

CONTINUING EDUCATION & ONLINE LEARNING

WINTER 2015

 MOHAWK



LOOKING THROUGH THE LENS

We get up-close and personal with Linda, a double-honours graduate and avid photographer.

Education
at your own pace

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anytime, anywhere!

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Register Today!

ce.mohawkcollege.ca/register

What are you doing on the weekend?

Check out our weekend offerings and learn something new!



Courses offered this Winter on a Friday, Saturday and/or Sunday include:

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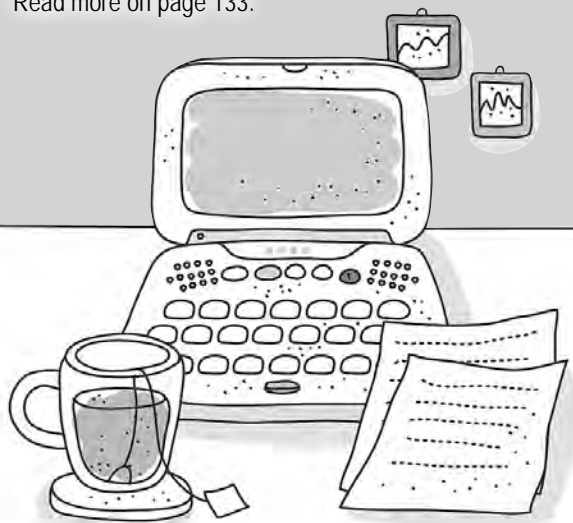
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Online Learning

Online learning provides you with the opportunity to learn online, anywhere, and at your convenience. Read more on page 133.



On the Cover



Approximately five years ago Linda enrolled in the photography course at Mohawk College. Little did she know, this was the beginning of a passion that would enrich her life. Three years later, Linda graduated with two honours certificates from Mohawk College in Arts and Applied Photography. Her passion has grown leaps and bounds as she explored

many varying subjects. A few areas that are especially exciting for her to photograph are architecture, theatre/dance and street photography. "Some of the performers I've had the opportunity to photograph are Ballet Jörgen, Liona Boyd, Steve Strongman, the Canadian Male Orpheus Choir and the late Jeff Healey." Currently she is working on a collection of infrared images depicting life in Hamilton.

Although Linda has graduated from Mohawk College, she has not ceased to learn and each year finds yet another interesting course, where she can sharpen her photographic skills. Linda is grateful to Mohawk College and the excellent staff who have opened up a new frontier of opportunity for her.

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Connect with Continuing Education staff and students online through social media
Find the latest program, service and event information by joining our active social media community.



Program Guide

Have a look through our many program options. You can see the credential the program offers, and the ways you can complete the program: online, in-class, or a mix of both. Check the individual sections for stand-alone courses. Credential definitions can be found on page 136.

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
BUSINESS						
16	APICS - The Association for Operations Management		•			•
16	Applied Accounting - Bookkeeping	•	•	•	AOC	
16	Business Studies	•			MCC	
36	Business Writing Skills	•			AOC	
18	Canadian Institute of Bookkeeping (CIB)	•		•		•
18	Canadian Institute of Management (CIM)		•			•
18	Certified General Accountants of Ontario (CGA)	•		•		•
16	Certified in Production and Inventory Management (CPIM)		•			•
19	Condominium Management (ACMO)	•			MCC	
20	Dental Office Administration		•		AOC	
20	Financial Planning	•			MCC	
20	Human Resources	•	•	•	MCC	
21	Industrial Distribution Leadership	•			MCC	
22	Industrial Relations	•		•	MCC	
22	Institute of Law Clerks of Ontario (ILCO)	•				•
23	Integrated Accounting	•	•	•	MCC	
24	International Business Management	•			OCGC	
24	Leadership Development Series	•	•	•	MCC	
25	Management Studies		•	•	MCC	
25	Manufacturing Leadership	•			MCC	
26	Marketing Essentials	•			AOC	
26	Medical Terminology		•		AOC	
27	Medical Transcription			•	MCC	
27	Office Administration - General		•	•	OCC	
16	Principles of Operations Management		•			•
28	Qualified Administrative Assistant			•		•
28	Small Business and Entrepreneurship	•			OCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
29	Veterinary Office Management	•			MCC	
30	Ward Clerk	•			MCC	
30	WSIB Workplace Safety & Insurance Board Adjudication		•		AOC	
COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES						
35	Academic and Career Entrance (ACE)	•			AOC	
36	Business Writing Skills	•			AOC	
37	Competence in the French Language		•	•	MCC	
38	Language Interpreter Training	•	•	•	AOC	
39	Writing for Publication	•	•	•	MCC	
COMMUNITY SERVICES AND SUPPORT						
46	Addictions/Concurrent Disorders		•		AOC	
46	Autism and Behavioural Science	•			OCGC	
47	Braille	•			AOC	
88	Breastfeeding			•	AOC	
47	Career Consultant		•	•	OCGC	
48	Child & Youth Worker		•		OCAD	
48	Children's Mental Health	•			AOC	
19	Condominium Management (ACMO)	•			MCC	
49	Counselling Techniques		•		MCC	
49	Criminal Psychology and Behaviour	•			AOC	
50	Diversity and Intercultural Relations	•			AOC	
50	Early Childhood Education			•	OCD	
51	Early Childhood Education - Leadership and Administration		•	•	MCC	
52	Early Childhood Education Resource Consulting		•	•	OCGC	
52	Educational Support	•			OCD	
54	Event Management		•	•	OCGC	
55	Fitness Leadership Certification (YWCA)		•			•

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
55	Fundamentals of Correctional Practices	•			AOC	
56	Labour Studies			•	OCC	
56	Labour Studies in Occupational Health and Safety		•		MCC	
56	Library and Information Technician	•			OCD	
58	Mourning, Grief and Bereavement	•			AOC	
59	Records and Information Management	•			OCC	
60	Retirement Communities	•			AOC	
60	School Based Support	•			AOC	
61	Social Service Worker		•	•	OCD	
62	Solution Focused Skills		•		AOC	
62	Teaching the Adult Learner	•			MCC	
63	Therapeutic Recreation	•				•
63	Volunteer Management		•		MCC	
63	Workplace Insurance and Disability Prevention Leadership			•	MCC	
30	WSIB Workplace Safety & Insurance Board Adjudication		•		AOC	
COMPUTERS						
68	Advanced AutoCAD		•		AOC	
68	AutoCAD Design		•		MCC	
69	Business Computer Applications	•	•	•	MCC	
69	Computer Science - Level 1		•		MCC	
70	Computer Science - Software Engineering Specialist		•		MCC	
23	Integrated Accounting	•	•	•	MCC	
70	Microcomputer Engineering Hardware		•		MCC	
70	Microcomputer Engineering Software		•		MCC	
71	MicroStation	•			AOC	
71	Network Specialist		•		MCC	
71	Server & Network Support		•		MCC	
72	Webmaster	•	•	•	MCC	
CREATIVE AND VISUAL ARTS						
76	Aesthetics		•		MCC	
77	Applied Cosmetics		•		MCC	
78	Dressmaking		•		MCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
78	Fashion Design		•		MCC	
79	Floral Techniques - Basic		•		MCC	
79	Make-Up Artistry		•		MCC	
80	Music		•		MCC	
80	Nail Technician		•		MCC	
81	Performing Arts		•		MCC	
81	Photography - Applied		•	•	MCC	
81	Photography - Art		•	•	MCC	
83	Pottery		•		AOC	
82	Sewing (Basic)		•		AOC	
82	Visual Arts - Foundation		•	•	MCC	
82	Visual Arts - Intermediate		•	•	MCC	
82	Visual Arts - Advanced		•	•	MCC	
ENGLISH AS A SECOND LANGUAGE						
131	OSLT - Business		•		MCC	
131	OSLT - Health Sciences		•		MCC	
HEALTH AND NURSING						
46	Addictions/Concurrent Disorders		•		AOC	
88	Breastfeeding			•	AOC	
88	Bridging for Internationally Educated Nurses		•		OCGC	
90	Bridging Program for Medical Laboratory Technology		•		OCD	
48	Children's Mental Health	•			AOC	
90	Dementia Studies - Multidiscipline		•		OCGC	
91	Diabetes Education	•			OCGC	
91	Disability Management - Return to Work Coordinator		•		OCGC	
93	Food Services	•		•	OCC	
93	Gerontology - Multidiscipline	•		•	OCGC	
94	Medical Device Reprocessing (MDR)		•		MCC	
95	Medical Laboratory Technician			•		•
96	Oncology Nursing	•			OCGC	
96	Palliative Care - Multidiscipline	•		•	OCC	
97	Palliative Care for Personal Support Workers		•		OCC	
97	Perioperative Nursing		•		OCGC	
98	Psychosocial Rehabilitation	•			OCGC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
99	Registered Nurse - Critical Care Nursing			•	OCGC	
100	Registered Nurse - First Assistant			•	OCGC	
100	Registered Nurse - Occupational Health Nursing	•			OCGC	
101	Registered Nurse - Perinatal Nursing - High Risk Obstetrics or Neonatal	•	•	•	OCGC	
101	Registered Nurse Refresher			•	OCGC	
102	Registered Nurse/Registered Practical Nurse Mental Health		•	•	OCGC	
103	Registered Nurse/Registered Practical Nurse Pediatric Nursing	•				•
103	Registered Practical Nurse - Maternal Newborn Nursing	•			OCGC	
104	Registered Practical Nurse Refresher			•	OCGC	
104	Registered Practical Nursing Diploma Completion		•			•
104	Skin, Wound and Footcare Management		•		AOC	
105	Working with Dementia Clients - Multidiscipline		•		OCGC	
105	Working with the Aged - Multidiscipline	•		•	OCGC	
HOSPITALITY, HOME AND GARDEN						
108	Culinary Skills - Introduction		•		AOC	
121	Home Inspection	•			MCC	
109	Home Renovation for Women (Men Welcome)		•		AOC	
109	Horticulture - Plant Identification		•		MCC	
109	Interior Decorating		•		MCC	
110	Landscape Design		•		MCC	
110	Professional Bartending		•		AOC	
82	Sewing (Basic)		•		AOC	
111	Tea Sommelier		•		AOC	
TECHNOLOGY AND SKILLED TRADES						
115	Air Brake Training		•			•
115	Building Environmental Systems		•		MCC	
115	Canadian Institute for NDE		•			•
115	Certificate of Qualification Examination Preparation	•	•			•
116	CFC/ODP Training		•			•
116	CNC Programming		•	•	MCC	

Page	Certificate or Diploma	Delivery			Credential	Other Credential or Training
		Online	Classroom	Mix of Online and Classroom		
116	Construction Estimating		•	•	MCC	
116	Electrical Engineering Technician to Technologist Transfer		•			•
117	Electrical Fundamentals		•		MCC	
117	Electronic Fundamentals		•		MCC	
117	Environmental Engineering		•		MCC	
118	Fire Safety		•		MCC	
118	Fluid Power		•		MCC	
118	Fuel Certification Challenge Examinations		•			•
118	Fuel Technician Certification		•			•
119	Geographic Information Systems	•			MCC	
120	Heating, Refrigeration and Air Conditioning Technician		•		OCC	
121	Home Inspection	•			MCC	
109	Home Renovation for Women (Men Welcome)		•		AOC	
109	Horticulture - Plant Identification		•		MCC	
122	Human Machine Interfacing		•		MCC	
122	Industrial Drives				MCC	
122	Industrial Engineering		•		MCC	
122	Industrial Lubrication		•		MCC	
123	Instrumentation		•	•	AOC	
110	Landscape Design		•		MCC	
123	Machine Tool Operator		•		MCC	
123	Mechanical Design		•	•	AOC	
124	Occupational Health and Safety Management			•	MCC	
125	Programmable Logic Controllers		•		MCC	
125	Quality Assurance - Level 1		•		MCC	
125	Residential Design & Construction		•		MCC	
126	Welder Operator		•		MCC	
MCE CORPORATE TRAINING AND PARTNERSHIPS						
132	Maintenance Management Professional (MMP)		•			•

NEW for Winter 2015!



NEW Programs

Advanced AutoCAD.....	68	Marketing Essentials	26
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Course Guide

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
BUSINESS					
31	Accounting 1	ACCTCB101		•	
31	Accounting 3 - Financial Accounting Applications	ACCT10009		•	
31	Accounting 3 - Financial Accounting Concepts	ACCT10008		•	
17	Accounting Introductory I	ACCTMCS01	•		
17	Accounting Introductory II	ACCTMCS02	•		
23	AccPac - Accounts Payable	INFOBW390	•		
23	AccPac - Accounts Receivable	INFOBW290	•		
23	AccPac - Payroll	INFOBW590	•		
23	AccPac Order Entry - Level 1	INFOBW490	•		
23	AccPac Order Entry - Level 2	INFOBW492	•		
19	Advanced Accounting	ACCT10032	•		
29	Animal Husbandry II	HLTH10071	•		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
16	APICS Basics Of Supply Chain Management	BUSNSPC15		•	
16	APICS Master Planning Of Resources	BUSNSPC24		•	
16	APICS Principles of Inventory Management	BUSN10110		•	
16	Applied Accounting Bookkeeping 1	ACCTBZ018	•	•	
16	Applied Accounting Bookkeeping 3	ACCTBZ020	•	•	
16	Applied Accounting-Bookkeeping 2	ACCTBZ019	•	•	
26	Applied Marketing Research	MRKT10030	•		
19	Auditing I	ACCT10026	•		
19	Auditing II	ACCT10027	•		
29	Basic Animal Husbandry	HLTH10062	•		
29	Basic Veterinary Pharmacology	HSC10135	•		
33	Benefits Administration	BUSN10059	•		
20	Building and Maintaining Customer Relationships	BUSN10034	•		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
29	Building and Maintaining Customer Relationships	BUSN10034	•		
31	Business Analysis Introduction	MGMT10121	•		
32	Business Case Development	MGMT10122	•		
19	Business Finance I	ACCT10028	•		
19	Business Finance II	ACCT10029	•		
22	Business Fundamentals in Industrial Distribution	BUSN10046	•		
31	Business Law	BUSNCB436		•	
17	Business Law Introductory	LAWSMCS05	•		
31	Business Mathematics Of Finance	MATH10037	•	•	
29	Business Research and Writing Skills	SBMG10019	•		
31	Business Statistics	MATHMA305		•	
32	Business Writing Strategies	COMM10325	•		
25	Coaching And Developing People	MGMTDMA03	•		
22	Collective Bargaining	LABRPIR14	•		
24	Communications (LDS)	COMM10217	•		
21	Compensation and Benefits	HRESPIR11	•	•	
30	Comprehending Medical Terms and Diagnoses	HSCI10003	•		
28	Computer Skills for Small Business	COMP10134	•		
28	Computer Skills for Small Business Advanced	COMP10135	•		
20	Condominium Administration & Human Relations	MGMTCDM04	•		
32	Consumer Behaviour	MRKTMK375	•		
25	Continuous Improvement Process	QUALCMA06	•		
33	Corporate Practice and Procedure	LAWS10153	•		
22	Corporate Procedures	LAWSELC6	•		
31	Cost & Managerial Accounting 1	ACCTAC336		•	
19	Cost and Managerial Accounting I	ACCT10024	•		
19	Cost and Managerial Accounting II	ACCT10025	•		
18	Cost Management	ACCT10017	•		
32	Creating a Corporate Service Culture	CUST10003	•		
20	Creative and Critical Thinking (LDS)	COMM10216	•	•	
24	Creative and Critical Thinking (LDS)	COMM10216	•	•	
33	Criminal Law - Legal Administration	LAWS10136	•		
32	Customer Service and Ethics	CUST10004	•		
22	Customer Service and Sales in Industrial Distribution	MRKT10027	•		
32	Dealing And Working With Difficult People	CONFBU397	•		
26	Developing Effective Teams	MGMTDMA04	•		
28	Digital Transcription	OADM0A261		•	
33	Dispute Resolution	HMNS10093	•	•	
32	Effective Supervision-Human Relations	MGMTMD221	•		
22	Employment Law	BUSNPIR19	•		
21	Employment Law (LDS)	LAWS10090	•		
24	Employment Law (LDS)	LAWS10090	•		
19	English 1	COMM10256	•		
31	Entrepreneurship Fundamentals	SBMGBU395	•		
34	Essentials In Health Records Management	MGMT10039	•		
22	Estate Procedures	LAWSELC4	•		
33	Family Law Practice and Procedure	LAWS10149	•		
24	Finance (LDS)	FINC10023	•		
21	Finance And Accounting	ACCTPIR23	•		
32	Financial and Managerial Accounting	BUSN10118	•		
20	Financial Environment	FINCFP011	•		
20	Financial Planning For Condominium Managers	FINCCDM03	•		
32	Forensic Accounting	ACCT10033	•		
32	Fundamentals of Digital Marketing Management	MRKT10026	•		
24	Global Business Environment	BUSNIB100 (SA)	•		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
32	Global Logistics	BUSN10109	•		
22	Grievances, Arbitration and Contract Administration	BUSNPIR13	•		
32	How to Start a Small Business	SBMGMD249	•		
24	Human Relations (LDS)	HRES10019	•		
21	Human Resource Management Studies	MGMTBPC01	•		
25	Human Resource Management Studies	MGMTBPC01	•		
21	Human Resources Planning and Staffing	HRESPIR17	•		
27	Information Management	INFO10021		•	
32	Integrated Marketing Communication 1	MRKT10039	•		
19	Intermediate Accounting I	ACCT10021	•		
19	Intermediate Accounting II	ACCT10022	•		
19	Intermediate Accounting III	ACCT10023	•		
27	Intermediate Word Applications	INFO10162		•	
28	Interpersonal Communication Skills	COMM10294	•		
28	Intro To Small Business And Entrepreneurship	SBMGSB101	•		
32	Introduction to Business	BUSN10049	•		
20	Introduction To Condominium Law	LAWSCDM01	•		
22	Introduction To Industrial Relations	LABRPIR08 (E)	•		
33	Introduction To Legal Office Practice And Procedures	OADM10009	•		
17	Introduction To Macroeconomics	ECON10002	•		
34	Introduction to Project Management	HRES10013	•		
32	Introduction to Supply Chain & Operations Management-Retail	BUSN10107	•		
28	Keyboarding	KEYB10008		•	
28	Keyboarding - Beginners	KEYBSEZ30		•	
33	Landlord & Tenant Law	LAWS10064	•		
32	Leadership in a Team Environment	MGMT10096	•		
24	Leading Responsibly (LDS)	MGMT10098	•	•	
25	Leading Teams (LDS)	MGMT10101	•		
33	Legal Terminology	LAWS10005	•		
33	Litigation Practice and Procedure 1	LAWS10065	•		
31	Macroeconomics	ECONEB222 (E)		•	
19	Management Information Systems	INFO10160	•		
17	Management Operations	MGMTMCS07	•		
17	Management Principles	MGMTMCS06	•		
25	Managerial Analysis	MGMTBPC05		•	
25	Managerial Communications	MGMTBPC02		•	
25	Managing Change (LDS)	MGMT10102	•		
28	Managing The Small Business	SBMG10013	•		
17	Marketing Advanced	MRKT10018	•		
26	Marketing Advanced	MRKT10018	•		
26	Marketing Channels	MRKT10045	•		
26	Marketing Digitally	MRKT10037	•		
17	Marketing Principles	MRKTMCS08	•		
26	Marketing Principles	MRKTMCS08	•		
30	Medical Conditions for Medical Office Professionals	HSCI10002	•		
34	Medical Keyboarding	KEYB10005	•		
34	Medical Office Procedures	OADM10018	•		
34	Medical OHIP Billing	OADM10010	•		
26	Medical Terminology 1	OADM0A323		•	
27	Medical Terminology 1	OADM0A323		•	
26	Medical Terminology 2	OADM0A324		•	
27	Medical Terminology 2	OADM0A324		•	
30	Medical Terminology II - Pronunciation	HSCI10157	•		
27	Medical Transcribing 3	OADM0A552	•		
27	Medical Transcribing 4	OADM0A652	•		
27	Medical Transcription 1	OADM0A352		•	
27	Medical Transcription 2	OADM0A452	•		

Page	Course Name	Course Code	Delivery*		
			OL	CL	BLE
17	Microeconomics Introductory	ECONMCS03	•		
32	Mortgage Agent	BUSN10061	•		
33	National Knowledge Exam Preparation	BUSN10121	•		
22	Negotiations in Industrial Distribution	BUSN10054	•		
21	Occupational Health and Safety	SAFEPIR21	•		
22	Operational Fundamentals in Industrial Distribution	BUSN10055	•		
28	Operations And Legal Issues	SBMGSB202	•		
21	Organizational Behaviour and Administration	BUSNPIR22 (E)	•		
18	Payroll Administration	ACCTBU192	•		
25	Performance Management (LDS)	MGMT10100	•		
32	Personal Financial Management	BUSNBE450	•		
20	Personal Success	MGMTMD278	•		
33	Personnel Research Techniques and HRIS	HRES10017	•		
30	Pharmacology for the Medical Office	HSC110024	•		
20	Physical Building Management	MGMTCDM02	•		
31	Principles of Purchasing	BUSN10101	•		
34	Project Management Scheduling Software	INFO10105	•		
33	Provincial Offences/Motor Vehicle Offences	LAWS10076	•		
17	Quantitative Methods	BUSN10045	•		
23	QuickBooks	INFO10159	•	•	
34	Real Estate Practice and Procedure 1	REAL10001	•		
34	Real Estate Practice and Procedures 2	LAWS10148	•		
21	Recruitment And Selection	HRESPIR20	•	•	
17	Researching and Reporting-Lgs	COMMLL122	•		
33	Retail Management	MGMT10124	•		
23	Sage 300 ERP (AccPac) Accounts Receivable and Payroll	INFO10182	•		
23	Sage 300 ERP (AccPac) Order Entry	INFO10183	•		
23	Sage 300 ERP Accounts Payable	INFO10185	•		
23	Sage 300 ERP AccPac General Ledger	INFO10184	•		
24	Sage 50 Accounting	INFO10201	•	•	
26	Sales Principles	BUSN10119	•		
18	Selling For Success	MRKT10025	•		
29	Small Business Marketing Skills	SBMG10000	•		
29	Small Business-Financial Management	MGMTSB102	•		
34	Small Claims Practice and Procedure	LAWS10154	•		
21	Staff Training and Development	BUSNPIR16	•	•	
33	Strategic Leadership for Supply Chain Management	MGMT10075	•		
33	Strategic Planning	BUSN10108	•		
34	Styles and Practices of Medical Transcription	HSC110152	•		
26	Supervisory Skills For Business And Industry	MGMTDMA02	•		
29	Supervisory Skills for Small Business	SBMG10017	•		
31	Taxation	ACCTAC409		•	
18	Taxation I	ACCT10019	•		
25	The Business of Tomorrow	BUSN10047	•		
28	The Generic Business Plan	SBMG10018	•		
30	Understanding Medical Tests for Medical Office Staff	HSC110025	•		
30	Understanding Surgical Procedures for Medical Office Staff	HSC110026	•		
29	Veterinary Anaesthesia	VETR10000	•		
29	Veterinary Lab Procedures	HLTH10098	•		
29	Veterinary Office Skills and Procedures	OADM10013	•		
29	Veterinary Surgical Procedures	HSC110138	•		
29	Veterinary Terminology	COMM10107	•		
30	Working And Communicating In A Medical Setting	COMM10021	•		
30	WSIB Case Management Adjudication	BUSNBU159		•	
30	WSIB Eligibility Adjudication	BUSNBU158		•	

