OntarioLearn course?

Visit [ce.mohawkcollege.ca/ontariolearn](http://ce.mohawkcollege.ca/ontariolearn) 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](mailto:ce@mohawkcollege.ca) to seek approval.

## Where do I park?

Paid parking is in effect at all locations. More information is available at [mohawkcollege.ca/parking](http://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. 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 [mohawkcollege.ca/international](http://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?

Sign in to MyMohawk. Choose Academics from the left-side menu. You will see My grades to the right. It may take two to six weeks after the end date of your course for grades to be available.

## I lost my Certificate/Diploma - can I get a replacement?

Visit [mohawkcollege.ca/convocationprep](http://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 MyMohawk, choose Student Finances from the left-side menu. Tax receipts are available under Financial tools. Some courses may not qualify for a tuition or education tax deduction. Student Activity, CanCopy, 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 [mohawkcollege.ca/closure](http://mohawkcollege.ca/closure) or call 905-575-2444. You can sign up for weather and security related text message alerts by visiting [mohawkcollege.ca/sam](http://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. Sign in to MyMohawk and choose Academics from the left-side menu. Scroll down to Course tools and click on Apply for a course exemption. For assistance, contact The Square at 1-844-767-6871 or [ask@mohawkcollege.ca](mailto: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 [mohawkcollege.ca/plar](http://mohawkcollege.ca/plar) for more information.

## How do I register with Accessible Learning Services?

A full range of services are available for CE students who have, or suspect they have, a disability. Email [accessiblelearningservices@mohawkcollege.ca](mailto:accessiblelearningservices@mohawkcollege.ca) or visit The Square (Fennell), The Square (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).

Mohawk College, at its sole discretion, reserves the right to alter information, including but not limited to, modifying program availability, program length, campus locations, or curriculum, or to adjust fees, admission requirements, policies or procedures at any time. The College may make such changes to meet competencies in the job market and/or as prescribed by its governing Ministry, or for budgetary reasons or for other reasons it deems necessary. The College reserves the right to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. Prompt notice will be given to all affected applicants and students. The College shall not accept any liability for the consequences of these changes.



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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<sup>1</sup>: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Ontario Education Number (OEN)<sup>2</sup>: \_\_\_\_\_  
 (Eg. 01 / Jan / 1968) Day Month Year

Are you a Canadian Citizen, Aboriginal or Landed Immigrant?  Yes  No Gender<sup>3</sup>:  Male  Female  Other/Prefer not to disclose

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 CRNs 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<sup>4</sup>** – Course fees must be paid in full at the time of registration

Cash  Debit  Certified Cheque\*  Money Order\*  Bank Draft\*  Sponsored   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: \_\_\_\_/\_\_\_\_/\_\_\_\_

<sup>1-3</sup> Date of Birth, Ontario Education Number (if known) and Gender 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).

<sup>4</sup> 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.

# 4 ways to register

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

## Registration now open!

### 1. Online at [ce.mohawkcollege.ca](http://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 152.

#### Payment options



VISA OR MASTERCARD

### 2. Fax

#### Payment options



VISA OR MASTERCARD

Fax the completed Registration Form to:  
905-575-2348

### 3. Mail

#### Payment options



VISA, MASTERCARD, CERTIFIED  
CHEQUE, MONEY ORDER OR  
BANK DRAFT

Mail the completed Registration Form to:  
Mohawk College  
The Square  
135 Fennell Avenue West  
Hamilton Ontario  
L9C 0E5

### 4. In person

#### Payment options



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 → **AutoCAD - Introduction** → Course Code **CADMCAD06 (SA\*)** ← Indicates Special Approval Required

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
12764	Jan15	Mar28				eLearn	\$367.65
12740	TU	Jan16	Apr10	6:00-9:30	13	Classroom (FF)	\$370.80

Course Registration Number → 12740 → Fee ←

↑ Start Date      ↑ Number of Sessions      ↑ Campus

**EXAMPLE ONLY**

\*CADMCAD06 does not require SA - special approval. Shown as an example only.

Alternative formats available upon request  
Visit [mohawkcollege.ca/accessibility](http://mohawkcollege.ca/accessibility)

# 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.



## Our Locations

### Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton

Call: 1-844-767-6871

Monday to Thursday 8:30 am to 6 pm

Friday 8:30 am to 4:30 pm

#### Extended hours:

January 2 to January 22, 2018

Monday to Thursday 8 am to 6 pm

Friday 8 am to 5 pm



### Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek

Call: 1-844-767-6871

Monday to Friday 8:45 am to 4:30 pm

#### Extended hours:

January 2 to January 22, 2018

Monday to Friday 8 am to 5 pm



### Institute for Applied Health Sciences at McMaster (IH)

1400 Main Street W., Hamilton

Call: 1-844-767-6871

Monday to Friday 8:30 am to 4 pm

#### Extended hours:

January 2 to January 22, 2018

Monday to Friday 8 am to 5 pm



## Quick and Helpful Links

### Financial Assistance

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



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





Striving to enrich the lifelong learning of Continuing Education students. Visit us at [mcaces.ca](http://mcaces.ca)

### Take advantage of our services and programs

- Career Coaching and Career Development Workshops
- Student Success Coaching and Academic Success Workshops
- 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](http://mcaces.ca)

Email: [mcaces@mohawkcollege.ca](mailto:mcaces@mohawkcollege.ca)

MCACES Resource Centre is supported by an Advisory Council of Continuing Education Students

# Be CareerReady

Attend our FREE sessions

## SESSION 1 – TALK IT OUT!

Tuesday, January 23

## SESSION 2 – WRITE IT OUT!

Monday, January 29

## SESSION 3 – SHARE IT OUT!

Wednesday, February 7

## SESSION 4 – NETWORK IT OUT!

Thursday, February 15

## SESSION 5 – ACT IT OUT!

Wednesday, February 21

Sessions from 6 pm to 7:30 pm

Fennell Campus, MCACES Lounge, Room F114

To learn more email us at [mcaces@mohawkcollege.ca](mailto:mcaces@mohawkcollege.ca)  
or call 905-575-2176

## Are you on campus after dark?

Walk Smart is a free service provided at Fennell Campus for students, faculty and staff. For more information visit [mohawkcollege.ca/walksmart](http://mohawkcollege.ca/walksmart)