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COMMUNICATIONS, LANGUAGES AND PREPARATORY STUDIES					
35	ACE Apprenticeship Math	MATH10047 (SA)	•		
35	ACE Biology	BIOL10011 (SA)	•		
35	ACE Business Mathematics	MATH10046 (SA)	•		
36	ACE Chemistry	GSCI10004 (SA)	•		
36	ACE Communications	COMM10148 (SA)	•		
36	ACE Computers	COMP10083 (SA)	•		
36	ACE Core Math	MATH10045 (SA)	•		
36	ACE Physics	PHYS10000 (SA)	•		
36	ACE Self Management and Self Direction	CRED10044 (SA)	•		
36	ACE Technology Math	MATH10044 (SA)	•		
43	American Sign Language 2	LANGLL220		•	
43	American Sign Language 1	LANGLL120		•	
40	Anger Management	CONF10005 (E)	•		
40	Anthropology	PSYC10020 (E)	•		
40	Art History and Theory	ARTT10014 (E)	•		
40	Astronomy	GSCI10006 (E)	•		
40	Canadian Literature	COMMLL903 (E)	•		
40	Canadian Politics	SSCISS105 (E)	•		
38	Capstone Course, Skills Integration	LANG10036 (SA)	•		
44	Communication	COMMLL041	•		
44	Communication D	COMM11040		•	
38	Consecutive Interpreting	LANG10032 (SA)	•		
40	Coping With Stress	HLTHSS309 (E)		•	
39	Creative Writing	COMMLL904		•	
39	Creative Writing II Short Fiction	COMMLL945		•	
44	Critical and Innovative Thinking	COMM10265 (E)	•	•	
40	Culture, Language and Linguistics	COMM10277 (E)	•		
40	Developmental Psychology	PSYCSS271 (E)	•		
40	Environmental Citizenship	ENVR10006 (E)	•		
43	Everyday German 1	LANG10078	•		
43	Everyday Italian 2	LANG10080	•		
43	Everyday Italian 3	LANG10085	•		
43	Everyday Spanish 1	LANG10081	•		
37	French 1	LANG10061	•		
37	French 2	LANG10062	•		
37	French 3	LANG10063	•		
37	French 4	LANG10064	•		
37	French 5	LANG10065	•		
40	Geography of Planet Earth	ENVR10051 (E)	•		
40	Geological Disasters	ENVR10005 (E)	•		
44	Grammar and Composition for General Arts & Sciences	COMM10045		•	
39	Grammar For Writing Professionals	COMMLL02	•		
40	Growing Up Digital-Living and Working In Canada	INFO10158 (E)	•		
41	History of Aboriginal/Canadian Relations	INDS10009 (E)	•		
41	Hockey Hall of Fame Presents	SPRT10007 (E)	•		
41	I Write The Songs	ARTT10045 (E)	•		
39	Intro to Creative Non-Fiction	COMM10000	•		
41	Introduction To Children's Literature	COMMLL06 (E)	•		
41	Introduction to Geology:An Overview of Planet Earth	ENVR10028 (E)	•		
41	Introduction to Philosophy	SSCI10049 (E)	•		
41	Introduction to Science	GSCI10002 (E)	•		
38	Introduction to Spoken Language Interpreting	LANG10031	•		
41	Introductory Psychology	PSYCSS156 (E)	•	•	
43	Italian 1	LANGLLA03		•	
43	Italian for Beginners	LANG10054	•		
37	La Pratique du Français 1	LANGFR003		•	

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37	La Pratique du Français 2	LANGFR004		•	
37	La Pratique du Français 3	LANGFR005		•	
37	La Pratique du Français 4	LANGFR006		•	
37	La Pratique du Français 5	LANGFR007		•	
41	Labour Economics	BUSNPIR10 (E)	•		
41	Learning, Thinking and Problem Solving	PSYC10027 (E)	•		
41	Meteorology	GSCI10007 (E)	•		
41	Minerals	ENVR10050 (E)	•		
41	Myths And Legends	HISTLLT05 (E)	•		
41	Nutrition	HLTH10044 (E)	•		
41	Oceanography	ENVR10049 (E)	•		
44	Organizational Business Communication	COMM10027	•		
42	Paleontology (Fossils)	ENVR10048 (E)	•		
38	Parlons Avance 1	LANGFS077		•	
37	Parlons Français 1	LANGFS032		•	
38	Parlons Français 2	LANGFS033		•	
38	Parlons Français 3	LANGFS071		•	
42	Personality Psychology	PSYC10007 (E)	•		
42	Petrology (Rocks)	ENVR10052 (E)	•		
42	Philosophy of Art Concepts and Theories	SSCI10054 (E)	•		
39	Plot Development	COMM10311		•	
39	Poetry Writing	COMMLL13	•		
42	Political Science & Public Administration	SSCISS027 (E)	•		
42	Popular Culture and the Media	COMM10276 (E)	•		
44	Prep Science (Chemistry)	GSCICE053	•		
44	Prep Science (Physics)	PHYSPE001	•		
44	Preparatory Chemistry (G.A.S.)	CHEMPE106		•	
43	Professional German 1	LANG10077	•		
43	Professional Spanish 1	LANG10079	•		
44	Researching and Reporting-Lgs	COMMLL122	•		
39	Romance Writing	COMMLL04	•		
38	Setting Specific Interpreting	LANG10035 (SA)	•		
38	Skills Development - Sight Translation	LANG10033 (SA)	•	•	
38	Skills Development - Simultaneous Interpreting	LANG10034 (SA)	•	•	
42	Soccer and its Impact on Society	SSCI10031 (E)	•		
42	Social Media and Society	SSCI10045 (E)	•		
42	Social Psychology	PSYC10012 (E)	•		
42	Society, Technology And Social Issues	SSCISS299 (E)	•		
42	Sociology 1	SSCISS108 (E)	•	•	
42	Sociology 2	SSCISS109 (E)	•		
42	Sociology-Sport	SSCI10046 (E)	•		
43	Spanish For Beginners	LANGLE01		•	
43	Spanish-Conversational 1	LANGLLA04		•	
42	Sport: The Global Business of Making Money	SPRT10022 (E)	•		
42	Sports Psychology	PSYC10009 (E)	•		
42	Stress, Wellness and Nutrition	HLTH10111 (E)	•		
41	The Olympics: Where Sport and Spectacle Meet	SPRT10023 (E)	•		
42	The Study of Human Sexuality	SSCI10003 (E)	•		
39	Travel Writing	COMM10121	•		
43	Understanding Literature	COMM10095 (E)	•		
43	Wellness for Life	HLTH10147 (E)	•		
43	World Of Abnormal Psychology	PSYCSS021 (E)	•		
36	Writing a Business Plan	COMM10295	•		
36	Writing a Marketing Plan	COMM10298	•		
36	Writing a Proposal	COMM10296	•		
39	Writing For Publication - Level 1	COMMLL03	•		
39	Writing For Publication - Level 2	COMMLL09	•		
36	Writing for Sales Material	COMM10299	•		

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44	Writing Grammatically	COMM10218	•		
39	Writing Mystery And Suspense Stories	COMMLL08	•		
40	Writing Short Stories	COMM10259	•		
36	Writing Skills for the Web	COMM10297	•		
COMMUNITY SERVICES AND SUPPORT					
57	Acquisitions	LIBRLT350	•		
59	Active Records Management	OADMIRM101	•		
53	Adaptive Computer Technology in Education	COMP10006 (SA)	•		
61	Adaptive Computer Technology in Education	COMP10006 (SA)	•		
48	Adolescence: Treatment Approaches & Issues	HMNSCC358 (SA)			•
62	Adult Learning	EDUCTAL03	•		
62	Adults With Learning Disabilities	SENSTAL06	•		
48	Advanced Therapeutic Programming	HMNS10112 (SA)			•
60	Archives	LIBRRM103	•		
64	ASIST: Applied Suicide Intervention Skills Training	HMNS10038		•	
62	Assessment And Evaluation	EDUCTAL05	•		
46	Autism - Introduction to Autism Spectrum Disorder (ASD)	HSCI10041 (SA)	•		
53	Autism Spectrum Disorder- Assisting Student Development	EDUC10001 (SA)	•		
61	Autism Spectrum Disorder- Assisting Student Development	EDUC10001 (SA)	•		
64	Behaviour Management Systems	CONF10007		•	
47	Behavioural Skill Building	EDUC10028 (SA)	•		
47	Braille - Level 2	SENSSSE45	•		
47	Braille - Level 3	SENSSSE46	•		
47	Braille - Level 4	SENSSSE47	•		
65	By-Law Enforcement	LAWS10139	•		
55	Canadian Criminal Justice System	LAWSPF111 (E)	•		
47	Career Development Measurement And Assessment	CREDCAR06		•	
51	Child Development & Behaviour 2	EDUCEC221 (SA)			•
49	Child Development 1	EDUC10051	•		
51	Children with Special Needs	EDUC10084 (SA)	•		
58	Children's Services And Issues	LIBRLT385	•		
57	Circulation and Inter Library Loan	LIBR10037	•		
53	Classroom Skills	EDUCEDE21 (SA)	•		
64	Coaching & Effective Leading	SPRT10024		•	
64	Coaching: Introduction to Competition - Part A	SPRT10000		•	
50	Co-dependency as an Addiction	PSYC10008 (E)	•		
64	Communications/Reporting	COMMLL223	•		
62	Community Awareness and Field Placement Preparation	HMNS10101 (SA)		•	
53	Computers In Education	EDUCEDE19 (SA)	•		
64	Conflict Management	CONFSS426	•		
50	Contemporary Social Problems-Police Foundations	SSCISS288	•		
59	Coping with Death: Counselling, Support and Alternative Therapies	PSYC10024	•		
65	Corporate Crime Investigation	LAWS10088	•		
55	Correctional Practices	LAWS10151	•		
64	Criminal And Civil Law	LAWSPF301	•		
65	Criminal Code And Federal Statutes	LAWSPF402	•		
49	Criminal Psychology - Psychopathic Minds	PSYC10002 (E)	•		
49	Criminal Psychology 2 - Criminal Minds	PSYC10003 (E)	•		
55	Criminology - Police Foundations	SSCISS281	•		
50	Cults and Terrorism	SSCI10006 (E)	•		
53	Cultural Diversity In An Educational Setting	EDUC10002 (SA)	•		
62	Curriculum Development	EDUCTAL02	•		
57	Database Design For Information Workers	INFOLT340	•		

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59	Death and Dying in Crisis Intervention	PSYC10017	•		
49	Developmental Psychology	PSYC5271 (E)	•		
50	Diversity and First Nations	SSCI10017	•		
47	Diversity In The Workplace	CREDCAR08	•		
59	Document Management Technology	GRAPRM102	•		
49	Domestic and Workplace Violence	PSYC10006 (E)	•		
51	ECE Curriculum 2	EDUCEC423 (SA)			•
51	ECE Leadership Development	EDUC10080 (SA)			•
51	ECE-Family Engagement	EDUC10081 (SA)			•
57	Electronic Publishing and Emerging Library Technologies	INFOLT402	•		
46	Ethics and Professionalism	EDUC10034 (SA)	•		
53	Exceptionalities 1	EDUCEDE22 (SA)	•		
53	Exceptionalities 2	EDUCEDE23 (SA)	•		
54	Exceptionalities 3	EDUCEDE26 (SA)	•		
63	Exploring Outcomes and Rewriting Wrongs for Injured Workers	LABR10098	•		
49	Family Relationships and Impact on Psychiatric Disorders	HLTH10217	•		
48	Field Internship 1	WORKCC455 (SA)		•	
63	Field Placement Advocacy	WORK10075		•	
63	Field Placement Disability Prevention	WORK10076		•	
52	Field Practicum 1	WORKRT021		•	
52	Field Practicum 2	WORKRT051		•	
58	Field Work 1	WORKLT290 (SA)	•		
58	Field Work 2	WORKLT490 (SA)	•		
48	Field Work Practicum 3	WORKCC655 (SA)		•	
60	Financial Management (Retirement Communities/Long Term Care)	FINC10008	•		
55	Fitness Theory	HLTHFI001		•	
60	Food Nutrition & Hospitality Management for Retirement	HLTH10109	•		
53	Foundations of Education	EDUCEDE14 (SA)	•		
63	Foundations of Therapeutic Recreation	RECL10036	•		
66	Function and Organizations in Student Affairs	CREDT10054	•		
54	Fundraising and Sponsorship	HOSP10038 (SA)			•
47	Group Facilitation Skills	CREDCAR05		•	
58	Health Libraries and Resources	LIBR10004	•		
60	HR and Labour Relations in Retirement Communities Management	HRES10020	•		
58	Human Relations and Supervision	HRESLT150	•		
54	Human Resources & Volunteer Management	HOSP10036 (SA)			•
48	Human Sexuality For Child & Youth Worker	HMNSCC558 (SA)		•	
57	Indexing and Subject Analysis	LIBR10038	•		
52	Individual Developmental Planning 2	HMNSRT041 (SA)	•		
57	Information Technology for Library Technicians	INFO10172	•		
62	Instructional Techniques	EDUCTAL04	•		
62	Instructional Technology In Adult Education	EDUCTAL08	•		
64	Insurance Reimbursement for Massage Therapists	HLTH10219	•		
65	Interpersonal & Group Dynamics	SSCIPF202 (E)	•		
61	Interviewing Skills	COMMSO226 (SA)			•
49	Interviewing Skills In Counselling	COUNTC103			•
46	Introduction to Addictions	HMNS10039		•	
46	Introduction to Applied Behaviour Analysis	HSCI10042 (SA)	•		
48	Introduction To Child And Youth Care Practice	HMNSCC142 (SA)			•
65	Introduction To Community And Leisure Services	RECLRL121 (SA)		•	
58	Introduction to Computer 1	COMP10136	•		
48	Introduction To Group Dynamics	HMNSCC143 (SA)			•
62	Introduction To Group Dynamics	HMNSO127 (SA)			•

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50	Introduction to Intercultural Communication	COMM10073 (E)	•		
57	Introduction to Libraries and the Information Industry	LIBRLT110	•		
58	Introduction to Metadata & Metadata Applications	LIBR10035	•		
50	Introduction to Racism and Discrimination	SSCI10026 (E)	•		
65	Investigation And Evidence	LAWSPF404	•		
65	Investigative Techniques and Processes	LAWS10147	•		
66	Investigative Techniques for Motor Vehicle Collisions	LAWS10089	•		
49	Issues And Ethics In Counselling	COUNTC208			•
51	Issues In ECE	EDUCEC428 (SA)	•		
58	Law Libraries And Legal Research	LIBRLT405	•		
66	Learning And The Student Learner	CREDT10057	•		
51	Learning Environment 2	EDUCEC215 (SA)			•
59	Learning from Death and Dying	PSYC10025	•		
53	Learning Strategies	EDUC10004 (E) (SA)	•		
61	Learning Strategies	EDUC10004 (E) (SA)	•		
57	Library Classification	LIBR10039	•		
58	Library Financial Management and Budgeting	MGMT10041	•		
57	Library Programming, Marketing and Advocacy	LIBR10040	•		
54	Lifeskills and Job Coaching	EDUC10037 (SA)	•		
54	Logistics, Risk Management and Operations	HOSP10034 (SA)			•
53	Mathematics	MATH10038	•		
59	Mourning, Grief and Bereavement	PSYC10023	•		
58	Multimedia	LIBRLT335	•		
64	Nonviolent Crisis Intervention	CONFMHN08			•
57	Online Searching	LIBR10041	•		
60	Operational Overview in Long-term Care	HLTH10110	•		
54	Operations, Finance and Revenue Management	HOSP10035 (SA)			•
47	Parent and Staff Training	EDUC10029 (SA)	•		
51	Parent Teacher Child Relationship 2	EDUCEC228 (SA)			•
55	Penology	LAWS10152	•		
53	Personal And Interpersonal Dynamics	EDUCEDE17 (SA)	•		
55	Personal Trainer Module	HLTHFI004		•	
65	Police Powers & The Law	LAWSPF403	•		
65	Police Powers 1	LAWSPF303	•		
53	Practicum 2	EDUC10085 (SA)	•		
53	Practicum 3	EDUC10086 (SA)	•		
54	Practicum 4	EDUC10087 (SA)	•		
53	Practicum Preparation 1	EDUC10075 (SA)	•		
64	Prevention and Management of Aggressive Behaviour	CONF10008			•
54	Principles of Convention and Meeting Planning	RECL10030	•		
65	Principles Of Ethical Reasoning	LAWSPF106	•		
66	Private Investigator Training	LAWS10138	•		
66	Private Investigator-Licensing Requirements	LAWS10091			•
66	Private Security - Licensing Requirements	LAWS10087			•
65	Provincial Offenses	LAWSPF401	•		
54	Public Relations	HOSP10032 (SA)			•
59	Records And Information Management Fundamentals	OADMRL100	•		
65	Recreation Programming	RECLRL230 (SA)			•
57	Reference Processes	LIBR10044	•		
57	Reference Services and Sources	LIBR10045	•		
59	Religious beliefs, traditions and customs of death	PSYC10022	•		
60	Resident Centred Care	HLTH10108	•		
57	Resource Description and Access I	LIBR10042	•		

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57	Resource Description and Access II	LIBR10043	•		
48	Risk Factors of Common Psychiatric Disorders	HLTH10215	•		
55	Safe and Secure Environments	SAFE10091	•		
53	Safety In An Educational Setting	SAFE10004 (SA)	•		
60	Sales and Marketing in Long Term Care Management	BUSN10093	•		
58	School Libraries	LIBRLT375	•		
66	Security Guard Training	LAWS10137	•		
57	Serials	LIBRLT351	•		
50	Sexual Violence	SSCI10008 (E)	•		
54	Social Media and Web Design	HOSP10037	•		
47	Socio Economic Change And Response	CREDCAR07		•	
50	Sociology 1	SSCISS108 (E)	•	•	
55	Special Populations I	PSYC10026	•		
46	Specialized Instructional Strategies	EDUC10030 (SA)	•		
61	SSW Community Change	HMNS10095 (SA)		•	
62	Strengths Based Communication	COUN10009		•	
66	Student Development and Student Experience	CRED10051	•		
59	Thanatology	PSYC10021	•		
63	Therapeutic Recreation Facilitation Techniques	RECL10038	•		
63	Therapeutic Recreation Process	RECL10037	•		
53	Total Communication Part 1	EDUC10040 (SA)	•		
53	Total Communication Part 2	EDUC10041 (SA)	•		
47	Transition Planning and Implementation	EDUC10031 (SA)	•		
47	Treating Challenging Behaviour	HMNS10006 (SA)	•		
64	Victimization	PSYC10018	•		
61	Working with Children & Adolescents	HMNS10099 (SA)			•
52	Working With Families	HMNSRT031 (SA)			•
46	Working with Families and Teams	HMNS10005 (SA)	•		
56	World Of Abnormal Psychology	PSYCSS021 (E)	•		
55	Youth In Conflict With The Law	LAWSPF305	•		
58	Youth Services and Issues	LIBR10034	•		
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75	A+ Essentials - Operation System Software	COMP10121	•		
75	A+ Essentials-Hardware	COMP10108	•		
69	Access Core	INFO10081	•		
69	Access Expert	INFO10177	•		
73	Adobe Acrobat	COMP10104	•		
73	Adobe Illustrator	COMP10119	•		
73	Adobe InDesign Basics	COMP10120	•		
72	Adobe Photoshop Elements	INFO10069	•		
71	Advanced Network Technologies	ELEC10052		•	
72	Advanced Server Technologies	ELEC10102		•	
75	Analytics and Big Data	BUSN10120	•		
73	Android Application Development	COMP10147	•		
68	AutoCAD - 3D Modeling	CADMCAD11		•	
68	AutoCAD - Advanced	CADMCAD15		•	
68	AutoCAD - Introduction	CADMCAD06		•	
68	AutoDESK - REVIT	CADM10028		•	
68	AutoDesk REVIT - Advanced	CADM10040		•	
68	AutoDesk REVIT - Advanced	CADM10040		•	
73	Cisco Certified Network Associate 1 - Networking Fundamentals	INFO10057	•		
73	Cisco Certified Network Associate 2 - Intro to Routing	COMP10055	•		
73	Cisco Certified Network Associate 3-Routing and Switching	COMP10117	•		
73	Cisco Certified Network Associate 4 - Wide Area Networking	COMP10118	•		

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69	Computer Basics with Windows 7, Word and Excel	INFO10156	•	•	
75	Computer Skills For College	COMP0002	•		
75	Database Development using Oracle	COMP10170	•		
73	Design Basics	COMP10172	•		
70	Digital Systems	ELEC10103		•	
72	Dreamweaver	INFO10111	•		
72	Dynamic Web sites with AMP (Apache, MySQL and PHP)	COMP10155	•		
75	Engineering Applications	ELEC10045		•	
69	Excel Core	INFO10078	•	•	
69	Excel Expert	INFO10079	•	•	
72	Fireworks (Adobe)	INFO10152	•		
72	FLASH - an Introduction	COMP10144	•		
72	Flash Animation	INFO10150		•	
75	Fundamentals of UNIX	COMP10024	•		
75	Generic Computer Training	COMP0001	•		
73	HTML Intermediate	COMP10107	•		
73	HTML Introduction	COMP10106	•		
75	Internet Information Server	COMP10174	•		
73	Introduction to C# Programming	COMP10116	•		
73	Introduction To Photoshop	INFOPY114	•		
74	Java - Intermediate	COMP10036	•		
74	Java - Introduction	COMP10035	•		
72	JavaScript	COMP10137	•		
75	Linear Systems	ELEC10059		•	
74	Microsoft Office 2013	COMP10166	•		
71	MicroStation 2D - Level 1	CADMMSN01	•		
71	MicroStation 2D - Level 2	CADMMSN02	•		
71	MicroStation 3D Level 3	CADM10009	•		
74	MOffice 2007 or 2010	INFO10095	•		
74	MySQL Databases	COMP10149	•		
70	Network Fundamentals	ELEC10034		•	
71	Network Fundamentals	ELEC10034		•	
72	Network Fundamentals	ELEC10034		•	
70	Object Oriented Systems	COMP00835		•	
71	Oracle Grid Computing	COMP10081		•	
72	PERL Introduction	COMP10139	•		
74	Photoshop - Level 2	INFO10047	•		
72	Photoshop Adobe	INFO10149	•		
69	PowerPoint	INFO10082	•		
74	Programming in C	COMP10122	•		
70	Programming in Java	COMP10062		•	
70	Programming in Java	COMP10062		•	
69	Publisher Core	INFO10157	•		
72	Server Administration	ELEC10049		•	
75	Software Testing	COMP10173	•		
68	SolidWorks Advanced	CADM10041		•	
74	SQL Advanced	COMP10169	•		
74	SQL Introduction	COMP10159	•		
75	Training for Technical Support Analysts	EDUC10083	•		
74	Unified Modeling Language (UML) Modeling with Casetool	COMP10158	•		
75	UNIX Administration 1	COMP10018	•		
69	Visio Essentials	INFO10174	•		
74	Visual Basic Introduction	COMP10160	•		
74	Visual C++ Introduction	COMP10161	•		
74	Web Design for Mobile Apps	COMP10150	•		
72	Web Scripting with PHP	INFO10112		•	

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74	Windows 8	COMP10157	•		
69	Word Core	INFO10077	•	•	
69	Word Expert	INFO10080	•		
73	XML - Introduction	COMP10154	•		
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81	Acting for Beginners	CREA10072		•	
81	Acting for Film and TV	CREA10087		•	
81	Acting Two	CREA10071		•	
77	Aesthetics Skin Care II	ASTHAES03 (SA)		•	
82	Basic Sewing 1	TEXTHC177		•	
77	Biology Preparatory	BIOLHA34 (SA)		•	
84	Ceramics - Advanced 1	CERAPC401		•	
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Business

ce.mohawkcollege.ca/business



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CREDENTIALLED PROGRAMS

APICS - The Association for Operations Management

APICS is an organization of professionals with a network of chapters dedicated to Advancing Productivity, Innovation and Competitive Success. APICS is a leader in delivering superior training and education in operations management including production, inventory, supply chain management, materials purchasing and logistics. The Hamilton Chapter, in cooperation with Mohawk College, offers programs and workshops suited to different levels of professional development.

Questions?

APICS Hamilton Chapter
Call: 905-689-9117
Email: education@apicshamilton.org
Web: www.mohawkcollege.ca/continuing-education/apics

PROGRAM OF STUDIES

Principles of Operations Management Program

BUSN10110	APICS Principles of Inventory Management
BUSN10111	APICS Principles of Operation Planning
BUSN10113	APICS Principles of Manufacturing Management
BUSN10114	APICS Principles of Distribution and Logistics
BUSN10112	APICS Principles of Managing Operations

PROGRAM OF STUDIES

Certified in Production and Inventory Management (CPIM)

BUSNSPC15	APICS Basic of Supply Chain Management
BUSNSPC24	APICS Master Planning of Resources
BUSN10116	APICS Detailed Scheduling & Planning
BUSNSPC22	APICS Execution & Control of Operations
BUSN10117	APICS Strategic Management of Resources

APICS Principles of Inventory Management BUSN10110

Should be taken first. Master the essentials of Inventory Management with emphasis on methods of planning and controlling inventory in manufacturing institutional, distribution and retail environments and current and evolving technologies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12159	TU	Jan20	Mar24	7:00-10:00	10	Classroom (FF)	\$717.13

APICS Basics Of Supply Chain Management BUSNSPC15

CPIM Course 1. Explore the basic concepts of managing the flow of materials in a supply chain by learning the materials flow from both internal and external suppliers and within your organization. Study concepts such as Just-in-time, total quality management, and manufacturing resources planning as well as others.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12157	MO	Jan19	Mar30	7:00-10:00	10	Classroom (FF)	\$669.40

APICS Master Planning Of Resources BUSNSPC24

Explore processes used to develop sales and operational plans. Learn to identify and assess internal and external demand forecasting requirements. Concepts such as demand management, sales and operations planning, master scheduling and measuring the business plan will be covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12158	WE	Jan21	Mar25	7:00-10:00	10	Classroom (FF)	\$657.94



Applied Accounting - Bookkeeping

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155
Email: cebus@mohawkcollege.ca or nancy.mckenzie1@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/appacct

Online Learning Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

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

These courses can be used towards the Integrated Accounting Certificate.

Applied Accounting Bookkeeping 1 ACCTBZ018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12132	TU	Jan6	Mar24	6:30-9:30	12	Classroom (FF)	\$293.40
12135	WE	Jan7	Mar25	6:30-9:30	12	Classroom (FF)	\$293.40
11386		Jan8	Apr2			eLearn	\$266.04
11376		Feb12	May7			eLearn	\$266.04

Applied Accounting-Bookkeeping 2 ACCTBZ019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12133	TU	Jan6	Mar24	6:30-9:30	12	Classroom (FF)	\$293.40
12136	WE	Jan7	Mar25	6:30-9:30	12	Classroom (FF)	\$293.40
11387		Jan8	Apr2			eLearn	\$266.04
11377		Feb12	May7			eLearn	\$266.04

Applied Accounting Bookkeeping 3 ACCTBZ020

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12134	TU	Jan6	Mar24	6:30-9:30	12	Classroom (FF)	\$293.40
12137	WE	Jan7	Mar25	6:30-9:30	12	Classroom (FF)	\$293.40
11388		Jan8	Apr2			eLearn	\$266.04
11378		Feb12	May7			eLearn	\$266.04



Business Studies Certificate (068)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

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

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/businessstudies

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ACCTMCS01	Accounting Introductory 1	45
BUSN10045	Quantitative Methods	45
COMMLL122	Researching and Reporting-Lgs	42
ECONMCS03	Microeconomics Introductory	45
LAWSMCS05	Business Law Introductory	45
MGMTMCS06	Management Principles	45
MRKTMCS08	Marketing Principles	45
Options - Choose 4:		
ACCTMCS02	Accounting Introductory II	
MGMTBPC01	Human Resource Management Studies	
BUSNPIR16	Staff Training and Development	
ECON10002	Introduction to Macroeconomics	
LABRPIR08	Introduction to Industrial Relations	
MGMTMCS07	Management Operations	
MRKT10018	Marketing Advanced	
MRKT10025	Selling for Success	
SAFEPIR21	Occupational Health and Safety	

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

Accounting Introductory I ACCTMCS01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11101		Jan13	Apr21			OntarioLearn	\$407.55
11441		Feb2	May11			OntarioLearn	\$407.55
11442		Mar2	Jun8			OntarioLearn	\$407.55

Accounting Introductory II ACCTMCS02

Continue your study with a focus on receivables, capital assets, current and long term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Equivalencies: Accounting 2 - Financial (ACCT10014) and Financial Statement Concepts (ACCT10005) Equivalent to: Canadian Institute of Bookkeeping CIB113. Prerequisite: ACCTMCS01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11098		Jan13	Apr21			OntarioLearn	\$407.55
11227		Feb2	May11			OntarioLearn	\$407.55
11443		Mar2	Jun8			OntarioLearn	\$407.55

Business Law Introductory LAWSMCS05

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11281		Jan13	Apr21			OntarioLearn	\$407.55
11149		Feb2	May11			OntarioLearn	\$407.55
11291		Mar2	Jun8			OntarioLearn	\$407.55

Introduction To Macroeconomics ECON10002

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11011		Jan13	Apr21			OntarioLearn	\$407.55
11136		Feb2	May11			OntarioLearn	\$407.55

Management Operations MGMTMCS07

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11350		Jan13	Apr21			OntarioLearn	\$407.55
11584		Feb2	May11			OntarioLearn	\$407.55

Management Principles MGMTMCS06

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11099		Jan13	Apr21			OntarioLearn	\$407.55
11138		Mar2	Jun8			OntarioLearn	\$407.55

Marketing Principles MRKTMCS08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11100		Jan13	Apr21			OntarioLearn	\$407.55
11514		Feb2	May11			OntarioLearn	\$407.55

Marketing Advanced MRKT10018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11358		Jan13	Apr21			OntarioLearn	\$407.55

Microeconomics Introductory ECONMCS03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11190		Jan13	Apr21			OntarioLearn	\$407.55
11151		Feb2	May11			OntarioLearn	\$407.55
11150		Mar2	Jun8			OntarioLearn	\$407.55

Quantitative Methods BUSN10045

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11012		Jan13	Apr21			OntarioLearn	\$407.55
11144		Mar2	Jun8			OntarioLearn	\$407.55

Researching and Reporting-Lgs COMMLL122

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11403		Jan13	Apr21			OntarioLearn	\$363.38

Selling For Success**MRKT10025**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11010		Jan13	Apr21			OntarioLearn	\$426.27

Canadian Institute of Bookkeeping

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

Questions?

Call: 416-925-9420 (CIB)

Email: info@cibcb.com

Web: www.cibcb.com

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cib

PROGRAM OF STUDIES

Refer to our website to view Mohawk equivalencies to C.I.B. courses.
A minimum grade of 65% is required to obtain C.I.B. credits.

Cost Management**ACCT10017**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11427		Jan13	Apr21			OntarioLearn	\$385.38

Payroll Administration**ACCTBU192**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11137		Feb2	May11			OntarioLearn	\$385.38
11300		Mar2	Jun8			OntarioLearn	\$385.38

Taxation I**ACCT10019**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11445		Jan13	Apr21			OntarioLearn	\$407.55
11143		Mar2	Jun8			OntarioLearn	\$407.55

Canadian Institute of Management

CIM, a federally and provincially chartered association, is committed to leadership in promoting management professionalism, efficiency, effectiveness and excellence in individuals and organizations.

Questions?

Canadian Institute of Management, Hamilton Branch 2 King St W. Jackson

Square P.O. Box 57035 Hamilton, ON L8P 4W9

Call: 905-561-9889 Fax 866-774-2226

Email: admin@cim-hamilton.com

Web: www.cim-hamilton.com or www.mohawkcollege.ca/continuing-education/cim

Fees include: CIM membership, dinner meetings, networking, weekly Management Matters newsletter, quarterly branch newsletter and a subscription to the Canadian Manager Magazine.

Members now have the opportunity for on-going professional development through (CMI) ManagementDirect online learning portal. Please view the Hamilton Branch website for further information.

The CIMA can be obtained by successfully completing Mohawk College courses which are equivalent to CIM courses. Visit www.mohawkcollege.ca/continuing-education/CIM to view a complete list.

Courses will be offered via equivalencies only. Check the index for offerings.

CERTIFICATES AVAILABLE:**Certificate in Supervisory Management (CSM)**

CSM offers four areas of study for individuals beginning their careers, or those who wish to qualify for their first supervisory role. Courses can be used as credit in the eight subject certificate study program leading to the professional designation (C.I.M.) Certified in Management.

Certificate in Management & Administration Studies (CIMA)

Exposes you to the eight major areas of managerial responsibility and is ideal for those looking to make management their career choice.

Certified in Management (C.I.M.) Designation

Any applicant with a CIMA certificate, or a diploma from an accredited Business program, two years of Canadian management/administration experience, two professional references, and a current resume may apply for this designation. Candidates must apply within six years of completing the prescribed studies.

CGA (Certified General Accountants of Ontario) Equivalency

The following courses can be used as credits with the Certified General Accountants of Ontario. A grade of 70% is required in each equivalent course to obtain transfer credit. As part of the CGA policies, online courses cannot be combined with in-class courses to get CGA equivalency. If the CGA requires two Mohawk courses for an equivalency to one of their courses, the two Mohawk courses must be done either online OR in-class and not a combination of both.

Students completing courses at a college or continuing education program that transfer into the CGA program must complete a transfer credit evaluation for the CGA program before August 31, 2015. Transfer credits approved by the CGA program in the 2014-15 academic year will be accepted by the CPA program in September 2015.

For students considering the pursuit of a professional accounting designation, these courses currently provide the opportunity to obtain transfer credit toward the CGA designation through CGA Ontario: www.cga-ontario.org/College_Transfer_Credits.aspx

Students should be aware that the recognized professional accounting bodies in Ontario have undergone unification which has resulted in a number of significant changes to the qualification processes and requirements for a professional accounting designation. Students interested in pursuing a professional accounting designation are advised to check with the relevant accounting body websites.

CGA Ontario website: www.cga-ontario.org/CPA Ontario website: www.cpaontario.ca/**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cga**PROGRAM OF STUDIES**

For transfer credit information refer to www.cga-ontario.org

Advanced Accounting

ACCT10032

Gain an understanding of some complex topics in accounting covering accounting for leases, pensions, EPS, and accounting changes. Prerequisite: ACCT10023. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11123		Jan13	Apr21			OntarioLearn	\$426.27

Auditing I

ACCT10026

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11468		Jan13	Apr21			OntarioLearn	\$385.38

Auditing II

ACCT10027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11469		Jan13	Apr21			OntarioLearn	\$426.27

Business Finance I

ACCT10028

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11470		Jan13	Apr21			OntarioLearn	\$385.38

Business Finance II

ACCT10029

Continue study of business finance. Examine capital markets in Canada, investment underwriting, debt and lease financing, common and preferred stock financing, dividend policy and retained earnings, derivatives, convertibles, warrants, and mergers. Prerequisite: ACCT10028. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11471		Jan13	Apr21			OntarioLearn	\$426.27

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
11465		Jan13	Apr21			OntarioLearn	\$426.27
11554		Mar2	Jun8			OntarioLearn	\$426.27

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
11466		Jan13	Apr21			OntarioLearn	\$426.27
11553		Mar2	Jun8			OntarioLearn	\$426.27

English 1

COMM10256

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11461		Jan13	Apr21			OntarioLearn	\$407.55

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
11462		Jan13	Apr21			OntarioLearn	\$476.19

Intermediate Accounting II

ACCT10022

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11472		Jan13	Apr21			OntarioLearn	\$476.19

Intermediate Accounting III

ACCT10023

Gain an understanding of some complex topics in corporate reporting. Topics include: liabilities, shareholders' equity, complex debt and equity instruments and accounting for income taxes. Prerequisite: ACCT10022. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11464		Jan13	Apr21			OntarioLearn	\$385.38

Management Information Systems

INFO10160

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11467		Jan13	Apr21			OntarioLearn	\$385.38

Condominium Management (ACMO) Certificate (912)

MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 5 courses**

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/acmo**ACMO Membership and RCM Exam Questions?**

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

Email: jschenk@acmo.orgWeb: 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
Options - Choose 1:	
BUSN10034 Building and Maintaining Customer Relationships	48
MGMTMD278 Personal Success	30
COMM10216 Creative and Critical Thinking (LDS)	30

Upon completion of the four compulsory courses, you can write the comprehensive Registered Condominium Manager (R.C.M.) examination set by the Association of Condominium Managers of Ontario (ACMO) as a next step to earning this professional designation.

Introduction To Condominium Law

LAWSCDM01

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11496		Jan13	Apr21			OntarioLearn	\$555.73

Physical Building Management

MGMTCDM02

Learn how good maintenance practices can maximize the economic life of the common elements of a physical site. Focuses on the physical building management of high rise condominiums. Discover the importance of maintaining and interpreting drawings, maintenance manuals and specifications and their use in maintaining your building. Equivalent to: Facilities Management (MGMTA631).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11497		Jan13	Apr21			OntarioLearn	\$555.73

Financial Planning For Condominium Managers

FINCCDM03

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11493		Jan13	Apr21			OntarioLearn	\$555.73

Condominium Administration & Human Relations

MGMTCDM04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11498		Jan13	Apr21			OntarioLearn	\$555.73

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
11345		Jan13	Apr21			OntarioLearn	\$426.27

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
11409		Jan13	Apr21			OntarioLearn	\$296.70

Creative and Critical Thinking (LDS)

COMM10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12130	TH	Jan8	Mar12	6:30-9:30	10	Classroom (FF)	\$249.50
11217		Jan13	Apr21			OntarioLearn	\$296.70

Get Started Online

Start Up Information for OntarioLearn courses is available on the Mohawk website at ce.mohawkcollege.ca/get-started

**Dental Office Administration****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 6 courses

Targets the needs of those looking to work effectively in dental health offices. The main objective is to prepare the student to find work in a dental environment.

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or bonnie.tolton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dentalofficeadmin

THIS PROGRAM IS CURRENTLY UNDER REVIEW.

**Financial Planning Certificate (185)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 4 courses

CERTIFIED FINANCIAL PLANNER (CFP) is an internationally recognized professional designation administered by the Financial Planners Standards Council (FPSC). This program allows you to qualify for the accreditation exams of the FPSC. Upon successful completion of the course material, you may write the CFP Accreditation exams. Students applying the courses for qualification for the FPSC PE1 Exam must attain a grade of 60% or greater.

THESE COURSES ARE NOT SUITABLE FOR SOMEONE TAKING THEM FOR THEIR OWN PERSONAL FINANCIAL PLANNING.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/financialplanning

PROGRAM OF STUDIES

Mandatory Courses:	Hours
FINCFP011 Financial Environment	45
FINCFP012 Life and Death Issues of Financial Planning	45
FINCFP013 Investment Planning	45
FINCFP014 Retirement Issues 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
11836		Jan13	Apr21			OntarioLearn	\$616.59

**Human Resources Certificate (825)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 10 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/humanresources

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:			Hours
ACCTPIR23	Finance and Accounting		45
BUSNPIR16	Staff Training and Development		39
BUSNPIR22	Organizational Behaviour and Administration		42
HRESPIR11	Compensation and Benefits		42
HRESPIR17	Human Resources Planning and Staffing		42
HRESPIR20	Recruitment and Selection		39
LABR10100	Union Management Relations		39
MGMTBPC01	Human Resource Management Studies		39
SAFEPIR21	Occupational Health and Safety		39
Options - Choose 1:			
HRESHRM05	HR Software Applications		28
LAWS10090	Employment Law (LDS)		30

HUMAN RESOURCES NATIONAL CERTIFICATION PROCESS:

In accordance with the Human Resources National Certification Process CHRP candidates must have a university degree. For detailed information refer to www.hrpc.ca or call 1-800-387-1311.

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

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

Compensation and Benefits HRESPIR11

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11185		Jan13	Apr21			OntarioLearn	\$385.38
12638	TH	Jan22	Apr9	6:30-10:00	12	Classroom (FF)	\$342.30
11133		Feb2	May11			OntarioLearn	\$385.38

Employment Law (LDS) LAWS10090

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11475		Jan13	Apr21			OntarioLearn	\$296.70

Finance And Accounting ACCTPIR23

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11329		Jan13	Apr21			OntarioLearn	\$385.38
11290		Feb2	May11			OntarioLearn	\$385.38
11458		Mar2	Jun8			OntarioLearn	\$385.38

Human Resource Management Studies MGMTBPC01

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Online course contains mandatory group work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11282		Jan13	Apr21			OntarioLearn	\$501.15
11436		Feb2	May11			OntarioLearn	\$501.15
11297		Mar2	Jun8			OntarioLearn	\$501.15

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
11086		Jan13	Apr21			OntarioLearn	\$385.38
11548		Mar2	Jun8			OntarioLearn	\$385.38

Occupational Health and Safety SAFEPIR21

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11327		Jan13	Apr21			OntarioLearn	\$385.38
11505		Feb2	May11			OntarioLearn	\$385.38

Organizational Behaviour and Administration BUSNPIR22 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12218		Jan13	Mar3			OntarioLearn	\$385.38
11328		Jan13	Apr21			OntarioLearn	\$385.38
11572		Feb2	May11			OntarioLearn	\$385.38
11429		Mar2	Jun8			OntarioLearn	\$385.38

Recruitment And Selection HRESPIR20


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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11473		Jan13	Mar3			OntarioLearn	\$385.38
11326		Jan13	Apr21			OntarioLearn	\$385.38
11440		Feb2	May11			OntarioLearn	\$385.38
12639	SA	Feb21	Apr4	9:00-3:00	7	Classroom (FF)	\$317.85
11277		Mar2	Jun8			OntarioLearn	\$385.38

Staff Training and Development BUSNPIR16

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11346		Jan13	Apr21			OntarioLearn	\$476.19
12637	TU	Jan20	Apr14	6:30-9:30	13	Classroom (FF)	\$317.85
11294		Feb2	May11			OntarioLearn	\$476.19
11275		Mar2	Jun8			OntarioLearn	\$476.19


Industrial Distribution Leadership Certificate (924)
MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 6 courses**

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

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/idl

PROGRAM OF STUDIES

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

Business Fundamentals in Industrial Distribution BUSN10046

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11540	Jan13	Apr21				OntarioLearn	\$311.65

Customer Service and Sales in Industrial Distribution MRKT10027

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11521	Jan13	Apr21				OntarioLearn	\$311.65

Operational Fundamentals in Industrial Distribution BUSN10055

Discuss Logistics, Inventory Management and Sourcing & Purchasing as three fundamental activities in the Industrial Distribution industry. Also consider Operations and Supply Chain Management, the Supply Chain, Forecasting, Value-based Management and Inventory Management and Sales and Operations Planning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11538	Jan13	Apr21				OntarioLearn	\$311.65

Negotiations in Industrial Distribution BUSN10054

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11539	Jan13	Apr21				OntarioLearn	\$311.65

**Industrial Relations Certificate (824)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialrelations

PROGRAM OF STUDIES

Mandatory Courses:		Hours
LABRPIR08	Introduction to Industrial Relations	39
BUSNPIR13	Grievances, Arbitration and Contract Administration	39
BUSNPIR19	Employment Law	39
LABRPIR14	Collective Bargaining	39
Options - Choose 2:		
BUSNPIR22	Organizational Behaviour and Administration	42
HRESPIR11	Compensation and Benefits	39
SAFPIR21	Occupational Health and Safety	39

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

Introduction To Industrial Relations LABRPIR08 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11392		Jan13	Apr21			OntarioLearn	\$385.38
11459		Mar2	Jun8			OntarioLearn	\$385.38

Grievances, Arbitration and Contract Administration BUSNPIR13

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11536		Jan13	Apr21			OntarioLearn	\$341.21

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
11148		Jan13	Apr21			OntarioLearn	\$407.55

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
11526		Jan13	Apr21			OntarioLearn	\$341.21

Institute of Law Clerks of Ontario

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/lawclerk or www.ilco.on.ca

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11987		Mar16	Jun19			OntarioLearn	\$440.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11986		Feb2	May11			OntarioLearn	\$481.27

Integrated Accounting Certificate (099)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155

Email: cebus@mohawkcollege.ca or nancy.mckenzie1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/integratedacct

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

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

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ACCTBZ018	Applied Accounting Bookkeeping 1	36
ACCTBZ019	Applied Accounting-Bookkeeping 2	36
ACCTBZ020	Applied Accounting Bookkeeping 3	36
INFO10201	Sage 50 Accounting	36
INFO10184	Sage 300 ERP AccPac General Ledger	18
INFO10185	Sage 300 ERP Accounts Payable	18
Options - Choose 2:		
INFO10078	Excel Core	36
INFO10079	Excel Expert	36
INFO10081	Access Core	36
INFO10159	QuickBooks	36
INFO10182	Sage 300 ERP (AccPac) AR and Payroll	36
INFO10183	Sage 300 ERP (AccPac) Order Entry	36

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

Notes:

- The AccPac - General Ledger INFOBW190 course will no longer be offered.
- Students beginning their AccPac studies will need to register for Sage 300 ERP (AccPac) General Ledger INFO10184 and use the 2012 software.
- Students who have already taken INFOBW190 will still be able to complete their AccPac studies in the older software 5.6 version until the Winter 2015 term.

Software Versions:

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

AccPac - Accounts Payable INFOBW390

Examine ledger set up, adding vendor accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. LAST TIME BEING OFFERED.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11587	Jan13	Apr21				OntarioLearn	\$186.02

AccPac - Accounts Receivable INFOBW290

Focus on ledger setup, adding customer accounts, daily transaction processing, reports and periodic processing using Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW190. LAST TIME BEING OFFERED.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11586		Jan13	Apr21			OntarioLearn	\$186.02

AccPac - Payroll INFOBW590

Learn to prepare payroll data and process payroll transactions using Sage AccPac 500 ERP, Version 5.6 Prerequisites: INFOBW290 and INFOBW390. LAST TIME BEING OFFERED.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11590		Jan13	Apr21			OntarioLearn	\$186.02

AccPac Order Entry - Level 1 INFOBW490

Learn to set up Inventory Control, Purchase Orders and Order Entry modules using Sage AccPac 500 ERP, Version 5.6. Setting up inventory items and preparing requisitions, purchase orders, receipts and invoices receive emphasis. Prerequisites: INFOBW290 and INFOBW390. LAST TIME BEING OFFERED.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11588		Jan13	Apr21			OntarioLearn	\$186.02

AccPac Order Entry - Level 2 INFOBW492

Focus on Inventory Control, Purchase Orders and Order Entry modules. Learn to work with quotations, orders, invoices, requisitions, PO's, receipts, inventory, shipments and adjustments. Uses Sage AccPac 500 ERP, Version 5.6. Prerequisite: INFOBW490. LAST TIME BEING OFFERED.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11589		Jan13	Apr21			OntarioLearn	\$186.02

Sage 300 ERP (AccPac) 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
11502		Jan13	Apr21			OntarioLearn	\$319.04

Sage 300 ERP (AccPac) Order Entry INFO10183

Learn to set up Inventory Control, Purchase Orders and Order Entry modules. Topics include requisitions, receipts, invoices, purchase orders, shipments and adjustments. Prerequisites: INFO10184, INFO10185 and INFO10182.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11503		Jan13	Apr21			OntarioLearn	\$319.04

Sage 300 ERP Accounts Payable INFO10185

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11501		Jan13	Apr21			OntarioLearn	\$186.02

Sage 300 ERP AccPac General Ledger INFO10184

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11500		Jan13	Apr21			OntarioLearn	\$186.02

QuickBooks INFO10159

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12140	TH	Jan8	Mar26	6:30-9:30	12	Classroom (FF)	\$293.40
11200		Jan19	Apr11			eLearn	\$266.04

Sage 50 Accounting

INFO10201

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12141	WE	Jan7	Mar25	6:30-9:30	12	Classroom (FF)	\$293.40
11606		Jan19	Apr11			eLearn	\$266.04

International Business Management Certificate (116)

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirements: 12 courses**

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

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/116**Admission Requirements**

- College Business diploma or Business university degree or demonstrated competence through related work experience.
- Prior approval is necessary. Please mail a copy of your educational qualifications to Online Learning, Room J113, Mohawk College, P.O. Box 2034, Hamilton, ON, L8N 3T2.

Global Business Environment

BUSNIB100 (SA)

Evaluate the context in which international trade takes place. Analyze the opportunities and challenges it represents for business. Demonstrate the knowledge to operate a successful international business.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11513		Jan13	Apr21			OntarioLearn	\$363.38

Leadership Development Series Certificate (949)

MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 10 courses**

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155

Email: cebus@mohawkcollege.ca or nancy.mckenzie1@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/leadershipdevelopment**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**PROGRAM OF STUDIES**

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

Communications (LDS)

COMM10217

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11033		Jan13	Apr21			OntarioLearn	\$296.70

Creative and Critical Thinking (LDS)

COMM10216

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12130	TH	Jan8	Mar12	6:30-9:30	10	Classroom (FF)	\$249.50
11217		Jan13	Apr21			OntarioLearn	\$296.70

Employment Law (LDS)

LAWS10090

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11475		Jan13	Apr21			OntarioLearn	\$296.70

Finance (LDS)

FINC10023

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11042		Jan13	Apr21			OntarioLearn	\$296.70

Human Relations (LDS)

HRES10019

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11146		Jan13	Apr21			OntarioLearn	\$296.70

Leading Responsibly (LDS)

MGMT10098

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12131	WE	Jan7	Mar11	6:30-9:30	10	Classroom (FF)	\$249.50
11147		Jan13	Apr21			OntarioLearn	\$296.70

Leading Teams (LDS)**MGMT10101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11034		Jan13	Apr21			OntarioLearn	\$296.70

Managing Change (LDS)**MGMT10102**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11035		Jan13	Apr21			OntarioLearn	\$296.70

Performance Management (LDS)**MGMT10100**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11219		Jan13	Apr21			OntarioLearn	\$296.70


Management Studies Certificate (827)
MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or susan.milton@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/managementstudies

PROGRAM OF STUDIES

Mandatory Courses:	Hours
MGMTBPC01 Human Resource Management Studies	39
MGMTBPC02 Managerial Communications	39
MGMTBPC03 Understanding Managerial Skills	39
MGMTBPC05 Managerial Analysis	39
MGMTBPC04 Problem Solving Decision Making	39
MGMTBPC06 Financial Interpretation and Analysis	39
Options - Choose 3:	
BUSNCB436 Business Law	39
ECONEB222 Macroeconomics	42
HRESPIR20 Recruitment And Selection	39
LABRPIR08 Introduction to Industrial Relations	39
MRKTCB158 Marketing 1	42
SAFEP21 Occupational Health and Safety	39
MGMT10111 New Supervisor Competencies	30
One of the following may be used in place of ONE of the above options	
MGMT10112 Managing Customer C.A.R.E.	30
COMM1016 Creative and Critical Thinking (LDS)	30
MGMT10099 Project Management	30
MGMT10102 Managing Change (LDS)	30

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

Human Resource Management Studies**MGMTBPC01**

Examine management challenges and strategic issues related to orientation and training, job analysis, appraisal and self-assessment, compensation and benefits. Online course contains mandatory group work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11282		Jan13	Apr21			OntarioLearn	\$501.15
11436		Feb2	May11			OntarioLearn	\$501.15
11297		Mar2	Jun8			OntarioLearn	\$501.15

Managerial Communications**MGMTBPC02**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12645	SA	Jan17	Feb28	9:00-3:00	7	Classroom (FF)	\$317.85

Managerial Analysis**MGMTBPC05**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12641	TH	Jan22	Apr16	6:30-9:30	13	Classroom (FF)	\$317.85


Manufacturing Leadership Certificate (055)
MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/manufacturingleadership

The Business of Tomorrow**BUSN10047**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11000		Jan13	Apr21			OntarioLearn	\$500.00

Coaching And Developing People**MGMTBPC03**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11246		Jan13	Apr21			OntarioLearn	\$500.00

Continuous Improvement Process**QUALCMA06**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11013		Jan13	Apr21			OntarioLearn	\$500.00

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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11375		Jan13	Apr21			OntarioLearn	\$478.00

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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11247		Jan13	Apr21			OntarioLearn	\$500.00

**Marketing Essentials****NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirements: 6 courses**

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/marketing

PROGRAM OF STUDIES

Mandatory Courses:	Hours
MRKTMCS08 Marketing Principles	45
MRKT10037 Marketing Digitally	36
MRKT10018 Marketing Advanced	45
MRKT10045 Marketing Channels	42
MRKT10030 Applied Marketing Research	45
BUSN10119 Sales Principles	42

Marketing Principles MRKTMCS08

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11100		Jan13	Apr21			OntarioLearn	\$407.55
11514		Feb2	May11			OntarioLearn	\$407.55

Marketing Digitally MRKT10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11109		Jan13	Apr21			OntarioLearn	\$341.04

Marketing Advanced MRKT10018

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11358		Jan13	Apr21			OntarioLearn	\$407.55

Marketing Channels NEW! MRKT10045

You will focus on the effective design and management of marketing channels: the management of relationships within and among organizations that are linked together in a distribution system. Prerequisite: MRKT10018.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12033		Jan13	Apr21			OntarioLearn	\$385.38

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 and explore real world research applications. Equivalent to: Market Research (MRKTMK450). Prerequisite: MRKTMCS08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11265		Jan13	Apr21			OntarioLearn	\$407.55

Sales Principles BUSN10119

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11612		Jan13	Apr21			OntarioLearn	\$385.38

**Medical Terminology****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 2 courses**

Prepares students for employment in health care settings. Students must have begun their studies in Winter 2014 or later terms.

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or rebekah.penula@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/medtranscription

PROGRAM OF STUDIES

Mandatory Courses:	Hours
OADMOA323 Medical Terminology 1	42
OADMOA324 Medical Terminology 2	36

Medical Terminology 1 OADMOA323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11681	MO	Jan5	Apr6	6:00-9:30	13	Classroom (FF)	\$342.30

Medical Terminology 2 OADMOA324

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11683	TU	Jan6	Mar17	6:00-9:30	11	Classroom (FF)	\$293.40

Medical Transcription Certificate (172)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Develop the knowledge and skills necessary for success as a Medical Transcriptionist. Learn to complete accurate transcription of complex medical reports and correspondence, within a specified time limit. Demonstrated competence in knowledge of medical terminology, English language skills, excellent keyboarding speed, and proficiency with word processing software is a prerequisite. PLAR Exams may be available for some courses.

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

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca or rebekah.penuta@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/medtranscription

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
KEYB10008	Keyboarding	28
OADM0A261	Digital Transcription	39
OADM0A323	Medical Terminology 1	42
OADM0A324	Medical Terminology 2	36
OADM0A352	Medical Transcription 1	42
OADM0A452	Medical Transcription 2	36
OADM0A552	Medical Transcribing 3	42
OADM0A652	Medical Transcribing 4	42
Options - Choose 1:		
INFO10113	Computer Basics Windows Vista, Word & Excel	36
INFO10156	Computer Basics Windows 7, Word & Excel	36

Medical Transcription 1 will only be offered in the Winter term.

Medical Terminology 1 OADM0A323

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11681	MO	Jan5	Apr6	6:00-9:30	13	Classroom (FF)	\$342.30

Medical Terminology 2 OADM0A324

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11683	TU	Jan6	Mar17	6:00-9:30	11	Classroom (FF)	\$293.40

Medical Transcription 1 OADM0A352

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11680	MO	Jan5	Apr6	6:00-9:30	13	Classroom (FF)	\$342.30

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
11516		Jan5	Mar30			eLearn	\$266.04

Medical Transcribing 3 OADM0A552

Learn to work independently, using professional resources to transcribe documents with varied and complex medical language. Earphones and USB storage device/recordable CD are required. 3 in-class tests to be written. Prerequisite: OADM0A452, and a minimum keyboarding speed of 35 WPM.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11488		Jan5	Mar30			eLearn	\$310.38

Medical Transcribing 4 OADM0A652

Consolidate knowledge and skills established in Transcribing 1, 2, and 3, to achieve a transcription production rate. Earphones and a USB storage device/recordable CD are required. 3 in-class tests to be written. Prerequisite: OADM0A552.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11490		Jan5	Mar30			eLearn	\$310.38

Office Administration - General Certificate (380)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 12 courses

Become skilled in the performance of essential office tasks such as document preparation, filing, microtranscription, customer service, recordkeeping and business applications software.

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext. 3853

Email: cebus@mohawkcollege.ca or janet.ross@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/officeadmingeneral

PROGRAM OF STUDIES

Refer to the website.

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

Information Management INFO10021

Learn to use Outlook to manage a schedule, keep track of contacts and communicate with others. Using MS Access, identify database terminology and the database environment, create and modify tables, generate reports and forms from a table, and perform simple queries. Please note this is a blended learning course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12153	MO	Jan12	Apr6	6:00-9:30	12	Classroom (FF)	\$342.30

Intermediate Word Applications INFO10162

Using Word 2013 to produce professional documents. Advanced skills will be used to produce documents in a simulated office situation. Prerequisite OADM0A116 and KEYB10008. Please note this is a blended course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12644	TH	Jan8	Apr9	6:00-9:30	14	Classroom (FF)	\$442.98

Small Business-Financial Management MGMTSB102

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11177		Jan13	Apr21			OntarioLearn	\$454.19

Small Business Marketing Skills SBMG10000

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11381		Jan13	Apr21			OntarioLearn	\$454.19

Business Research and Writing Skills SBMG10019

Develop appropriate business communication skills while completing various assignments that require select research, data analysis and suitable business writing. Equivalent to: SBMG10023.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11518		Jan13	Apr21			OntarioLearn	\$454.19

Supervisory Skills for Small Business SBMG10017

Exposes students to the concepts and skills associated with managing people within the small to medium sized enterprise.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11520		Jan13	Apr21			OntarioLearn	\$454.19


Veterinary Office Management Certificate (935)
MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/veterinaryofficemgmt

Admission Requirements

- Grade 12 Diploma, or equivalency
- Basic computer skills.

PROGRAM OF STUDIES

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

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
11023		Jan13	Apr21			OntarioLearn	\$385.38

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
11024		Jan13	Apr21			OntarioLearn	\$385.38

Basic Animal Husbandry HLTH10062

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11362		Jan13	Apr21			OntarioLearn	\$341.04

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
11244		Jan13	Apr21			OntarioLearn	\$341.04

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
11005		Jan13	Apr21			OntarioLearn	\$341.04

Veterinary Surgical Procedures HSCI10138

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11420		Jan13	Apr21			OntarioLearn	\$341.04

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
11273		Jan13	Apr21			OntarioLearn	\$341.04

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
11446		Jan13	Apr21			OntarioLearn	\$341.04

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
11345		Jan13	Apr21			OntarioLearn	\$426.27

Ward Clerk Certificate (163)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/wardclerk

Admission Requirements

- Grade 12 diploma, or equivalency
- Basic computer skills
- Experience in the health care setting is an asset.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSC10003 Comprehending Medical Terms and Diagnoses	42
HSC10157 Medical Terminology II - Pronunciation	36
HSC10024 Pharmacology for the Medical Office	36
HSC10002 Medical Conditions for Medical Office Professionals	36
COMM10021 Working and Communicating in a Medical Setting	36
HSC10025 Understanding Medical Tests for Medical Office Staff	36
HSC10026 Understanding Surgical Procedures for Medical Office Staff	36

Medical Keyboarding (KEYB10005) is strongly recommended.

Comprehending Medical Terms and Diagnoses HSC10003

Develop the language required to communicate in a medical setting. Focus on medical terminology, word structure, diagnostic procedures and pharmacology related to body systems. OADMOA323 accepted for HSC10003 only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11229		Jan13	Apr21			OntarioLearn	\$385.38
11433		Feb2	May11			OntarioLearn	\$385.38
11276		Mar2	Jun8			OntarioLearn	\$385.38

Medical Terminology II - Pronunciation HSC10157

Enhance your understanding of medical terminology studied previously with emphasis on pronunciation. Use audio files to master the pronunciation of medical terms involving body systems. You must submit recorded audio files for evaluation. Required: speaker and microphone. Prerequisite: HSC10003. NOT equivalent to Medical Terminology 2 (OADMOA324).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11454		Jan13	Apr21			OntarioLearn	\$341.04

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
11084		Jan13	Apr21			OntarioLearn	\$341.04

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 healthcare or those interested in this career direction.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11228		Jan13	Apr21			OntarioLearn	\$341.04

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
11085		Jan13	Apr21			OntarioLearn	\$341.04

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: HSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11087		Jan13	Apr21			OntarioLearn	\$341.04

Understanding Surgical Procedures for Medical Office Staff HSC10026

Develop knowledge of common surgical procedures to educate patients about appropriate pre and post-surgery requirements. Intended for those currently employed as medical office professionals or those interested in this career. Recommended: HSC10003.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11088		Jan13	Apr21			OntarioLearn	\$341.04

WSIB Workplace Safety & Insurance Board Adjudication

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 2 courses

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

Questions?

Call: 905-575-2358

Email: cebuss@mohawkcollege.ca or wm.bowman@sympatico.ca

Courses are offered in the Fall and Winter terms only.

WSIB Eligibility Adjudication BUSNBU158

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12649	SU	Jan11	Feb8	9:00-4:00	5	Classroom (FF)	\$285.25

WSIB Case Management Adjudication BUSNBU159

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12650	SU	Feb22	Mar22	9:00-4:00	5	Classroom (FF)	\$285.25

OTHER COURSES

Business (Post-Secondary)

Post-secondary students are encouraged to complete missed courses through Continuing Education and may choose to enroll in any of these business courses. Courses are open and available to the general public.

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155

Email: cebus@mohawkcollege.ca or nancy.mckenzie1@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Earning a Business Diploma part-time through Continuing Education and Online Learning is temporarily suspended pending a program review.

Affected students should contact the Program Manager to discuss alternate arrangements for diploma completion.

Affected Business Diplomas:

- 316 - Business Accounting
- 319 - Business Marketing
- 320 - Business General
- 632 - Business Administration Advanced

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

To complete a Business Credential on a part-time basis, please consider the following general certificate programs:

- 068 - Business Studies
- 827 - Management Studies
- 949 - Leadership Development Series

Or browse this section of the catalogue for more specific options

Accounting 1 ACCTCB101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12151	WE	Jan7	Mar25	6:00-9:30	12	Classroom (FF)	\$342.30

Accounting 3 - Financial Accounting Applications ACCT10009

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12146	WE	Jan7	Mar25	6:30-9:30	12	Classroom (FF)	\$342.30

Accounting 3 - Financial Accounting Concepts ACCT10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12147	TU	Jan6	Mar24	6:00-9:30	12	Classroom (FF)	\$342.30

Business Law BUSNCB436

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12149	TU	Jan6	Mar24	6:00-9:30	12	Classroom (FF)	\$342.30

Business Mathematics Of Finance MATH10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11259		Jan22	Apr23			eLearn	\$310.38
11926	WE	Jan28	Apr15	6:00-9:30	12	Classroom (FF)	\$342.30

Business Statistics

MATHMA305

Covers: Organization of Data, Measures of Location, Variation, Probability & Sampling Distributions, Confidence Intervals, Hypothesis Testing, Regression & Correlation. MINITAB software will be used. Prerequisite: MATHMA101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11925	MO	Jan12	Apr20	6:00-10:00	14	Classroom (FF)	\$442.98

Cost & Managerial Accounting 1

ACCTAC336

Analyze the flow of costs through a business and the systems used to accumulate these costs. Completion of this course and ACCTAC436, with an average grade of 70%, earns a full exemption from the CGA course, Cost Accounting 311. Prerequisites: ACCTAC201 or ACCT10005 and ACCT10014. This course plus INFO10079 (Excel Expert) is equivalent to ACCT10030.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12150	TH	Jan8	Mar26	6:30-9:30	12	Classroom (FF)	\$342.30

Entrepreneurship Fundamentals

SBMGBU395

Develop the knowledge and skills you need to establish your own business. Examine contemporary expressions of entrepreneurship and intrapreneurism, your role and contribution to the changing workplace, global business and the completion of a business plan. Equivalent to: Entrepreneurial Training (BUSNBA107). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11385		Jan13	Apr21			OntarioLearn	\$385.38

Macroeconomics

ECONEB222 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12148	TH	Jan8	Mar26	6:00-9:30	12	Classroom (FF)	\$342.30

Principles of Purchasing

BUSN10101

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11481		Jan13	Apr21			OntarioLearn	\$385.38

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
12152	WE	Jan7	Apr8	6:00-10:00	14	Classroom (FF)	\$442.98

Business Skills

Questions?

Call: 905-575-2358

Email: cebus@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/business-skills

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Business Analysis Introduction

MGMT10121

The fundamental processes and roles and responsibilities of the business analyst are introduced as you examine the use of tools and techniques within the broader context of organizations and their projects. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11622		Jan13	Apr21			OntarioLearn	\$385.38

Business Case Development NEW!

MGMT10122

Create a business case based on a real-life case study and present it in a simulated environment to decision makers and other stakeholders. Also, perform a cost-benefit analysis to calculate key financial metrics, including return on investment and payback period. Prerequisite: MGMT10121. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11623		Jan13	Mar3			OntarioLearn	\$230.19

Business Writing Strategies NEW!

COMM10325

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. Also includes a review of grammar and mechanic. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12041		Jan13	Apr21			OntarioLearn	\$407.55

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
11594		Jan13	Apr21			OntarioLearn	\$363.38

Creating a Corporate Service Culture

CUST10003

Review the basics of corporate culture and how this impacts on customer service including service environment, organizational openness, and influencing others to adopt a service culture. Create a customer service culture action plan based on identifying gaps between current and desired practice. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11051		Jan13	Apr21			OntarioLearn	\$296.70

Customer Service and Ethics

CUST10004

Focus on dealing with a diverse range of customers with topics pertaining to the achievement of equity in various social and work settings, including, but not limited to, race, gender, ethnicity and social orientations. Examine social and ethical issues of diversity and identify possible strategies for empowerment in the workplace. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11050		Jan13	Apr21			OntarioLearn	\$281.92

Dealing And Working With Difficult People

CONFBU397

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11515		Jan13	Mar24			OntarioLearn	\$296.70

Effective Supervision-Human Relations

MGMTMD221

What makes people tick . . . And how to keep them going! Human Relations will improve your understanding of people. Discuss motivation, handling conflict, delegation, building morale and more. Gain practical insights into handling people more effectively and improve your overall performance. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11408		Jan13	Mar24			OntarioLearn	\$296.70

Financial and Managerial Accounting

BUSN10118

Two distinct elements are covered: Financial Accounting with a focus on understanding financial statements and Management Accounting with an emphasis on costing, budgeting and control. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11605		Jan8	Apr9			eLearn	\$266.04

Forensic Accounting

ACCT10033

Practical applications in analysing and evaluating financial information relating to fraudulent issues that include net worth analysis and detecting fraud using analytical software. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11508		Jan13	Apr21			OntarioLearn	\$385.38

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
11279		Jan13	Apr21			OntarioLearn	\$385.38

Global Logistics

BUSN10109

Explore the strategic framework of transporting goods across international boundaries, research the evolving concepts of the international supply chain network and calculate the risks involved with global operations specifically towards the transportation and distribution industry. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11028		Jan13	Apr21			OntarioLearn	\$385.38

How to Start a Small Business

SBMGMD249

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11289		Jan13	Apr21			OntarioLearn	\$296.70

Integrated Marketing Communication 1

MRKT10039

Key concepts related to the promotions mix in an IMC (Integrated Marketing Communications) framework and communication concepts, creative approaches, media alternatives, advantages, pricing, and measurements of different types of media will be discussed. Equivalent to: Integrated Marketing Communications (MRKTMK361). Prerequisite: MRKT10018. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11507		Jan13	Apr21			OntarioLearn	\$385.38

Introduction to Business

BUSN10049

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11168		Jan13	Apr21			OntarioLearn	\$363.38

Introduction to Supply Chain & Operations

Management-Retail

BUSN10107

A supply chain is a network of organizations involved in the different processes and activities that produce value in the form of products and services in the hands of the ultimate customer or consumer. You will be exposed to topics related to how products and services are created and delivered to the customer. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11154		Jan13	Apr21			OntarioLearn	\$407.55

Leadership in a Team Environment

MGMT10096

Focus on skills and abilities needed to lead a team-based organization. Learn to mobilize participation, build consensus, and enable individuals to maximize their team's ability to achieve results. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11248		Jan13	Apr21			OntarioLearn	\$407.55

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. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11960		Jan13	Apr21			OntarioLearn	\$407.55

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
11577		Jan8	Apr9			eLearn	\$310.38

Retail Management NEW!

MGMT10124

Follow a managerial, practical approach to retailing. You will be exposed to all of the essential ingredients: complex nature of the retail industry, retail strategies, competitive behaviour of retail institutions, buying behaviour of consumers, store and merchandise design, and retail location management issues. Prerequisite: Marketing Advanced (MRKT10018). 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12038		Jan13	Apr21			OntarioLearn	\$341.04

Strategic Leadership for Supply Chain Management MGMT10075

Develop leadership, management, and human resources skills for establishing and maintaining strategic alliances within an organization. Focus on the importance of ethics in conducting business nationally and internationally. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11145		Jan13	Apr21			OntarioLearn	\$385.38

Strategic Planning

BUSN10108

Examine strategy and policy tools for decision making and problem solving. Study a variety of business cases to develop insights into the complex challenges faced in business. Group work required. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11158		Jan13	Apr21			OntarioLearn	\$407.55

Human Resources**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/humanresourceother**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
11243		Jan13	Apr21			OntarioLearn	\$385.38

Dispute Resolution

HMNS10093

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11478		Jan13	Apr21			OntarioLearn	\$385.38

National Knowledge Exam Preparation NEW!

BUSN10121

Receive over 500 sample multiple choice questions including a pre-diagnostic test and two progress tests, a list of recommended resources, and a breakdown of the Required Professional Capabilities upon which the National Knowledge Exam questions are based. Also includes weekly, real time NKE style question and answer sessions. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12045		Jan13	Apr21			OntarioLearn	\$363.38

Personnel Research Techniques and HRIS

HRES10017

Study basic analytical techniques and research and design methodology relating to human resource information systems. Equivalent to: HRESHRM16. Prerequisite: MGMTBPC01. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11267		Jan13	Apr21			OntarioLearn	\$385.38

Legal Skills**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/legalother**Corporate Practice and Procedure NEW!**

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12027		Jan13	Apr21			OntarioLearn	\$385.38

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11029		Jan13	Apr21			OntarioLearn	\$385.38

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11619		Jan13	Apr21			OntarioLearn	\$385.38

Introduction To Legal Office Practice And Procedures

OADM10009

Examine fundamentals of legal office clerical practices with emphasis on reception/client relations, communications, documentation, and legal terminology. Recommended Prerequisite: LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11383		Jan13	Apr21			OntarioLearn	\$385.38

Landlord & Tenant Law

LAWS10064

Examine landlord/tenant relationships, relevant legislation and the essentials of a tribunal application proceeding under the Residential Tenancies Act. Good preparation for careers as rental agents, property management professionals and support roles with the Board. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11266		Jan13	Apr21			OntarioLearn	\$385.38

Legal Terminology

LAWS10005

Build a vocabulary of common legal terminology used in law offices, government agencies, courts and social service agencies. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11089		Jan13	Apr21			OntarioLearn	\$385.38

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11955		Jan13	Apr21			OntarioLearn	\$385.38

Provincial Offences/Motor Vehicle Offences

LAWS10076

Develop a good understanding of issues, procedures, and the role of tribunal agents/paralegals representing individuals involved in offences under the Provincial Offences Act, and other provincial statutes. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11337		Jan13	Apr21			OntarioLearn	\$385.38

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. Intended to prepare student for REPP2 (client communications, title searches, mortgages, EREG system and more) Prerequisites: OADM10009 and LAWS10005. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11600		Jan13	Apr21			OntarioLearn	\$385.38

Real Estate Practice and Procedures 2 LAWS10148

As a continuation of Real Estate Practice and Procedure 1, review the processes and procedures generally used in a law office for real estate transactions including a focus on mortgages, commercial vs residential properties, title issues, EREG systems and more. Prerequisite: REAL10001. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11618		Jan13	Apr21			OntarioLearn	\$385.38

Small Claims Practice and Procedure NEW! LAWS10154

In this introduction to Small Claims court, you will focus on the preparation and filing of documents and processing claims related to Small Claims. Prerequisite: OADM10009. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12026		Jan13	Apr21			OntarioLearn	\$385.38

Office Skills**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Essentials In Health Records Management MGMT10039

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11014		Jan13	Apr21			OntarioLearn	\$341.04

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 (HSC10003) and keyboarding skills of 30 net words per minute. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11175		Jan13	Apr21			OntarioLearn	\$385.38

Medical Office Procedures NEW! OADM10018

You will cover 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
12028		Jan13	Apr21			OntarioLearn	\$407.55

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 (HSC10003). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11356		Jan13	Apr21			OntarioLearn	\$385.38

Styles and Practices of Medical Transcription HSC10152

Learn to apply standards of style, formatting and grammar in transcribing medical documentation. The CD ROM included with the workbook provides practice opportunities in applying the standards unique to healthcare. Prerequisites: Medical Keyboarding (KEYB10005), Comprehending Medical Terms and Diagnoses (HSC10003) and Communications (COMMLL041). NOT equivalent to Medical Transcribing 1 (OADMOA352). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11314		Jan13	Apr21			OntarioLearn	\$385.38

Project Management**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/projectmanagement

Introduction to Project Management HRES10013

Learn project management fundamentals and techniques based on the typical project lifecycle. Topics include: project initiating, project definition, Work Breakdown Structure, estimating effort, budgeting, scheduling, risk management, controlling resources, quality assurance, auditing and closing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11364		Jan13	Apr21			OntarioLearn	\$407.55
11432		Feb2	May11			OntarioLearn	\$407.55
11292		Mar2	Jun8			OntarioLearn	\$407.55

Project Management Scheduling Software INFO10105

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11008		Jan13	Apr21			OntarioLearn	\$426.27
11135		Feb2	May11			OntarioLearn	\$426.27
11139		Mar2	Jun8			OntarioLearn	\$426.27



Communications, Languages and Preparatory Studies

www.mohawkcollege.ca/continuing-education/communications

Programs and Courses

Certificates

Competence in the French Language Certificate (829).....	37
Writing for Publication Certificate (123).....	39

Acknowledgements of Completion

Academic and Career Entrance (ACE).....	35
Business Writing Skills	36
Language Interpreter Training Program	38
Writing for Publication.....	39

Other Credentials and Stand-Alone Courses

General Education.....	40
Languages.....	43
Preparatory Sciences	44
Social Sciences	40
Writing and Communication	44

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

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.

Questions?

Call: 905-575-2706

Email: shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ace

Admission Requirements

- All students wishing to enroll in an ACE online course must first complete the Learn to Learn course. This 20 hour online course will help to determine if you have the necessary personal, computer and academic skills to successfully participate in ACE online courses. To register for the Learn to Learn course, please visit www.acedistancedelivery.ca to fill out an application.

Contact Shelley Kitchen at shelley.kitchen@mohawkcollege.ca for registration details. Enrollment is limited and tuition is free.

ACE courses are also available during the day and part-time, for further information please contact 905-575-2029.

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
11256		Jan13	Jun16			OntarioLearn	
12663		Mar2	Aug3			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
11257		Jan13	Jun16			OntarioLearn	
12664		Mar2	Aug3			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
11249		Jan13	Jun16			OntarioLearn	
12656		Mar2	Aug3			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
11252		Jan13	Jun16			OntarioLearn	
12659		Mar2	Aug3			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
11250		Jan13	Jun16			OntarioLearn	
12657		Mar2	Aug3			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
11258		Jan13	Jun16			OntarioLearn	
12665		Mar2	Aug3			OntarioLearn	

ACE Core Math**MATH10045 (SA)**

Develop foundational skills in numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday finance. 120 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11251		Jan13	Jun16			OntarioLearn	
12658		Mar2	Aug3			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
11253		Jan13	Jun16			OntarioLearn	
12660		Mar2	Aug3			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
11254		Jan13	Jun16			OntarioLearn	
12661		Mar2	Aug3			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
11255		Jan13	Jun16			OntarioLearn	
12662		Mar2	Aug3			OntarioLearn	

**Business Writing Skills****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:	Hours
COMM10295 Writing a Business Plan	24
COMM10296 Writing a Proposal	24
COMM10297 Writing Skills for the Web	42
COMM10298 Writing a Marketing Plan	24
COMM10299 Writing for Sales Material	24

Writing a Business Plan**COMM10295**

Step-by-step instruction in preparing an effective business plan to help you clearly express your unique selling position, research market potential, develop customer profiles, prepare a financial plan with 12 and 24 month cash flow projections, and determine your initial advertising and promotion strategies.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11044		Jan13	Mar24			OntarioLearn	\$252.36

Writing a Proposal**COMM10296**

A project-based course that will systematically guide you through the entire process of producing a proposal.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11045		Jan13	Mar24			OntarioLearn	\$252.36

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11046		Jan13	Apr21			OntarioLearn	\$385.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11047		Jan13	Mar24			OntarioLearn	\$252.36

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 similar strategies to their own project. The media's use of literary techniques such as allusion and irony are examined and you will practice the use of such techniques in persuading target audiences.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11048		Jan13	Mar24			OntarioLearn	\$252.36

Competence in the French Language Certificate (829)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2298 or 905-2312

Email: creats@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/french

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:	Hours
LANGFR003 La Pratique du Français 1	39
LANGFR004 La Pratique du Français 2	39
LANGFR005 La Pratique du Français 3	39
LANGFS032 Parlons Français 1	39
LANGFR006 La Pratique du Français 4	39
LANGFS033 Parlons Français 2	39
LANGFR007 La Pratique du Français 5	39
LANGFS071 Parlons Français 3	39

Already Have Experience with the French Language?

Contact Prior Learning Assessment and Recognition (PLAR) at plar@mohawkcollege.ca

- 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.
- Beginners register in La Pratique du Français 1 (LANGFR003).
- 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.

La Pratique du Français 1 LANGFR003

Learn the basics of grammatical structures and vocabulary for conversational applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11838	MO	Jan12	Apr6	6:30-9:45	12	Classroom (FF)	\$317.85

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
11308		Jan13	Apr21			OntarioLearn	\$385.38
11295		Feb2	May11			OntarioLearn	\$385.38

La Pratique du Français 2 LANGFR004

Acquire further knowledge of grammatical French to improve the French essential for writing and conversation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11839	TU	Jan13	Mar31	6:30-9:45	12	Classroom (FF)	\$317.85

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
11309		Jan13	Apr21			OntarioLearn	\$385.38

La Pratique du Français 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11840	WE	Jan14	Apr1	6:30-9:45	12	Classroom (FF)	\$317.85

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
11310		Jan13	Apr21			OntarioLearn	\$385.38

La Pratique du Français 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11841	TH	Jan15	Apr2	6:30-9:45	12	Classroom (FF)	\$317.85

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
11311		Jan13	Apr21			OntarioLearn	\$385.38

La Pratique du Français 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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11842	MO	Jan12	Apr6	6:30-9:45	12	Classroom (FF)	\$317.85

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
11312		Jan13	Apr21			OntarioLearn	\$385.38

Parlons Français 1 LANGFS032

Développez votre vocabulaire et différentes structures orales en étudiant les thèmes suivants : "Connaissons-nous", "Téléphonons", "Voyageons", "Demandons directions", "Allons à la poste".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11845	TU	Jan13	Mar31	6:30-9:45	12	Classroom (FF)	\$317.85

Parlons Français 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".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11846	TH	Jan15	Apr2	6:30-9:45	12	Classroom (FF)	\$317.85

Parlons Français 3**LANGFS071**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11848	WE	Jan14	Apr1	6:30-9:45	12	Classroom (FF)	\$317.85

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
11844	TU	Jan13	Mar31	6:30-9:00	12	Classroom (FF)	\$244.50

**Language Interpreter Training Program****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**

Obtain the training you need to become a spoken language interpreter. There is a growing need for skilled interpreters within the legal, health care, and social service sectors. Benefit from a solid introduction to interpreting theory, with skills development practice in consecutive interpreting, sight translation and note taking, simultaneous interpreting, standards of practice, and more. 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.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/languageinterpreter

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Minimum Ontario Secondary School Diploma or equivalent
- Fluency (reading, writing, speaking) in English as well as a second language.
- Intended for individuals with excellent proficiency 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 is recommended to be taken after the fourth course (LANG10034) and must be completed prior to registration in the sixth course (LANG10036).
- Any associated expenses are your responsibility.
- Testing can be arranged through Mohawk College. Contact Bonnie Pataran for details.

If there is enough interest, a 3 1/2 month intensive program will be created.

Orientation Sessions for Winter 2015 Intake:

- Thursday, December 11, 2014 - 6:30 - 8:00 p.m. OR
- Tuesday, January 6, 2015 - 6:30 - 8:00 p.m.
- Fennell Campus - J-Wing - Room J103
- Park in Lot P8
- Contact: 905-575-2307 or bonnie.pataran@mohawkcollege.ca to reserve a spot

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
11269		Jan13	Apr21			OntarioLearn	\$274.70

Consecutive Interpreting**LANG10032 (SA)**

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
11334		Jan13	Apr21			OntarioLearn	\$296.70

Skills Development - Sight Translation**LANG10033 (SA)**

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
11921	TU/TH	Jan6	Feb5	7:00-10:00	10	Classroom (FF)	\$254.50
11367		Jan13	Apr21			OntarioLearn	\$296.70

Skills Development - Simultaneous Interpreting**LANG10034 (SA)**

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
11270		Jan13	Apr21			OntarioLearn	\$296.70
12030	TU/TH	Feb10	Mar12	7:00-10:00	10	Classroom (FF)	\$254.50

Setting Specific Interpreting**LANG10035 (SA)**

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
11222		Jan13	Apr21			OntarioLearn	\$296.70

Capstone Course, Skills Integration**LANG10036 (SA)**

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. Prerequisites: First 5 courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11271		Jan13	Apr21			OntarioLearn	\$274.70

Writing for Publication Certificate (123)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/writingpublication

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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
COMM10125 Beginning Novel Writing	39
COMMLLP04 Writing Poetry	39
Option Group 2 - Choose 2:	
See website for a complete list of courses.	

ACKNOWLEDGEMENT OF COMPLETION

Please 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
12643	WE	Jan14	Mar25	6:30-10:00	11	Classroom (FF)	\$318.85

Creative Writing II Short Fiction COMMLL945

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11917	TU	Jan13	Mar24	6:30-10:00	11	Classroom (FF)	\$318.85

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
11404		Jan13	Apr21			OntarioLearn	\$385.38

Intro to Creative Non-Fiction COMM10000

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11535		Jan13	Apr21			OntarioLearn	\$341.21

Plot Development COMM10311

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11920	WE	Jan14	Mar25	6:30-10:00	11	Classroom (FF)	\$318.85

Poetry Writing COMMLLT13

Develop the skills needed to create and market publishable poems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11211		Jan13	Apr21			OntarioLearn	\$385.38

Romance Writing COMMLLT04

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11368		Jan13	Apr21			OntarioLearn	\$385.55

Travel Writing COMM10121

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11004		Jan13	Apr21			OntarioLearn	\$341.21

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
11405		Jan13	Apr21			OntarioLearn	\$385.38

Writing For Publication - Level 2 COMMLLT09

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11283		Jan13	Apr21			OntarioLearn	\$385.38

Writing Mystery And Suspense Stories COMMLLT08

Achieve a practical understanding of crime and mystery writing techniques through workshops, discussion, instruction, reading and practical experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11027		Jan13	Apr21			OntarioLearn	\$341.04

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11197		Jan13	Apr21			OntarioLearn	\$426.27

OTHER COURSES**General Education / Social Sciences**

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.

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/generaleducation

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

The following restrictions apply:

- The course chosen must NOT be related to (or included in) your program of studies.
- For example: students in the Child and Youth Worker program cannot use Psychology; students in Police Foundations cannot use Issues in Diversity; Recreation and Leisure Services students cannot use Sociology, etc.
- You are advised to seek approval, from your Program Manager or Student Success Advisor, for the course you are considering, before registering.
- When you have successfully completed the course you must apply for an exemption from your General Education course. Submit applications to the Registration Centre at your campus.

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
11191		Jan13	Apr21			OntarioLearn	\$363.38

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
11611		Jan13	Apr21			OntarioLearn	\$407.55

Art History and Theory

ARTT10014 (E)

Familiarize yourself with early historical foundations to present day exemplars of art making. Focus on world art with an emphasis on Western art history (from renaissance to today) and some attention to international art (Canadian, Contemporary, Asian, First Nations, Islamic). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11365		Jan13	Apr21			OntarioLearn	\$426.27

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
11455		Jan13	Apr21			OntarioLearn	\$407.55

Canadian Literature

COMMLL903 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11426		Jan13	Apr21			OntarioLearn	\$385.38

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
11078		Jan13	Apr21			OntarioLearn	\$363.38

Coping With Stress

HLTHSS309 (E)

Develop your awareness of stress and its effects, and learn various techniques for altering stressful attitudes and behaviours.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11866	WE	Jan14	Apr1	6:00-9:30	12	Classroom (FF)	\$342.30

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
11113		Jan13	Apr21			OntarioLearn	\$363.38

Developmental Psychology

PSYCSS271 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11342		Jan13	Apr21			OntarioLearn	\$407.55
11550		Mar2	Jun8			OntarioLearn	\$407.55

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
11966		Jan13	Apr21			OntarioLearn	\$407.55

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
11609		Jan13	Apr21			OntarioLearn	\$407.55

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
11336		Jan13	Apr21			OntarioLearn	\$407.55

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
11285		Jan13	Apr21			OntarioLearn	\$385.38

History of Aboriginal/Canadian Relations INDS10009 (E)

Examine the unique position of Aboriginals in Canadian society. Focus on historical and political issues and development of the legal relationship between colonial powers and Aboriginal peoples. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11448		Jan13	Apr21			OntarioLearn	\$407.55

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
11933		Jan13	Apr21			OntarioLearn	\$385.38

I Write The Songs ARTT10045 (E)

Creating poetic lyrics suitable for the profession of song writing, you will 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
11161		Jan13	Apr21			OntarioLearn	\$385.38

Introduction To Children's Literature COMMLLT06 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11406		Jan13	Apr21			OntarioLearn	\$385.38
11199		Feb2	May11			OntarioLearn	\$385.38

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
11423		Jan13	Apr21			OntarioLearn	\$407.55

Introduction to Philosophy SSCI10049 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11114		Jan13	Mar3			OntarioLearn	\$363.38

Introduction to Science GSCI10002 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11186		Jan13	Apr21			OntarioLearn	\$407.55

Introductory 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
11341		Jan13	Apr21			OntarioLearn	\$385.38
11867	TH	Jan15	Apr2	6:00-9:30	12	Classroom (FF)	\$342.30
11435		Feb2	May11			OntarioLearn	\$385.38
11504		Mar2	Jun8			OntarioLearn	\$385.38

Labour Economics BUSNPIR10 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11192		Jan13	Apr21			OntarioLearn	\$385.38

Learning, Thinking and Problem Solving NEW! 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
12039		Jan13	Apr21			OntarioLearn	\$385.38

Meteorology GSCI10007 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11456		Jan13	Apr21			OntarioLearn	\$407.55

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
11608		Jan13	Apr21			OntarioLearn	\$407.55

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
11201		Jan13	Apr21			OntarioLearn	\$385.38
11583		Mar2	Jun8			OntarioLearn	\$385.38

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
11187		Jan13	Apr21			OntarioLearn	\$385.38
11129		Feb2	May11			OntarioLearn	\$385.38
11549		Mar2	Jun8			OntarioLearn	\$385.38

Oceanography ENVR10049 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11607		Jan13	Apr21			OntarioLearn	\$407.55

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
11052		Jan13	Apr21			OntarioLearn	\$363.38

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. The history of the Earth's formation, the Geological Time Scale and the fossils of each period will also be covered. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11610	Jan13	Apr21				OntarioLearn	\$407.55

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
11366	Jan13	Apr21				OntarioLearn	\$385.38

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
11626	Jan13	Apr21				OntarioLearn	\$407.55

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
11631	Jan13	Apr21				OntarioLearn	\$363.38

Political Science & Public Administration SSCISS027 (E)

You are provided with an overview from a law enforcement perspective of the Canadian governing system and organizational theories pertaining to public administration. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11278	Jan13	Apr21				OntarioLearn	\$363.38

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
11486	Jan13	Apr21				OntarioLearn	\$385.38

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
11422	Jan13	Apr21				OntarioLearn	\$385.38

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
11463	Jan13	Apr21				OntarioLearn	\$385.38

Social Psychology PSYC10012 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11268	Jan13	Apr21				OntarioLearn	\$385.38

Society, Technology And Social Issues NEW! 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
11952	Jan13	Apr21				OntarioLearn	\$363.38

Sociology 1 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
11340	Jan8	Apr9				eLearn	\$310.38
11869	MO	Jan12	Apr6	6:00-9:30	12	Classroom (FF)	\$342.30

Sociology 2 SSCISS109 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11242	Jan13	Apr21				OntarioLearn	\$363.38

Sociology-Sport SSC110046 (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
11479	Jan13	Apr21				OntarioLearn	\$363.38

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

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11053	Jan13	Mar3				OntarioLearn	\$363.38

Sports Psychology PSYC10009 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11007	Jan13	Apr21				OntarioLearn	\$363.38

Stress, Wellness and Nutrition HLTH10111 (E)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11424	Jan13	Apr21				OntarioLearn	\$385.38
11132	Feb2	May11				OntarioLearn	\$385.38
11296	Mar2	Jun8				OntarioLearn	\$385.38

The Study of Human Sexuality SSC110003 (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
11576	Mar2	Jun8				OntarioLearn	\$407.55

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
11374	Jan13	Apr21				OntarioLearn	\$426.27

Wellness for Life

HLTH10147 (E)

Consider the physical, emotional, social, intellectual, and spiritual dimensions of health. You will be provided with current factual information about various health-related issues including stress, substance abuse, sexuality, fitness, weight management, environmental concerns and death and dying. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11959	Jan13	Apr21				OntarioLearn	\$332.55

World Of Abnormal Psychology

PSYC2021 (E)

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYC2233). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11339	Jan13	Apr21				OntarioLearn	\$407.55
11431	Feb2	May11				OntarioLearn	\$407.55
11041	Mar2	Jun8				OntarioLearn	\$407.55

Languages**Questions?**

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/languages-other**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**American Sign Language I**

LANGLL120

Learn the basics of the communication system used by most deaf people. Visit www.mohawkcollege.ca/continuing-education/asl for more details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11849	TU	Jan13	Mar31	6:00-9:15	12	Classroom (FF)	\$317.85

American Sign Language 2

LANGLL220

Continue the study of A.S.L. begun in LL120 to develop increased capability. You will receive an Acknowledgement of Completion upon successful completion of levels 1 and 2. Visit ce.mohawkcollege.ca/asl for more details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11851	TH	Jan15	Apr2	6:00-9:15	12	Classroom (FF)	\$317.85

Everyday German 1

LANG10078

Whether you want to learn German to travel, enhance your career or have fun, this is the right place to begin! Learn to speak German in an interactive and engaging online language learning environment. You will improve your speaking skills, and engage in the language through listening, reading and writing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11025	Jan13	Apr21				OntarioLearn	\$437.55

Professional German 1

LANG10077

You will acquire vocabulary and expressions necessary for business travel such as finding your way around the city and making hotel reservations. Common polite forms of address and short yes or no answers, introductions within a business context will also be addressed. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11026	Jan13	Apr21				OntarioLearn	\$437.55

Italian 1

LANGLLA03

Learn the essential of grammar, idiomatic expressions and conversation for everyday use. Please purchase the text "Percorsi" before the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11854	TH	Jan15	Apr2	6:45-10:00	12	Classroom (FF)	\$317.85

Italian for Beginners

LANG10054

Develop the fundamental ability to comprehend the basic Italian vocabulary and structures. Grammar and writing skills are introduced as well as early reading skills. While using the reading passages, you will be introduced to the fundamental aspects of the Italian culture. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11338	Jan13	Apr21				OntarioLearn	\$363.38

Everyday Italian 2

LANG10080

Continue to explore one of the most spoken languages in the world. Interactive and engaging online learning activities, allow you to focus on speaking, listening, reading and writing as they explore the themes of travel, work, dining, and socializing. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11165	Jan13	Apr21				OntarioLearn	\$437.55

Everyday Italian 3 NEW!

LANG10085

Go farther along on your journey of learning the Italian language. Explore topics like home, work, health, places and events in a fully interactive and engaging online language learning environment that continues to enhance speaking, listening, reading and writing skills. Prerequisite: LANG10080. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12044	Jan13	Apr21				OntarioLearn	\$437.55

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
11857	TU	Jan13	Mar31	6:45-10:00	12	Classroom (FF)	\$317.85

Spanish-Conversational 1

LANGLLA04

Using practical conversation and vocabulary, you improve reading skills and your command of spoken/written Spanish. You should have a basic knowledge of Spanish or Spanish for Beginners.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11862	WE	Jan14	Apr1	6:45-10:00	12	Classroom (FF)	\$317.85

Everyday Spanish 1

LANG10081

Whether you want to learn Spanish to travel, enhance your career or just to have fun, Everyday Spanish 1 is the right place to begin. Learn to speak Spanish in an interactive and engaging online language learning environment. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11166	Jan13	Apr21				OntarioLearn	\$437.55

Professional Spanish 1

LANG10079

Learn to speak Spanish in an interactive and engaging online learning environment. Besides improving your speaking skills, you will also engage in the language through listening, reading and writing. Topics covered: greetings, work and traveling. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11167	Jan13	Apr21				OntarioLearn	\$437.55

Preparatory Sciences

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/sciences

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Preparatory Chemistry (G.A.S.)

CHEMPE106

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11988	MO/TH	Jan19	Apr9	6:00-9:00	19	Classroom (FF)	\$442.98

Prep Science (Chemistry)

GSCICE053

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Chemistry. This course does not require prior knowledge in Chemistry; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach, you can achieve high success. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11391		Jan13	Apr21			OntarioLearn	\$460.43

Prep Science (Physics)

PHYSPE001

Provides the preparation necessary to enter Certificate and Diploma programs which require a current knowledge of Physics. This course does not require prior knowledge in Physics; however, it does require a consistent and continuous commitment to meet course objectives and assignment deadlines. If you have a disciplined approach to the course, you can achieve high success. 57 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11390		Jan13	Apr21			OntarioLearn	\$460.43

Writing and Communication

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/writing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

For ESL (English as a Second Language) Students:

- Students who register in COMM11040 will take a communications assessment the first week of classes. The results of the assessment will indicate if an AC-Communications course (COMMLL043 or COMMLL044) would be more suitable.
- COMMLL044 is now a prerequisite, not an equivalent, for COMM11040.
- ESL students wishing to register in COMMLL044 must have one of the following prerequisites: COMMLL043 or Canadian Language Benchmark 7 in each of reading, writing, listening and speaking.
- You may be advised to complete language-based assessment. Please call 905-575-1212 ext. 3569 or email assessment@mohawkcollege.ca to arrange an ESL Language Assessment.

Communication

COMMLL041

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11332		Jan13	Apr21			OntarioLearn	\$407.55
11134		Feb2	May11			OntarioLearn	\$407.55
11457		Mar2	Jun8			OntarioLearn	\$407.55

Communication D

COMM11040

An introductory college level English course. Through a variety of assignments, you will 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
11863	SA	Jan10	Mar21	8:30-1:30	11	Classroom (FF)	\$442.98

Critical and Innovative Thinking

COMM10265 (E)

Explore the growing global focus on innovation and critical thinking. Develop advanced communication skills and examine workplace roles and responsibilities. Complete an e-portfolio for future employment. Equivalent to: COMM10034, COMM10199 or COMM10171. Prerequisite: COMMLL040 or COMMLL041. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11225		Jan8	Apr9			eLearn	\$310.38
11864	TU	Jan13	Mar31	6:00-9:30	12	Classroom (FF)	\$342.30

Grammar and Composition for General Arts & Sciences

COMM10045

Develop awareness and skill in achieving clarity, coherence and precision in writing academic essays. Utilize critical thinking techniques while reading and analyzing a wide variety of essay styles. Plan, outline and write four styles of essays: narrative, cause and effect, process and argumentation. Revising, editing and proofreading skills will be applied to academic essays.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11865	WE	Jan14	Apr15	6:30-9:30	14	Classroom (FF)	\$342.30

Organizational Business Communication

COMM10027

Hone essential business communication skills with emphasis on writing clear reports and documentation, making effective presentations, and enhancing interpersonal skills. Equivalent to: COMMLL041. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11093		Jan13	Apr21			OntarioLearn	\$407.55

Researching and Reporting-Lgs

COMMLL122

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11403		Jan13	Apr21			OntarioLearn	\$363.38

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
11307		Jan13	Apr21			OntarioLearn	\$426.27

Community Services and Support

www.mohawkcollege.ca/continuing-education/communityservices



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CREDENTIALLED PROGRAMS

 Addictions/Concurrent Disorders

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 3 courses

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.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/acd

PROGRAM OF STUDIES


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

Introduction to Addictions

HMNS10039

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11873	WE	Jan14	Mar11	6:00-9:00	9	Classroom (FF)	\$220.05

 Autism and Behavioural Science Certificate (164)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 14 courses

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.

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/autism

Admission Requirements

- Prior approval for this certificate is necessary.
- A minimum of an Ontario College Diploma or a university degree from a recognized institution.
- Please mail a copy of your educational qualifications to Mohawk College Online Learning, P.O. Box 2034, Room J113, Hamilton, ON, L8N 3T2 or fax to 905-575-2381.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCI10042	Introduction to Applied Behaviour Analysis	60
HMNS10005	Working with Families and Teams	45
HSCI10041	Autism - Intro to Autism Spectrum Disorder	42
WORK10126	ABS Field Placement Seminar 1	14
CONF10004	Non Violent Crisis Intervention	14
EDUC10034	Ethics and Professionalism	30
WORK10019	Field Placement 1 (Spring only)	140
EDUC10030	Specialized Instructional Strategies	60
HMNS10006	Treating Challenging Behaviour	45
EDUC10028	Behavioural Skill Building	60
WORK10020	Field Placement 2 (Spring only)	210
EDUC10031	Transition Planning and Implementation	30
EDUC10029	Parent and Staff Training	30
WORK10127	ABS Field Placement Seminar 2	14

Non-Violent Crisis Intervention (CONFMHN08)

Offered Saturday, January 31 and Sunday, February 1, 2015. Equivalent to CONF10004. Refer to page 64.

Introduction to Applied Behaviour Analysis HSCI10042 (SA)

Examine the principles of applied behaviour analysis (ABA), the basis for Intensive Behavioural Interventions (IBI). Learn basic terminology, when and how to use these techniques and how to access and interpret journal publications in the field of autism and applied behaviour analysis. Prerequisite: HSCI10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11179		Jan13	Apr21			OntarioLearn	\$501.15

Working with Families and Teams HMNS10005 (SA)

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
11181		Jan13	Apr21			OntarioLearn	\$407.55

Autism - Introduction to Autism Spectrum Disorder (ASD) HSCI10041 (SA)

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
11178		Jan13	Apr21			OntarioLearn	\$385.38

Ethics and Professionalism EDUC10034 (SA)

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
11183		Jan13	Apr21			OntarioLearn	\$316.70

Specialized Instructional Strategies EDUC10030 (SA)

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
11353		Jan13	Apr21			OntarioLearn	\$501.15

Treating Challenging Behaviour HMNS10006 (SA)

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
11182		Jan13	Apr21			OntarioLearn	\$407.55

Behavioural Skill Building EDUC10028 (SA)

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
11189		Jan13	Apr21			OntarioLearn	\$501.15

Transition Planning and Implementation EDUC10031 (SA)

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
11188		Jan13	Apr21			OntarioLearn	\$296.70

Parent and Staff Training EDUC10029 (SA)

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
11354		Jan13	Apr21			OntarioLearn	\$296.70

Braille

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

It is your responsibility to acquire a Perkins Braille. As supply is limited, please ensure that you have arranged for a Braille prior to registering.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/braille

Braille - Level 2 SENSSSE45

Continue your study of Braille to develop skills in reading and writing contracted Braille, using the Perkins Braille and develop basic skills in the use of the Slate and Stylus. Prerequisite: SENSSSE44. NOTE: You must have access to a Perkins Braille and slate and stylus. Final exam to be arranged with proctor. LAST TIME OFFERED. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11343		Jan13	Apr21			OntarioLearn	\$252.53

Braille - Level 3 SENSSSE46

Complete your development of basic skills in reading and writing contracted Braille using the Perkins Braille. Prerequisite: SENSSSE45. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11344		Jan13	Apr21			OntarioLearn	\$252.53

Braille - Level 4 SENSSSE47

Learn advanced Braille applications which involve the use of Braille forms to convey a variety of print symbols and formats encountered in classroom Braille reading and writing. Prerequisite: SENSSSE46. NOTE: You must have access to a Perkins Braille. Final exam to be arranged with proctor. 27 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11071		Jan13	Apr21			OntarioLearn	\$252.53

Career Consultant Certificate (076)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Career consultation has evolved with economic and labour market changes. If you currently work in Employment and Career Centres or Programs, Education, Human Resources, Social Services, Recruitment Firms, Employment Agencies, Rehabilitation or Multicultural Settings, you will find this program valuable for enhancing your skills.

Questions?

Call: 905-575-2298

Email: crearts@mohawkcollege.ca or pat.macdonald@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/careerconsultant

Admission Requirements

- A degree or diploma in a related area is recommended.
- Individuals who have considerable experience in a related field, a minimum of grade 12 or mature student status, and have completed some college or university level courses will also be considered.
- Contact Pat MacDonald as above for more information.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
CREDCAR01 Theories of Career Development	39
CREDCAR02 Career Development Resources	39
CREDCAR03 Career Search: Tools & Techniques	39
CREDCAR04 Individual Helping Relationships	39
CREDCAR05 Group Facilitation Skills	39
CREDCAR06 Career Development Measurement & Assessment	39
CREDCAR07 Socio Economic Change And Response	39
CREDCAR08 Diversity in the Workplace	39

Group Facilitation Skills CREDCAR05

Combine theory and practice to discover the key competencies required to deliver effective group sessions on career development. Focus on effective group facilitation techniques, adult learning theories, stages of group development, group member roles, and methods of managing challenging group participants.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11871	TU	Jan13	Apr7	6:30-9:30	13	Classroom (FF)	\$317.85

Career Development Measurement And Assessment CREDCAR06

Examine various professional assessment instruments, their application, scoring, interpretation and limitations. You will learn about many tools in this course, however, there may be additional requirements needed before you can have the right to purchase or use these tools. Fee includes assessment materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11872	TH	Jan15	Apr9	6:30-9:30	13	Classroom (FF)	\$442.85

Socio Economic Change And Response CREDCAR07

Examine various social, economic and technological trends and the impact of change on the world of work. Learn to help clients understand the labour market and exercise control over their situation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11870	WE	Jan14	Apr8	6:30-9:30	13	Classroom (FF)	\$317.85

Diversity In The Workplace **NEW!** CREDCAR08

Career Consultants have the opportunity to work with individuals from many diverse groups. Prepare for work advising clients with specific needs and examine and address possible barriers to employment. The Ontario Human Rights Code, conflict resolution, the Accessibility for Ontarians with Disabilities Act (AODA) and other legislative regulations will be discussed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11962		Jan8	Apr9			eLearn	\$288.21

The Professional Child and Youth Worker CRED10055 (SA)
19034 MO Jan12 Apr6 6:00-7:00 12 Blended (FF) \$114.10
The Abused Person HMNS10076 (SA)
19033 MO Jan12 Apr6 7:00-9:00 12 Blended (FF) \$228.20

CYW Field Placement A
19011 Jan12 Apr6
CYW Field Placement C
19012 Jan12 Apr6

WORK10140 (SA)
FieldWork \$429.30
WORK10142 (SA)
FieldWork \$460.50

Child & Youth Worker Diploma (610)

ONTARIO COLLEGE ADVANCED DIPLOMA

This part-time program (offered in the evening) has been designed to meet the needs of students who wish to pursue a career as a child and youth worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day. Students are encouraged to complete 2-3 courses per term (including the spring/summer term).

The curriculum has been designed 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, students will learn advocacy skills and be introduced to legal issues involving children and youth including the child welfare system and the criminal justice system.

Current students are reminded that the program of studies (POS) in this program is changing. Current students who complete all course and field work and apply to graduate by Dec. 2015 will not be impacted by these changes. Students are encouraged to contact us for information on course equivalencies and program progression advising.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cyw

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.
- 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.
- Application Form online.

PROGRAM OF STUDIES

Refer to website for a full list of courses.

Advanced Therapeutic Programming HMNS10112 (SA)

Design therapeutic activities utilizing various therapies in order to meet the goals of the emotionally, behaviourally, academically and socially challenged clients. Discuss the application and value of adventure therapy, directive and non-directive play therapies, art therapy, pet/animal therapy, music, drama, narrative, therapy and guided imagery. Blended delivery. Prerequisite: HMNSCC162.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11674	MO	Jan12	Apr6	6:15-9:30	13	Blended (FF)	\$342.30

Introduction To Child And Youth Care Practice HMNSCC142 (SA)

Construct a global perspective on Child and Youth Work by applying terminology used in the profession and by comparing and contrasting the development of the profession as related to current trends. Blended delivery: a minimum of 6 hours online via eLearn and the remainder of the course hours in class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11636	TH	Jan15	Apr9	6:15-9:30	13	Blended (FF)	\$342.30

Introduction To Group Dynamics HMNSCC143 (SA)

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. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11689	WE	Jan14	Apr8	6:15-9:30	13	Blended (FF)	\$342.30

Cognitive Behaviour Modification in CYW HMNSCC457 (SA)
19044 TH Jan22 Mar5 6:00-9:00 7 Classroom (FF) \$228.20

Adolescence: Treatment Approaches & Issues HMNSCC358 (SA)

Focus on the techniques & formulation skills needed to employ effective intervention strategies which meet the needs & goals of youth in treatment and in the community. Blended delivery. Prerequisite: HMNS10102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11679	WE	Jan14	Apr8	6:15-9:30	13	Blended (FF)	\$442.98

Human Sexuality For Child & Youth Worker HMNSCC558 (SA)

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11676	TU	Jan13	Apr7	6:15-9:30	13	Classroom (FF)	\$342.30

Field Internship 1 WORKCC455 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11825		Jan12	Apr6			FieldWork	\$692.50

Field Work Practicum 3 WORKCC655 (SA)

Contingent on completion of required course work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11826		Jan12	Apr6			FieldWork	\$754.90

Children's Mental Health

NEW

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cmh

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:	
EDUC10051 Child Development 1	42
PSYC5271 Developmental Psychology	45

Risk Factors of Common Psychiatric Disorders **NEW!**

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
11918		Jan13	Apr21			OntarioLearn	\$407.55

Family Relationships and Impact on Psychiatric Disorders **NEW!** 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
11924		Jan13	Apr21			OntarioLearn	\$407.55

Child Development 1 EDUC10051

Study the principles of human development, from conception to birth (Part One) and during the first two years of life (Part Two), with a focus on the interrelationship between the child and his/her world. Equivalent to: Child Development & Behaviour 1 (EDUCEC121).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12052		Jan13	Apr21			OntarioLearn	\$385.38

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11342		Jan13	Apr21			OntarioLearn	\$407.55
11550		Mar2	Jun8			OntarioLearn	\$407.55

Concepts in Bereavement Support Certificate (071)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Program 071, Concepts in Bereavement Support Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Call: 905-575-1212 ext. 3244

Email: cehumsserv@mohawkcollege.ca

Counselling Techniques Certificate (802)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumsserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/counsellingtechniques

Admission Requirements

- An Ontario Secondary School Diploma (OSSD) or equivalent

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
PSYC271	Developmental Psychology	42
PSYC271	Developmental Psychology	42
PSYCTC106	Report Writing For The Behavioural Sciences	42

PSYC271 and PSYCTC106 are offered under other programs. Refer to the index.

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. Course curriculum also includes effective listening skills and empathy training. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11828	MO	Jan12	Apr6	6:15-9:30	13	Blended (FF)	\$342.30

Issues And Ethics In Counselling COUNTC208

Examine the ethical framework and the professional conduct standards in place for counsellors in various community settings and agencies. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11829	WE	Jan14	Apr8	6:15-9:30	13	Blended (FF)	\$342.30

Criminal Psychology and Behaviour **NEW**

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumsserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/criminal

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

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
11172		Jan13	Apr21			OntarioLearn	\$407.55
11551		Mar2	Jun8			OntarioLearn	\$407.55

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
11355		Jan13	Apr21			OntarioLearn	\$385.55

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
11360		Jan13	Apr21			OntarioLearn	\$385.55

Co-dependency as an Addiction**PSYC10008 (E)**

Examine the personalities of abusers and those who are abused and discover 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
11324		Jan13	Apr21			OntarioLearn	\$407.55

Cults and Terrorism**SSCI10006 (E)**

Examine conformity issues surrounding religious fundamentalism, sects, cults, and terrorist groups. Explore reasons people join, and why they may have difficulty leaving, society's role in supporting cultic groups and strategies for protecting individuals and vulnerable populations.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11552		Mar2	Jun8			OntarioLearn	\$407.55

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
11323		Jan13	Apr21			OntarioLearn	\$407.55

**Diversity and Intercultural Relations****NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**

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.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/diversity

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 Sociology 1	42
SSCISS288 Contemporary Social Problems-Police Foundations	48

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
11184		Jan13	Apr21			OntarioLearn	\$385.38

Diversity and First Nations**SSCI10017**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11070		Jan13	Apr21			OntarioLearn	\$385.38

Introduction to Racism and Discrimination**SSCI10026 (E)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11245		Jan13	Apr21			OntarioLearn	\$385.38

Sociology 1**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
11340		Jan8	Apr9			eLearn	\$310.38
11869	MO	Jan12	Apr6	6:00-9:30	12	Classroom (FF)	\$342.30

Contemporary Social Problems-Police Foundations **SSCISS288**

Current social science paradigms and theories are used as a framework for analysis of contemporary social issues relevant to vocations in police services. You will explore how individual behaviours collectively create social issues. Topics include crime, violence, abuse, social stratification, ageism, and racism. Prerequisite: Sociology 1 (SSCISS108).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11954		Jan13	Apr21			OntarioLearn	\$426.27

**Early Childhood Education Diploma (213)****ONTARIO COLLEGE DIPLOMA****Graduation Requirement: 22 courses**

Complete your ECE Diploma part-time in as little as two years! 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.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ece

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- Applicants apply by August 1st for a September start each year.
- 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.

PROGRAM OF STUDIES

Refer to website for course descriptions and program completion plan.

Mandatory Courses:		Hours
EDUC10074	Infant and Toddler Learning Environment	42
EDUCEC115	Learning Environment 1	42
EDUCEC121	Child Development & Behaviour 1	42
EDUCEC215	Learning Environment 2	42
EDUCEC221	Child Development & Behaviour 2	42
EDUCEC301	Inclusion in the ECE Classroom	42
WORKEC298	Seminar & Field Placement 1	86
WORKEC299	Seminar & Field Placement 2	336
COMMLL041	Communication	42
OPELXXXX	General Education Option	42
HLTHEC101	Health, Safety & Nutrition	42
EDUCEC128	Parent Teacher Child Relationship 1	42
EDUCEC323	ECE Curriculum 1	42
EDUCEC129	Family Dynamics	42
EDUCEC228	Parent Teacher Child Relationship 2	42
EDUCEC423	ECE Curriculum 2	42
EDUCEC428	Issues in ECE	35
WORKEC398	Seminar & Field Placement 3	336
WORKEC399	Seminar & Field Placement 4	224
EDUCEC420	Parents as Partners	42
EDUCEC332	Supervision And Administration	35
OPELXXXXZ	General Education Option	42

Learning Environment 2 EDUCEC215 (SA)

Focus on the importance of play and children's interests as key components of effective learning environments. Develop advanced skills in planning developmentally appropriate interactive curriculum for children. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11650	TH	Jan15	Apr16	6:30-9:30	14	Blended (FF)	\$342.30

Child Development & Behaviour 2 EDUCEC221 (SA)

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. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11658	TU	Jan13	Apr14	6:30-9:30	14	Blended (FF)	\$342.30

Parent Teacher Child Relationship 2 EDUCEC228 (SA)

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. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11659	MO	Jan12	Apr13	6:30-9:30	14	Blended (FF)	\$342.30

Children with Special Needs EDUC10084 (SA)

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 ECE (EDUCEC301). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12054		Jan13	Apr21			OntarioLearn	\$426.27

ECE Curriculum 2 EDUCEC423 (SA)

Co-plan curriculum to support the interests and intelligences of children, based on documentation. Explore the impact of personal philosophy on curriculum design. Blended delivery: 30 hours in class and 12 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11651	WE	Jan14	Apr15	6:30-9:00	14	Blended (FF)	\$342.30

Issues In ECE EDUCEC428 (SA)

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
11810		Jan13	Apr21			OntarioLearn	\$311.65


Early Childhood Education - Leadership and Administration Certificate (932)
MOHAWK COLLEGE CERTIFICATE**Graduation Requirement 6 courses**

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.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eceleadershipadmin

Admission Requirements

- An ECE Diploma or recognized equivalent.
- Apply by December 1.

ECE Leadership Development EDUC10080 (SA)

Demonstrate leadership qualities and skills with an emphasis on coaching, mentoring, conflict management, team building, motivation, and professional ethics in the early learning and care community. Blended delivery: 21 hours in class and 21 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11934	MO	Jan12	Apr13	6:30-9:30	14	Blended (FF)	\$342.30

ECE-Family Engagement EDUC10081 (SA)

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. Blended Delivery: 21 hrs in class and 21 hrs online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11958	TU	Jan13	Apr14	6:30-9:30	14	Blended (FF)	\$342.30

Early Childhood Education Resource Consulting Certificate (956)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

A Post-diploma certificate providing ECE graduates with training to work with children with special needs. Focus on integration and programming for individuals and groups. Graduates will be qualified to become Resource Teachers as defined by the Day Nurseries Act.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eceresourceteacher

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- An ECE Diploma or recognized equivalent.

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

Working With Families

HMNSRT031 (SA)

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. Blended delivery: 21 hours in-class, remaining 21 hours online via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11672	TU	Jan13	Apr14	6:30-9:30	14	Blended (FF)	\$342.30

Individual Developmental Planning 2

HMNSRT041 (SA)

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
11957		Jan12	Apr13			eLearn	\$310.38

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: WORKRT011.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11693		Jan12	Apr6			FieldWork	\$529.10

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: WORKRT041 & WORKRT021.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11694		Jan12	Apr6			FieldWork	\$529.10

Educational Support Diploma (747)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 26 courses

Complete your diploma online! Obtain the knowledge, skills and aptitudes to work with and support children with special needs in an educational environment.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/es

Admission Requirements

- Courses are restricted to those who have applied and been accepted. Refer to website for application form and acceptance timelines.
- Grade 12 English and Grade 10 Math (70% guideline).
- Current volunteer experience with two letters of recommendation on school letterhead.
- Potential students may complete Psychology, Communications, Mathematics and general electives prior to being accepted.
- A criminal background check is required for placement.
- First aid and crisis intervention training are strongly recommended

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
EDUCEDE14	Foundations of Education	42
EDUCEDE17	Personal and Interpersonal Dynamics	42
EDUCEDE19	Computers in Education	42
MATH10038	Mathematics	42
EDUC10075	Practicum Preparation 1	42
PSYCSS156	Introductory Psychology	42
EDUC10002	Cultural Diversity In An Educational Setting	42
SAFE10004	Safety In An Educational Setting	42
EDUC10040	Total Communication Part 1	42
EDUCEDE22	Exceptionalities 1	42
EDUC10085	Practicum 2	132
EDUC10041	Total Communication Part 2	42
PSYCSS271	Developmental Psychology	42
COMP10006	Adaptive Computer Technology in Education	42
EDUCEDE23	Exceptionalities 2	42
EDUC10086	Practicum 3	132
EDUCEDE21	Classroom Skills	42
EDUC10001	Autism Spectrum Disorder-Assist Student Devel	42
EDUC10004	Learning Strategies	42
EDUCEDE26	Exceptionalities 3	42
EDUC10087	Practicum 4	132
EDUC10037	Life Skills and Job Coaching	42
1 Communications course (COMMLL041 or COMM11040)		
3 General Education courses		

Foundations of Education **EDUCEDE14 (SA)**

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
11389		Jan13	Apr21			OntarioLearn	\$363.38

Personal And Interpersonal Dynamics **EDUCEDE17 (SA)**

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. Prerequisites: SAFE10004 and EDUCEDE14.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11003		Jan13	Apr21			OntarioLearn	\$363.38

Computers In Education **EDUCEDE19 (SA)**

Learn to use Ministry of Education Software and other programs to enhance skills in working with exceptional learners. Keyboarding and computer skills required. Prerequisites: SAFE10004, EDUCEDE14-17. Access to Ministry software is recommended - advisable to be completing a placement concurrently.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11081		Jan13	Apr21			OntarioLearn	\$363.38

Mathematics **MATH10038**

Review basic math with a focus on the 5 strands identified by the Ontario Ministry of Education in the Ontario Curriculum. Topics include Number Sense and Numeration; Measurement; Geometry; Patterning and Algebra; and Data Management and Probability.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11216		Jan13	Apr21			OntarioLearn	\$363.38

Practicum Preparation 1 **EDUC10075 (SA)**

Prepare for field placement, with emphasis on the Educational Assistant's role, collaboration with other professionals, and requirements for participating in the practicum. Equivalent to: EDUCEDE15. Prerequisites: EDUCEDE14 and SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11212		Jan13	Apr21			OntarioLearn	\$363.38

Cultural Diversity In An Educational Setting **EDUC10002 (SA)**

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
11240		Jan13	Apr21			OntarioLearn	\$363.38

Safety In An Educational Setting **SAFE10004 (SA)**

Examine safety issues associated with physical care, coping with behavioural challenges, physical restraint, handling medical conditions, legislative requirements and WHMIS. You must complete this course before registering for a placement.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11090		Jan13	Apr21			OntarioLearn	\$363.38

Total Communication Part 1 **EDUC10040 (SA)**

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
11241		Jan13	Apr21			OntarioLearn	\$363.38

Exceptionalities 1 **EDUCEDE22 (SA)**

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: SAFE10004, EDUCEDE14, EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11082		Jan13	Apr21			OntarioLearn	\$363.38

Practicum 2 **EDUC10085 (SA)**

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. Prerequisite: EDUC10075. Equivalent to: EDUCEDE16.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11786		Jan13	Apr21			OntarioLearn	\$493.31

Total Communication Part 2 **EDUC10041 (SA)**

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
11333		Jan13	Apr21			OntarioLearn	\$363.38

Adaptive Computer Technology in Education **COMP10006 (SA)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11174		Jan13	Apr21			OntarioLearn	\$363.38

Exceptionalities 2 **EDUCEDE23 (SA)**

Discuss the types of communications exceptionalities and their implications for students. Integrate previous learning on behaviour management and other aspects of communications. Prerequisites: SAFE10004, EDUCEDE14-22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11280		Jan13	Apr21			OntarioLearn	\$363.38

Practicum 3 **EDUCEDE24 (SA)**

Under the direction of a teacher, demonstrate capability in assisting students with three types of exceptionalities e.g. behavioural, communications, autism, intellectual/developmentally delayed, physical and/or multiple exceptionalities. Placement packages are available online once registered. Students may NOT begin placement until package is submitted and approved. Prerequisite: EDUCEDE16. Corequisite: EDUCEDE26. Equivalent to: EDUC10086.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12681		Jan13	Apr21			OntarioLearn	\$493.31

Classroom Skills **EDUCEDE21 (SA)**

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: SAFE10004, EDUCEDE14, and EDUCEDE17.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11080		Jan13	Apr21			OntarioLearn	\$363.38

Autism Spectrum Disorder- Assisting Student Development **EDUC10001 (SA)**

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. Prerequisites: SAFE10004, EDUCEDE14,17,19,21-23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11097		Jan13	Apr21			OntarioLearn	\$363.38

Learning Strategies **EDUC10004 (E) (SA)**

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11180		Jan13	Apr21			OntarioLearn	\$363.38

Exceptionalities 3**EDUCEDE26 (SA)**

"Intellectually Challenged" will describe intellectual challenges, team roles, expectations, skills & supports for intellectually challenged individuals. "Physically Challenged" will describe various types of physical challenges and how to effectively assist physically challenged students. "Multiple Challenged" will describe multiple challenges, roles, exceptions, skills and supports for multiple challenged individuals. Prerequisites: EDUCEDE14-23, SAFE10004.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11091		Jan13	Apr21			OntarioLearn	\$363.38

Practicum 4**EDUCEDE25 (SA)**

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. Prerequisites: SAFE10004, EDUCEDE14,15,16,17 and 24. Equivalent to: EDUC10087.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12682		Jan13	Apr21			OntarioLearn	\$493.31

Lifeskills and Job Coaching**EDUC10037 (SA)**

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
11384		Jan13	Apr21			OntarioLearn	\$363.38

**Event Management Certificate (440)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 14 courses**

A post-diploma certificate for event organizers who wish to enhance their skills. Focus on practical training for planning, promoting and executing events in the private and public sectors.

Questions?

Call: 905-575-1212 ext. 4536

Email: leah.maccharles@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eventmanagement

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HOSP10027 The Event Management Professional	42
HOSP10028 Event Design, Concepts and Productions	42
HOSP10029 Event Marketing and Promotion	42
HOSP10030 Tourism and Hospitality Management	42
MGMT10119 Project Management for Special Events	56
HOSP10031 Field Study 1	60
HOSP10034 Logistics, Risk Management and Operations	42
HOSP10035 Operations, Finance and Revenue Management	42
HOSP10036 Human Resources & Volunteer Management	42
HOSP10038 Fundraising and Sponsorship	42
HOSP10037 Social Media and Web Design	56
HOSP10039 Field Study 2	60
Option Group 1 - Choose 1:	
PLAN10016 Wedding Planning	36
PLAN10017 Convention & Meeting Planning	36
Option Group 2 - Choose 1:	
HOSP10033 Independent Study	36
HOSP10032 Public Relations	36

Students interested in taking this program on a part-time basis should contact the program manager.

In progress students from Event Planning Techniques (122) should contact the Program Manager for completion planning.

Public Relations**HOSP10032 (SA)**

Explore strategies for developing internal and external communication programs and writing supporting communication material, business presentations and website content. Blended delivery: some weekends will require in-class activity.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11868	SA	Jan10	Apr18	9:00-4:00	15	Blended (FF)	\$293.40

Logistics, Risk Management and Operations HOSP10034 (SA)

Acquire the practical "hands on" training necessary for the onsite success and execution of a special event. Areas of focus will include liability, risk and facility management, venue selection and site layout, legalities/permits, policies and procedures, registration, parking and traffic, waste management and greening strategies. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11847	TH	Jan8	Apr16	6:00-8:00	15	Blended (FF)	\$342.30

Operations, Finance and Revenue Management HOSP10035 (SA)

Learn how to develop and manage a budget, applying accounting principles as they relate to the Special Events Industry. Gain insight into the process of developing and interpreting financial statements, cost control strategies, revenue generation, cash flow management and financial trends of the industry. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11850	TU	Jan13	Apr21	4:00-6:00	15	Blended (FF)	\$342.30

Human Resources & Volunteer Management HOSP10036 (SA)

Develop your personal leadership approach to successfully plan and deliver any event. Employ principles and techniques of Human Resources in the role of an event manager. Discover best practices in recruitment, training, supervision, evaluation, and recognition for the distinctly unique roles of paid staff versus dedicated volunteers. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11852	TU	Jan13	Apr21	6:00-8:00	15	Blended (FF)	\$342.30

Social Media and Web Design NEW!**HOSP10037**

Social Media will involve the study of strategic communication principles and integration of using tools such as blogging, podcasting, YouTube, Facebook, Pinterest and Twitter. Learn to develop, implement and measure the success of website design.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11961		Jan7	Apr15			eLearn	\$401.19

Fundraising and Sponsorship**HOSP10038 (SA)**

Assist the student in learning the essential components of dealing professionally and positively within the community on behalf of the organization or event. Special attention will be given to the creation of a professional sponsorship package. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11855	TH	Jan8	Apr16	4:00-6:00	15	Blended (FF)	\$342.30

Principles of Convention and Meeting Planning RECL10030

Investigate the essentials of meeting planning, with emphasis on key functional responsibilities and potential pitfalls. Topics include site selection, negotiation, program planning and design, and food and beverage arrangements. Equivalent to: TRVLT1415.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11110		Jan13	Apr21			OntarioLearn	\$341.04

Fitness Leadership (YWCA)

Co-ed fitness courses that prepare students for certification with the Ontario Fitness Council and/or Certified Professional Trainers Network. Winter 2015 offers a fast track for Personal Training certification. Contact Program Manager for details.

Questions?

Call: 905-575-1212 ext.3244 or 905-522-9922 ext. 118
Email: cehumserv@mohawkcollege.ca or deanna.lawson-langford@mohawkcollege.ca

Fitness Theory

HLTHF001

Step 1 towards personal training and/or group fitness instructor certification. Study basic anatomy, movement mechanics, and physiology of exercise, principles of training and basic nutrition. Benefits those working towards certification or with a general interest in fitness. Prerequisite for HLTHF003 and HLTHF004. Manual fee of \$56.50 required, to be paid by cheque in week 1. 7 Mondays and 2 Sundays (Jan 25 & Feb 22).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11830	MO SU	Jan12 Mar2		7:00-10:30 9:00-4:30	9	Classroom (FF)	\$453.79

Personal Trainer Module

HLTHF004

Step 2 of certification. Prepare for a Certified Professional Trainer Network, Personal Trainer certification. Study advanced anatomy, exercise physiology, biomechanics, periodized program design, as well as consulting skills and the business aspects of personal training. Separate manual/membership fee applies, to be discussed in week 1. Prerequisite: HLTHF001. 9 Wednesdays and 2 Sundays (Apr 19 & May 3)

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11832	WE SU	Mar25 May20		7:00-10:30 9:00-4:00	11	Classroom (FF)	\$501.06

A Q Fundamentals of Correctional Practices

NEW

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 6 courses

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.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244
Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/correctional

PROGRAM OF STUDIES

Mandatory Courses:		Hours
LAWS10152	Penology	30
LAWSPF111	Canadian Criminal Justice System	42
SAFE10091	Safe and Secure Environments	30
SSCISS281	Criminology - Police Foundations	30
Options - Choose 2		
LAWS10151	Correctional Practices	30
LAWSPF305	Youth in Conflict With The Law	42
PSYC10026	Special Populations 1	30
PSYCSS021	World of Abnormal Psychology	30

Penology **NEW!**

LAWS10152

An historical overview 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. Federal correctional facilities are visited within the context of this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11915		Jan13	Apr21			OntarioLearn	\$296.70

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
11944		Jan13	Apr21			OntarioLearn	\$385.38

Safe and Secure Environments **NEW!**

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. Designed as an introductory module to establish a knowledge foundation for subsequent applications of security skills.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11916		Jan13	Apr21			OntarioLearn	\$296.70

Criminology - Police Foundations

SSCISS281

Examine various theoretical explanations of criminal and deviant behaviour. Relate criminology theory to various types of criminal activity. Examine the reality of crime in Canada through crime statistics and correlations of criminal behaviour and discuss the impact of theory on the criminal justice system. Equivalent to: Crime & Society (SSCI10020).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11361		Jan13	Apr21			OntarioLearn	\$296.70

Correctional Practices **NEW!**

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
11923		Jan13	Apr21			OntarioLearn	\$296.70

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
11953		Jan13	Apr21			OntarioLearn	\$385.38

Special Populations I **NEW!**

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
11907		Jan13	Apr21			OntarioLearn	\$296.70

World Of Abnormal Psychology

PSYC5021 (E)

Emphasis is on the study of the signs and symptoms of the major mental illnesses, including bipolar disorder, major depression, schizophrenia, and personality disorders. There will also be discussions about eating and sleeping disorders, stress and post-traumatic stress disorder. Equivalent to: Psychology of Adjustment 2 (PSYC5233). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11339		Jan13	Apr21			OntarioLearn	\$407.55
11431		Feb2	May11			OntarioLearn	\$407.55
11041		Mar2	Jun8			OntarioLearn	\$407.55

Fundraising/Development Associate Certificate (128)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Program 128, Fundraising Development Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Labour Studies Certificate (139)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 9 courses

Offered in partnership with the Solidarity Place Worker Education Centre.

Questions?

Call: Pat MacDonald, Associate Dean 905-575-2404

Email: pat.macdonald@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/labourstudies

Labour Studies in Occupational Health and Safety Certificate (140)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Offered in partnership with the Solidarity Place Worker Education Center.

Questions?

Call: Pat MacDonald, Associate Dean 905-575-2404

Email: pat.macdonald@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/labourstudiesohs

Leadership and Management in the Not-for-Profit Sector Certificate (947)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Program 947, Leadership and Management in the Not-For-Profit Sector, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Workers and Community: Making the Connection
19001 Jan8 Apr9

LABR10096
OntarioLearn \$332.55



Library and Information Technician Diploma (800)

ONTARIO COLLEGE DIPLOMA

Graduation Requirement: 28 courses

Prepare for employment in academic, public, school and special libraries and other information service settings. Through a carefully designed course of study that combines theory and hands-on practice, participants learn to acquire, organize, retrieve, produce, and disseminate information in print and electronic formats.

Questions?

Call: 905-575-2703 or 905-575-2309

Email: disted@mohawkcollege.ca or dolores.harmspinner@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/library

Admission Requirements

- Ontario Secondary School Diploma (OSSD), general or advanced level, or equivalent, or mature student status
- A pass standing in grade 12 English at the general level, or equivalent.
- Library or related experience is strongly recommended.

PROGRAM OF STUDIES

The student workload for each course is 10-15 hours per week.

Mandatory Courses:		Hours
LIBRLT110	Intro to Libraries and the Information Industry	39
INFO10172	Information Technology for Library Technicians	39
INFOLT402	Electronic Publ & 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	39
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 & Budgeting	18
COMP10136	Computers 1 - Introduction to	42
WORKLT290	Field Work 1	105
WORKLT490	Field Work 2	105
1 Communications course		
1 Literature course		
2 General Education courses		
Options - Choose 4:		
LIBRLT385	Children's Services and Issues	36
OADMRL100	Records & Info Management Fundamentals	39
LIBRRM103	Archives	39
COMMLT225	Genre Fiction & Readers' Advisory Service	36
LIBR10002	Government Information	36
LIBRLT403	Special Libraries	39

LIBRLT335	Multimedia	36
LIBRLT405	Law Libraries and Legal Research	36
LIBRLT375	School Libraries	39
LIBR10004	Health Libraries and Resources	36
LIBR10034	Youth Services and Issues	36
LIBR10035	Introduction to Metadata & Metadata Applications	36
LIBR10036	Strategies for Instruction for Library Technicians	36

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

Introduction to Libraries and the Information Industry LIBRLT110

Analyze the role of libraries in an information society, with emphasis on access to information, the organization and services of different types of libraries, and the roles of participants in the information industry. Prerequisite: You must satisfy the Program Admission Requirements.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11351		Jan13	Apr21			OntarioLearn	\$341.21

Information Technology for Library Technicians INFO10172

Focus on various types of information technology used in the library setting including mobile devices, e-readers, playaways, iPads and tablets, QR codes and various software and applications. Access to a current mobile device equipped with a built-in camera, and capable of downloading an app to allow capture of a QR code is required. Equivalent to: INFOLT390.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11205		Jan13	Apr21			OntarioLearn	\$341.21

Electronic Publishing and Emerging Library Technologies INFO10172

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11425		Jan13	Apr21			OntarioLearn	\$319.04

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
11208		Jan13	Apr21			OntarioLearn	\$341.21

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
11224		Jan13	Apr21			OntarioLearn	\$341.21

Reference Services and Sources LIBR10045

Focus on reference services and resources used to answer information queries from library customers. Compare and evaluate traditional and emerging reference resources and apply online search skills to effectively answer typical customer queries. Equivalent to: LIBRLT425. Prerequisite: LIBR10044.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11103		Jan13	Apr21			OntarioLearn	\$341.21

Library Programming, Marketing and Advocacy LIBR10040

Examine vital client service skills including program planning, outreach, public relations, marketing, and partnerships. Equivalent to: LIBRLT435. Prerequisites: LIBRLT220 or LIBR10041.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11207		Jan13	Apr21			OntarioLearn	\$319.04

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. Equivalent to: LIBRLT302. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11204		Jan13	Apr21			OntarioLearn	\$329.04

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
11223		Jan13	Apr21			OntarioLearn	\$319.04

Library Classification LIBR10039

Study the principles of classification. Learn to use the Dewey Decimal Classification scheme and Library of Congress Classification scheme. Explore issues related to the process of classifying library materials. Equivalent to: LIBRLT320. Prerequisites: LIBRLT305 or LIBR10043.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11206		Jan13	Apr21			OntarioLearn	\$351.21

Indexing and Subject Analysis LIBR10038

Study the principles of indexing including abstracts, indexing types and rules, and subject analysis. Equivalent to: LIBRLT325. Prerequisites: LIBRLT320 or LIBR10039.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11209		Jan13	Apr21			OntarioLearn	\$329.04

Database Design For Information Workers INFO10172

Examine the role of relational databases in library and information work. Learn to create a database, enter and edit records, search for information and create simple reports. MS Access 2013 required. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156) or Intro to Computers 1 (COMP10136). This course is taught in an ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11260		Jan13	Mar3			OntarioLearn	\$208.19

Serials LIBR10041

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
11015		Jan13	Apr21			OntarioLearn	\$186.02

Acquisitions LIBR10041

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
11001		Jan13	Apr21			OntarioLearn	\$319.04

Circulation and Inter Library Loan LIBR10037

Explore circulation basics for libraries and information services. Topics include inventory control and inter-library loan and document supply. Equivalent to: LIBRLT215. Prerequisite: LIBRLT110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11522		Jan13	Apr21			OntarioLearn	\$319.04

Human Relations and Supervision HRESLT150

Learn to apply the basic principles of effective supervision including planning, recruitment, selection, training, motivation, delegation and time management in a library environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11127		Jan13	Apr21			OntarioLearn	\$319.04

Library Financial Management and Budgeting MGMT10041

Discuss financial management concepts relating to libraries, with a focus on budgets, financial statements, library funding and strategic planning. Learn to use basic financial information to set goals and objectives. MS Excel software required. Prerequisites: LIBRLT110 and INFO10156 or COMP10136. This course is taught in ACCELERATED format.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11002		Jan13	Mar3			OntarioLearn	\$186.02

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
11885		Jan13	Apr21			OntarioLearn	\$319.04

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
11881		Jan13	Apr21			OntarioLearn	\$319.04

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
11884		Jan13	Apr21			OntarioLearn	\$319.04

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
11525		Jan13	Apr21			OntarioLearn	\$341.21

Youth Services and Issues LIBR10034

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11877		Jan13	Apr21			OntarioLearn	\$319.04

Health Libraries and Resources LIBR10004

Learn about key health information resources in all formats and identify the features and issues of different types of health libraries. Develop skills in searching the major indexes, electronic databases and the World Wide Web to find quality information to meet the reference needs of your varied clients. Prerequisite: LIBRLT425 or LIBR10045.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11875		Jan13	Apr21			OntarioLearn	\$319.04

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: Electronic Publishing and Emerging Library Technologies (INFOLT402) and Serials (LIBRLT351) and Descriptive & Access Cataloguing II (LIBRLT305) or Resource Description and Access II (LIBR10043).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11878		Jan13	Apr21			OntarioLearn	\$319.04

Introduction to Computer 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. Microsoft Works is NOT acceptable for this course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11215		Jan13	Apr21			OntarioLearn	\$385.38
11039		Feb2	May11			OntarioLearn	\$385.38
11040		Mar2	Jun8			OntarioLearn	\$385.38

Field Work 1 WORKLT290 (SA)

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: INFOLT390 or INFO10172, LIBRLT420 or LIBR10044, LIBRLT320 or LIBR10039 and LIBRLT215 or LIBR10037.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11272		Jan13	Apr21			OntarioLearn	\$157.63
11316		Feb2	May11			OntarioLearn	\$157.63
11317		Mar2	Jun8			OntarioLearn	\$157.63

Field Work 2 WORKLT490 (SA)

The goal of field work is to broaden your educational experience to include the varied services of different types of libraries. Supervised experience in libraries is essential in the development of library skills. Before registering, and to obtain important information, visit ce.mohawkcollege.ca/library. Prerequisites: WORKLT290, INFOLT402, LIBRLT435 or LIBR10040, INFOLT340, LIBRLT350, LIBRLT351, HRESLT150 and LIBRLT325 or LIBR10038.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11330		Jan13	Apr21			OntarioLearn	\$157.63
11318		Feb2	May11			OntarioLearn	\$157.63
11319		Mar2	Jun8			OntarioLearn	\$157.63

Mourning, Grief and Bereavement**NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 6 courses**

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.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumerv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mourning

PROGRAM OF STUDIES

Mandatory Courses:	Hours
PSCY10021 Thanatology	36
PSCY10022 Religious beliefs, traditions and customs of death	36
PSYC10023 Mourning, Grief and Bereavement	36
PSCY10024 Coping with Death: Counselling, Support and Alternative Therapies	36
PSCY10025 Learning from Death and Dying	36
PSYC10017 Death and Dying in Crisis Intervention	30

Thanatology NEW!

Thanatology is the study of death and dying. Develop an understanding of the broad, interdisciplinary nature of thanatology and explore personal attitudes and experiences of death. Current issues and topics such as near death experiences, death in the arts and media, and the business of the funeral industry will also be explored.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11912		Jan13	Apr21			OntarioLearn	\$341.04

Religious beliefs, traditions and customs of death NEW!

Explore attitudes towards death and the death rituals and ceremonies of world religious traditions including Hinduism, Judaism, Christianity, Islam and Buddhism. Understand religious attitudes and beliefs concerning immortality and life after death.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11906		Jan13	Apr21			OntarioLearn	\$341.04

Mourning, Grief and Bereavement NEW!

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
11908		Jan13	Apr21			OntarioLearn	\$341.04

Coping with Death: Counselling, Support and Alternative Therapies NEW!

Discover various coping strategies for individuals experiencing grief and loss. Examine the mourning process, survey different counseling 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
11910		Jan13	Apr21			OntarioLearn	\$341.04

Learning from Death and Dying NEW!

In this capstone course, develop an understanding of the role of death and dying and grief and bereavement in modern society. 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
11911		Jan13	Apr21			OntarioLearn	\$341.04

Death and Dying in Crisis Intervention

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
11063		Jan13	Apr21			OntarioLearn	\$296.70

PSYC10021**Records and Information Management Certificate (810)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

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.

Questions?

Call: 905-575-2703 or 905-575-2309

Email: disted@mohawkcollege.ca or dolores.harmspinner@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/recordsmanagement

Admission Requirements

- A pass standing in grade 12 English at the general level, or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
OADM100	Records and Info Management Fundamentals	39
OADM101	Active Records Management	39
GRAP102	Document Management Technology	39
LIBR103	Archives	39
Options - Choose 1:		
COMML122	Research and Reporting-Lgs	42
COMM10027	Organizational Business Communications	
Options - Choose 1:		
INFO10095	MS Office 2007	42
COMP10166	Microsoft Office 2013	42

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

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
11492		Jan13	Apr21			OntarioLearn	\$341.21

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
11691		Jan13	Apr21			OntarioLearn	\$341.21

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
11837		Jan13	Apr21			OntarioLearn	\$341.21

Archives**LIBRRM103**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11102		Jan13	Apr21			OntarioLearn	\$341.21

**Retirement Communities****NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 7 courses**

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

- Background in the following subject areas is strongly recommended: Health Science/Community Services Food and Nutrition Management; Recreation and Leisure; Hospitality and Tourism (focus in Accommodation or Food and Beverage); Business Administration; and/or have relevant management experience.

Questions?

Call: 905-575-2706

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/longtermcaremgt

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HLTH10110 Operational Overview in Long-term Care	42
BUSN10093 Sales & 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
TBA Healthy Adult Aging	

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
11417		Jan13	Apr21			OntarioLearn	\$385.38

Sales and Marketing in Long Term Care Management**BUSN10093**

Explore consumer-based services marketing and sales in the Long Term Care and Retirement Communities industry. Focus on consumer behavior, marketing plan, market segmentation, the marketing mix, and sales principles. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11301		Jan13	Apr21			OntarioLearn	\$385.38

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
11195		Jan13	Apr21			OntarioLearn	\$385.38

Resident Centred Care**HLTH10108**

Analyze various issues in resident centered care, including current changes in health delivery, organizational structures and operational management and implications for nursing practice. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11414		Jan13	Apr21			OntarioLearn	\$385.38

Food Nutrition & Hospitality Management for Retirement**HLTH10109**

Investigate nutrition for seniors, with emphasis on health and wellbeing, food service, MOH dietary standards, and organizational, team building and communication skills. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11415		Jan13	Apr21			OntarioLearn	\$385.38

HR and Labour Relations in Retirement Communities Management**HRES10020**

Examine the human resources framework with emphasis on obtaining and retaining competent employees. Topics include compensation and benefits, the Human Rights Code and other relevant legislation, and collective agreements. Prerequisite: HLTH10110.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11302		Jan13	Apr21			OntarioLearn	\$385.38

**School Based Support****NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 3 courses**

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.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/sbs

Admission Requirements

- Child and Youth Worker Advanced Diploma (in-progress or completed)
- Applicants interested in program should contact us by email

PROGRAM OF STUDIES

Mandatory Courses:	Hours
EDUC10001 Autism Spectrum Disorder- Assisting Student Development	42
EDUC10004 Learning Strategies	42
COMP10006 Adaptive Computer Technology in Education	42

Autism Spectrum Disorder- Assisting Student Development **EDUC10001 (SA)**

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. Prerequisites: SAFE10004, EDUCUDE14,17,19,21-23.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11097		Jan13	Apr21			OntarioLearn	\$363.38

Learning Strategies **EDUC10004 (E) (SA)**

Help your students learn more effectively. Develop understanding of how we learn, remember, and solve problems. Learn to identify learning needs, and apply various strategies to support learning.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11180		Jan13	Apr21			OntarioLearn	\$363.38

Adaptive Computer Technology in Education **COMP10006 (SA)**

Learn to use adaptive technology to assist special needs children. NOTE: You must have experience in Word, Excel, PowerPoint and Internet search techniques. Prerequisite: EDUCUDE19.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11174		Jan13	Apr21			OntarioLearn	\$363.38

Social Service Worker Diploma (215)

ONTARIO COLLEGE DIPLOMA

This part-time program (offered in the evening) has been designed to meet the needs of students who wish to pursue a career as a social service worker or who are already working in the field and need to obtain a recognized credential. It is identical to the full-time program which is offered during the day. Note that courses are generally scheduled in the evenings but students are usually required to complete field placement hours during the day.

The curriculum has been designed to develop the skills and knowledge that graduates need to assist individuals and families work through various types of challenges and enjoy more stable and fulfilling lives. Course work includes topics such as social work history and ethics, advocacy skills and crisis intervention. Students will also develop skills in the following competencies: interviewing, counselling, case management and documentation.

Incoming new students are encouraged to complete 3 courses each term in addition to field placements. By doing so, students may be able to graduate in as little as 3 years.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/socialserviceworker

Admission Requirements

- Courses are restricted to those who have applied and been accepted.
- An Ontario Secondary School Diploma with a minimum of 70% in grade 12 English (guideline) or equivalent.
- 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.
- Application Form Online.

Crisis Intervention	HMNSSO231 (SA)
19031 WE Jan7 Apr15 1:00-3:00 15 Classroom (FF)	\$228.20
Field Placement and Seminar 3	WORK10007 (SA)
19015 Jan12 Apr6 FieldWork	\$803.50
Field Placement 4 (P-T)	WORKSOD21 (SA)
19014 Jan12 Apr6 FieldWork	\$466.70

PROGRAM OF STUDIES

Refer to website for a full list of courses and program progression.

Mandatory Courses:	Hours
HMNS10100 Intro to Social Service Worker	42
HMNS10101 Community Awareness & Field Placement Prep	42
SSCI10047 Sociology for SSW	42
COMMSO226 Interviewing Skills	42
HMNSSO127 Intro to Group Dynamics	42
HIST10015 The History & Ethics of Social Work	28
COMMLL041 Communication	42
COMM10260 Case Management & Documentation	42
OPELXXXXX General Education Option 1	42
CREDSO123 Professional Development	28
HMNSSO230 SSW Advanced Interviewing Skills	28
HMNSSO232 Privilege & Oppression	28
PSYCSS156 Intro to Psychology	42
WORK10005 Field Placement & Seminar 1	210
HMNS10098 Advocacy for SSW	28
HMNS10097 SSW Methods of Intervention	42
WORK10006 Field Placement & Seminar 2	210
HMNS10099 Working for Children & Adolescents	28
PSYCSS233 Psychology of Adjustment 2	42
OPELXXXXZ General Education Option 2	42
LAWS10112 Social Policy & Law	28
HMNS10096 Issues Related to Family	28
HMNSSO231 Crisis Intervention	28
WORK10007 Field Placement & Seminar 3	210
HMNSSO434 Practice in Organizations	28
HMNS10095 SSW Community Change	28

Interviewing Skills **COMMSO226 (SA)**

Year 1 & 2. 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. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11688	TU	Jan13	Apr7	6:15-9:30	13	Blended (FF)	\$342.30

SSW Community Change **HMNS10095 (SA)**

Year 3 and 4. Introduces the community change process and explains how social work organizations play a vital role in it. Emphasis will be on community change and the relationship between the elements of an organization and the process of change. Please note that the last class will only be for one hour. Equivalent to: HMNSSO433 (Community Change).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11818	TH	Jan15	Mar12	6:15-9:30	9	Classroom (FF)	\$228.20

Working with Children & Adolescents **HMNS10099 (SA)**

Year 3 & 4. Understand the needs of families with infants, children and adolescent members. Students will develop intervention strategies with a particular focus on disadvantaged families, parenting and child welfare concerns and reporting guidelines. Students will identify the challenges and changes of adolescence and will develop comprehensive intervention strategies to assist teenagers. Blended delivery. Equivalent: HMNSSO332 Techniques Intervention I.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11816	MO	Jan12	Mar9	6:15-9:30	9	Blended (FF)	\$228.20

Community Awareness and Field Placement Preparation

HMNS10101 (SA)

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
11827	TH	Jan15	Apr9	6:15-9:30	13	Classroom (FF)	\$342.30

Introduction To Group Dynamics

HMNSO127 (SA)

Year 1 & 2. Explore the stages of group development, communication patterns & interpersonal dynamics in small groups. Participate in small groups as a forum for exploring, communication, interpersonal dynamics and the role of an SSW. Blended delivery.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11692	WE	Jan14	Apr8	6:15-9:30	13	Blended (FF)	\$342.30



Solution Focused Skills

NEW

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

The Solution Focused Approach is a strengths-based approach used as an alternative to the traditional problem-solving approach to therapy. The belief is that by focusing attention on solutions rather than problems people are more likely to achieve realistic and positive goals in shorter periods of time. Through group work, case studies, demonstrations, practice and direct supervision, this program offers participants the practical skill set to apply the Solution Focused Approach in a variety of settings such as teaching, childcare, healthcare, management, supervision as well as counseling and therapy.

Questions?

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:	Hours
COUN10009 Strengths Based Communication	42
TBA Solution Focused Foundations	42
TBA Solution Focused Advanced Skills	42

Strengths Based Communication **NEW!**

COUN10009

The ability to have positive and helpful interactions in one-on-one conversations, teams, supervision and groups is key to developing rich and meaningful relationships in work and personal lives. Learn how to listen, identify and reflect back what is really working for people in order to amplify feelings of hope, optimism and inspiration.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12000	TH	Jan15	Apr9	6:15-9:30	13	Classroom (FF)	\$342.30



Teaching the Adult Learner Certificate (129)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Intended for individuals wanting to teach adults in various environments such as in education or in the workplace, or 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.

Questions?

Call: 905-575-2703 or 905-575-2307

Email: disted@mohawkcollege.ca or bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/teachingadultlearner

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
11371		Jan13	Apr21			OntarioLearn	\$385.38
11131		Feb2	May11			OntarioLearn	\$385.38
11453		Mar2	Jun8			OntarioLearn	\$385.38

Adults With Learning Disabilities

SENSTAL06

Examine the needs of adults with learning disabilities in the educational setting and in society. Develop awareness of various exceptionalities and explore strategies for modifying course content, delivery, and evaluation to ensure success opportunities for all learners. Prerequisite: EDUCTAL03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11373		Jan13	Apr21			OntarioLearn	\$385.38

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. Prerequisites: EDUCTAL03 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11230		Jan13	Apr21			OntarioLearn	\$385.38
11484		Feb2	May11			OntarioLearn	\$385.38
11141		Mar2	Jun8			OntarioLearn	\$385.38

Instructional Techniques

EDUCTAL04

Explore instructional techniques, resources and classroom management strategies that challenge adult learners. Design and deliver a lesson online. Students will be required to use a microphone for some course assignments. Prerequisites: EDUCTAL03, EDUCTAL02 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11372		Jan13	Apr21			OntarioLearn	\$385.38
11485		Feb2	May11			OntarioLearn	\$385.38
11142		Mar2	Jun8			OntarioLearn	\$385.38

Assessment And Evaluation

EDUCTAL05

Examine assessment and evaluation processes for adult learners. Evaluate your own practice as a teacher or trainer in your environment. Prerequisites: EDUCTAL03, EDUCTAL02, EDUCTAL04 and SENSTAL06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11352		Jan13	Apr21			OntarioLearn	\$385.38
11130		Feb2	May11			OntarioLearn	\$385.38
11325		Mar2	Jun8			OntarioLearn	\$385.38

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. You will be using multiple technologies including Turnitin. Prerequisites: EDUCTAL03 and EDUCTAL02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11202		Jan13	Apr21			OntarioLearn	\$274.70

Therapeutic Recreation Certificate (280)

Program 280, Therapeutic Recreation Certificate, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning.

Questions?

Call: 905-575-1212 ext. 4536

Email: leah.maccharles@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/therapeuticrec

Applicants interested in completing a Recreation Therapy Diploma on a part-time basis are also encouraged to contact the Program Manager.

Therapeutic Recreation Process RECL10037

Major emphasis is placed on the therapeutic recreation process. You will develop the skills to assess individual strengths and needs and develop, implement and evaluate therapeutic recreation intervention plans. Equivalent to: Therapeutic Recreation - Assessments (RECL10012). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11595	Jan13	Apr21				OntarioLearn	\$385.38

Foundations of Therapeutic Recreation NEW! RECL10036

Learn about therapeutic recreation delivery in a hospital, rehabilitative or residential setting. Develop the skills necessary to select and plan appropriate recreational activities to facilitate change for individuals with a variety of disabilities. Equivalent to: Therapeutic Recreation - Foundations (RECL10011). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11596	Jan13	Apr21				OntarioLearn	\$385.38

Therapeutic Recreation Facilitation

Techniques NEW! RECL10038

Learn to differentiate among various helping theories as they relate to therapeutic approaches and the delivery of Recreation Therapy services. Grasp a fundamental understanding of a number of facilitation techniques that may be employed as Recreation Therapy interventions with the various populations served. Equivalent to: Therapeutic Recreation - Program Design (RECL10013). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11597	Jan13	Apr21				OntarioLearn	\$385.38

Volunteer Management Certificate (095)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

Gain the knowledge and skills needed for effective management of volunteer programs.

Questions?

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/volunteermgt

Admission Requirements

An Ontario Secondary School Diploma (OSSD) or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
MGMTSSP24 Volunteer Management 1	60
MGMTSSP43 Volunteer Management 2	60
MGMTSSP63 Volunteer Management 3	60

The program begins in September each year. In progress students should contact the Program Manager for completion planning.

Workplace Insurance and Disability Prevention Leadership Certificate (942)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

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

Questions?

Call: 416-443-7679

Email: info@odrt.ca

Web: www.mohawkcollege.ca/continuing-education/widpl

Exploring Outcomes and Rewriting Wrongs for Injured Workers LABR10098

Analyze a document or video where an injured worker's case went wrong and provide a written analysis with suggestions that may have improved the outcome. Two case studies required: one dealing with advocacy and one with return to work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11997	Jan8	Apr9				eLearn	\$266.04

Field Placement Advocacy WORK10075

Apply skills and knowledge in areas including: interviewing injured workers, preparing case files, reviewing WSIB files, communicating with adjudicators and health professionals, preparing for appeals and completing WSIB forms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12011	Jan5					Other	\$133.60

Field Placement Disability Prevention WORK10076

Apply skills and knowledge in areas including: reviewing and developing Return to Work policies, plans and programs, reviewing injured worker functional abilities, identifying potential barriers, developing accommodation solutions, and participating in RTW meetings and mediation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12012	Jan5					Other	\$133.60

Workplace Leadership Certificate (120)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 15 courses

Program 120, Workplace Leadership, is no longer offered at Mohawk College. In progress students should contact the Program Manager for completion planning. New students should consider the Leadership Development Series in the Business section.

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.ca

OTHER COURSES

Coaching

Effective April 2004, NCCP Coaching Theory Level 1 & 2 were replaced by Introduction to Competition Part A & B, intended for coaches working with young athletes whose skills are beyond beginner level and who are competing more often and at higher levels. If you have completed Coaching Theory Level 1, you can go directly into Part B.

Questions?

Call: 905-575-2298

Email: katya.garon@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/coaching

Coaching: Introduction to Competition - Part A **SPRT10000**

Focus on ethical coaching, planning a practice and nutritional advice. Participants must be 16 years of age. Manual included in course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11902	FR	Feb27	Feb28	6:00-10:00	2	Classroom (FF)	\$145.50
	SA			9:00-5:00			

Coaching & Effective Leading **SPRT10024**

Coaches take leadership action that improves conditions that support athlete performance. Make interventions that enhance learning and build and reinforce team cohesion and commitment, develop expectations about behaviour and commitment needed to achieve individual and team goals, communicate effectively and respectfully with both athletes and their supporters. Manual included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11903	FR	Mar6	Mar7	6:30-10:00	2	Classroom (FF)	\$135.50
	SA			9:00-5:00			

Human Services

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/human-services-courses

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

ASIST: Applied Suicide Intervention Skills Training **HMNS10038**

Learn to recognize risk and how to intervene to prevent the immediate risk of suicide, in this intensive, interactive and practice-dominated course. Suitable for mental health professionals, health care providers, pharmacists, teachers, counsellors, youth workers, police and correctional staff, school staff, clergy and community volunteers. Updated curriculum will be presented-ASIST 11. Training material included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11990	SA/SU	Feb21	Feb22	8:30-4:30	2	Classroom (FF)	\$175.40

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
11696	SA	Mar7	Mar7	9:00-4:00	1	Classroom (FF)	\$136.45

Insurance Reimbursement for Massage Therapists **NEW!** **HLTH10219**

Motor Vehicle Accident and Workplace Safety and Insurance Board (WSIB) claims provide great opportunities for Registered Massage Therapists in Ontario. Advance your knowledge and expertise in insurance reimbursement for Auto Insurance and WSIB cases. Prerequisite: Registered Massage Therapist. 14 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12029		Feb2	Mar2			OntarioLearn	\$178.46

Nonviolent Crisis Intervention**CONFMHN08**

Crisis Prevention Institute NVCI Certification valid for 2 years 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
11695	SA/SU	Jan31	Feb1	9:00-4:00	2	Classroom (FF)	\$120.40

Prevention and Management of Aggressive Behaviour**CONF10008**

Learn effective ways to prevent and safely manage aggressive behaviour. Gain an understanding of the nature and causes of aggression and effective strategies to de-escalate aggressive behaviour. PMAB certification valid for 1 year upon successful completion of written and physical techniques testing. Registration will only be accepted from current or past Mohawk College Diploma or Certificate students. Wear comfortable clothing and closed-toe, flat shoes.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11989	SA/SU	Mar14	Mar15	9:00-5:00	2	Classroom (FF)	\$114.10

Victimization**PSYC10018**

Learn about the emotional impact of victimization. Focus on victims of residential break and enter, children and trauma, victims of crime such as: those sexually assaulted, elders, and victims of hate crimes. Emphasis will be placed on the secondary victimization of friends, relatives, witnesses, first responders, health care professionals, childcare and social service workers and the clergy. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11062		Jan13	Apr21			OntarioLearn	\$296.70

Police Foundations

You may register in the following courses whether or not you have been accepted in the Police Foundations Diploma program. Many of these courses are included in the Police Foundations program of studies. The complete Police Foundations program is available through dayschool classes.

Questions?

Call: 905-575-2703 or 905-575-1212 ext. 3244

Email: disted@mohawkcollege.ca or cehumserv@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/policefoundations

Communications/Reporting**COMM1223**

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: COMM1041. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11261		Jan13	Apr21			OntarioLearn	\$385.38

Conflict Management**CONFSS426**

Develop the ability to intervene in conflict and crisis situations commonly encountered in policing. Learn to recognize behaviour patterns that may lead to violent encounters and appropriate legal responses in these encounters. Prerequisites: LAWSPF303 and LAWSPF401. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11069		Jan13	Apr21			OntarioLearn	\$426.27

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
11194		Jan13	Apr21			OntarioLearn	\$385.38

Criminal Code And Federal Statutes**LAWSPF402**

Analyze elements of offences related to weapons and the Firearms Act, controlled drugs and substances and the Controlled Drugs and Substances Act. Provisions of other Federal Statutes and their relationships with the Criminal Code will also be examined. Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11263	Jan13	Apr21				OntarioLearn	\$385.38

Interpersonal & Group Dynamics**SSCIPF202 (E)**

Learn to apply knowledge of interpersonal relations and group dynamics working with individuals or in a team. Effective communication skills, group cohesiveness and group decision-making are discussed. Equivalent to: Interpersonal Dynamics (SSC110040). 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11264	Jan13	Apr21				OntarioLearn	\$407.55

Investigation And Evidence**LAWSPF404**

Examine the requirements of the investigation beyond the interview. Learn the rules of evidence and develop the ability to apply said rules in the collection and presentation of evidence in a court of law. Forensic requirements, statute law and other related issues will be emphasized. 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11369	Jan13	Apr21				OntarioLearn	\$426.27

Police Powers 1**LAWSPF303**

Examine pertinent sections of the Canadian Charter of Rights and Freedoms and their impact on Canadian Criminal Procedure. Topics include citizen and police arrest and release authorities, police powers and search and seizure with and without a warrant, police discretion and implications. Equivalent to: Powers of Arrest (LAWSL303). Prerequisite: LAWSPF301. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11121	Jan13	Apr21				OntarioLearn	\$385.38

Police Powers & The Law**LAWSPF403**

Explore police governance and accountability issues related to the Police Services Act, police complaints, First Nations Policy, management and labour issues, use of force and officer safety. Prerequisite: LAWSPF303. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11164	Jan13	Apr21				OntarioLearn	\$281.92

Principles Of Ethical Reasoning**LAWSPF106**

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. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11193	Jan13	Apr21				OntarioLearn	\$407.55

Provincial Offences**LAWSPF401**

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 & Federal Offences (LAWSL413). 48 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11262	Jan13	Apr21				OntarioLearn	\$426.27

Recreation Practicum 2
19013 Jan12 Apr6

WORKRL242 (SA)
FieldWork \$803.70

Recreation Therapy

Continuing Education is exploring a part-time delivery of the Recreation Therapy program, and are assessing demand through the following course offerings. These credits may be used towards a full-time diploma in Recreation Therapy, however completion of the courses does not guarantee entry into the full-time program. Strong enrollments in these courses will support a part-time offering of this program in Fall 2015.

Questions?

Call: 905-575-1212 ext. 3244

Email: cehumserv@mohawkcollege.ca**Introduction To Community And Leisure Services****RECLRL121 (SA)**

Identify the role recreation and leisure play in today's society and how recreation can be used as a potential solution to social problems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11984	TU	Jan13	Apr7	6:15-9:30	13	Classroom (FF)	\$342.30

Recreation Programming**RECLRL230 (SA)**

Gain insight into recreation programming for various clients with focus on how to plan, organize, conduct and evaluate recreation programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11979	TH	Jan15	Apr9	6:15-9:30	13	Classroom (FF)	\$342.30

Security and Investigation**Questions?**

Call: 905-575-1212 ext.3244

Email: cehumserv@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/investigation**Online Learning Questions?**

Call:905-575-2703

Email: disted@mohawkcollege.ca

Note: Private Investigator and Private Security licensing and testing are outlined at www.mohawkcollege.ca/continuing-education/investigation

By-Law Enforcement**LAW510139**

Learn about the structure of municipal governments and their power to enact bylaws and the importance of bylaws. Today's bylaw enforcement officer must have a thorough knowledge and understanding of municipal government and its role in society and have a clear understanding of how municipal bylaws are generated, passed and enforced by utilizing different provincial statutes and know the importance of municipal investigations. 28 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11058	Jan13	Apr21				OntarioLearn	\$281.92

Corporate Crime Investigation**LAW510088**

Examine white-collar crime, with a focus on corporate offenders, types of corporate crime, the costs of corporate crime and society's response. Of interest to various law enforcement professionals. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11451	Jan13	Apr21				OntarioLearn	\$385.38

Investigative Techniques and Processes**LAW510147**

You are provided with the fundamental process of investigation. With these techniques you will tie together the individual skills so that you can perform a cohesive investigation. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11614	Jan13	Apr21				OntarioLearn	\$385.38

Investigative Techniques for Motor Vehicle Collisions LAWS10089

Develop skills in identifying, examining, and interpreting physical evidence and collision events. Determine when a Collision Reconstructionist is required and learn to interpret collision reconstruction reports. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11450		Jan13	Apr21			OntarioLearn	\$385.38

Private Investigator-Licensing Requirements LAWS10091

Complete the training and study the curriculum for the private investigator's test as mandated by the Ministry of Community Safety and Correctional Services.

Blended delivery: 40 hours in-class and 10 hours online via eLearn. In class dates: Sat. Jan 24, Sat. Jan 31, Sun. Feb 1 & Sat. Feb 7.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11886	SA/SU	Jan24	Feb7	8:00-6:00	4	Blended (FF)	\$401.40

Private Investigator Training LAWS10138

Learn the training standards prescribed by the Ministry of Community Safety & Correctional Services under the Private Security and Investigative Services Act.

Content is based solely on Ministry-mandated requirements for eligibility to write the provincial licensing examination for Private Investigators in the province of Ontario. Equivalent to: Private Investigator - Licensing Req (LAWS10091). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11059		Jan13	Apr21			OntarioLearn	\$476.19

Private Security - Licensing Requirements LAWS10087

Complete the training for the security guard's test as mandated by the Ministry of Community Safety and Correctional Services. Emergency Level 1st Aid certification training is included which is required by the Ministry. Training manual may be purchased from the instructor (approx. \$45.00). Blended delivery: 25 hours in class and 15 hours online. In-class dates: Sat. Jan 24, Sat. Jan 31 & Sun. Feb. 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11874	SA/SU	Jan24	Feb1	8:00-6:00	3	Blended (FF)	\$326.00

Security Guard Training LAWS10137

Understand the skills and attributes required to fulfill the role of a security guard.

As preparation for and to be eligible to write the provincial Private Security Guard License certification exam familiarize yourself with requirements described at the Ministry of Community, Safety and Correctional Services website. Includes mandatory chat sessions. Equivalent to: Priv Sec - Licensing Requirements (LAWS10087). Prerequisites: Emergency First Aid and CPR prior to end date of course. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11060		Jan13	Apr21			OntarioLearn	\$482.55

Student Affairs and Services

Study this professional field in higher education that promotes student learning, success and development. Learn how to provide specific educational services and programs designed to facilitate the achievement of students' educational, personal and career goals. Of interest to post-secondary graduates, staff in Admissions, Financial Aid, Advisement/Counselling, Housing and Student Leadership.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/studentaffairs

Student Development and Student Experience CRED10051

Explore the student experience at a college or university and the impact that the institution and the educational experience has on the student's growth and development. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11416		Jan13	Apr21			OntarioLearn	\$385.38

Function and Organizations in Student Affairs CRED10054

Gain an understanding of various standards and specialized services available at universities and colleges. Learn to integrate these services with the institution's mission, vision and objectives. Prerequisite: CRED10051. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11428		Jan13	Apr21			OntarioLearn	\$385.38

Learning And The Student Learner CRED10057

Examine relevant learning theory and current practice in student affairs and services. Gain the tools you need to create a learning-centred environment.

Prerequisite: CRED10054. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11286		Jan13	Apr21			OntarioLearn	\$385.38



Computers

www.mohawkcollege.ca/continuing-education/computers



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Course Notes

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

Online Learning Information

- You need access to a computer with appropriate software.
- Instructors provide assistance with course content but cannot provide any technical support. Your Internet Service Provider is responsible for such support.

Prior Learning Assessment and Recognition (PLAR)

Do you have computer skills, but lack a certificate? The PLAR process can help you earn a Certificate faster. Visit www.mohawkcollege.ca/plar or email plar@mohawkcollege.ca to arrange a Challenge Exam for any of the Business Computer Applications or Webmaster courses. A minimum of 2 weeks notice is required. A non-refundable fee will be charged.

All Challenge Exams are completed in the Office 2013 environment and all theory-based questions must be answered using this version. You will not be given a refund or retest if you encounter difficulty with specific features.

Classroom Software Versions

- Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2013
- Windows 7

Online Software Versions

- Adobe Photoshop Elements 11 or 12
- Adobe Suite CS6 (Dreamweaver, Fireworks, Flash, Photoshop)
- Microsoft Office 2013
- Outlook 2013
- Publisher 2013
- Visio 2010 or 2013
- Windows 7

Unless specified otherwise, software is your responsibility and is not included in course fees.

CREDENTIALLED PROGRAMS

**Advanced AutoCAD****NEW****ACKNOWLEDGEMENT OF COMPLETION****Completion Requirement: 4 courses**

For professionals who want to build on their current AutoCAD skills. These advanced courses will help you move ahead in your career.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or barrie.reeve1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/autocad

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 REVIT - Advanced**CADM10040**

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools in this class using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11861	WE	Jan14	Apr8	6:00-9:30	13	Classroom (FF)	\$366.75

SolidWorks Advanced**CADM10041**

Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11824	WE	Jan14	Apr22	6:30-9:30	15	Classroom (FF)	\$366.75

**AutoCAD Design Certificate (191)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

Introduce CAD to your workplace. Using current software, learn to create two dimensional drawings and three dimensional models, lisp routines and customized CAD environments.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or barrie.reeve1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/autocad

Admission Requirements

- Drafting knowledge is strongly recommended.
- If you have no previous computer knowledge or knowledge of Windows you should take Generic Computer Training (COMPC0001) before taking courses within this program.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMCAD06	AutoCAD- Introduction	45
CADMCAD15	AutoCAD - Advanced	45
CADMCAD11	AutoCAD - 3D Modeling	45
CADMCAD12	AutoCAD - Customization	45
Options - Choose 2:		
CADM10028	AutoDESK - REVIT	45
CADM10040	AutoDESK REVIT - Advanced	45
INFOCAD29	AutoDESK - Inventor	45
CADMRE066	Solid Works -Basic	45
CADM10051	AutoDESK-3D MAX	45

AutoCAD - Introduction**CADMCAD06**

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11879	SA/SU	Jan10	Jan25	9:00-5:00	6	Classroom (FF)	\$366.75
11853	TU	Jan13	Apr7	6:00-9:30	13	Classroom (FF)	\$366.75

AutoCAD - Advanced**CADMCAD15**

Learn advanced techniques for proficiency in the use of AutoCAD. Learn to recognize the best tool for the task, the best use of that tool, and how to create new tools for efficiency. Prerequisite: CADMCAD06.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11859	TH	Jan15	Apr9	6:00-9:30	13	Classroom (FF)	\$366.75
11880	SA/SU	Feb7	Mar1	9:00-5:00	6	Classroom (FF)	\$366.75

AutoCAD - 3D Modeling**CADMCAD11**

Concepts and methods of 3D modeling are introduced. Gain a thorough grounding in the fundamentals of 3D and explore the main features of the advanced 3D Modeling workspace within the AutoCAD Software. Prerequisite: CADMCAD15.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11876	SA/SU	Jan10	Jan25	9:00-5:00	6	Classroom (FF)	\$366.75

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
11860	TU	Jan13	Apr7	6:00-9:30	13	Classroom (FF)	\$366.75

AutoDesk REVIT - Advanced**CADM10040**

REVIT Architecture is a powerful 3D Building Information Model (BIM) program. Expect to learn advanced collaboration, design development and construction documentation tools in this class using architectural examples. Prerequisite: CADM10028.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11861	WE	Jan14	Apr8	6:00-9:30	13	Classroom (FF)	\$366.75

Business Computer Applications Certificate (915)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Whether you need documentation to show your competence with computers or you want to be able to use your home computer more effectively, this program offers courses to meet the needs of today's computer users.

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155

Email: cebus@mohawkcollege.ca nancy.mckenize1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/buscomputer

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Some understanding of the Windows environment is required. You are strongly urged to complete Workshop for Windows (INFOBW001) before taking other courses.
- Courses make use of eLearn which will be taught in Computer Basics with Windows, Word and Excel (INFO10156).

PROGRAM OF STUDIES

Effective Fall 2014, the older, 6 week, Microsoft Office course credits will not be considered for the Business Computer Applications Certificate. Visit the website for more details.

Mandatory Courses:		Hours
INFO10156	Computer Basics with Windows 7, Word & Excel	36
INFO10077	Word Core	36
INFO10078	Excel Core	36
Options - Choose 3:		
See website for a complete list of courses		

Some option courses are offered under the Webmaster Certificate.

Computer Basics with Windows 7, Word and Excel INFO10156

Gain basic skills in Windows 7, Microsoft Word and Microsoft Excel.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12142	TU	Jan6	Mar24	6:30-9:30	12	Classroom (FF)	\$293.40
11437		Jan19	Apr11			eLearn	\$266.04

Word Core

INFO10077

Learn basic features of Microsoft Word 2013 including: creating, editing, formatting, printing and saving letters, memos, long documents and mail merges. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12143	TU	Jan6	Mar31	6:30-9:30	12	Classroom (FF)	\$293.40
11632		Jan19	Mar2			eLearn	\$266.04
11021		Jan19	Apr11			eLearn	\$266.04

Word Expert

INFO10080

Master advanced features of Microsoft Word 2013. Learn to add columns, tables, styles, forms, images, text boxes, indexes and table of contents to documents, and templates. Prerequisite: INFO10077.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11022		Jan19	Apr11			eLearn	\$266.04
11635		Mar9	Apr11			eLearn	\$266.04

Excel Core

INFO10078

Learn to create and modify Microsoft Excel 2013 worksheets and charts using basic, date and logical functions and formatting. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12138	WE	Jan7	Apr1	6:30-9:30	12	Classroom (FF)	\$293.40
11633		Jan19	Mar2			eLearn	\$266.04
11018		Jan19	Apr11			eLearn	\$266.04

Excel Expert

INFO10079

Learn to manage your Microsoft Excel 2013 data with outlines, functions, filters, pivot tables, drawing tools, images and more. Prerequisite: INFO10078.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12139	WE	Jan7	Apr1	6:30-9:30	12	Classroom (FF)	\$293.40
11019		Jan19	Apr11			eLearn	\$266.04
11634		Mar9	Apr11			eLearn	\$266.04

Access Core

INFO10081

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11017		Jan19	Apr11			eLearn	\$266.04

Access Expert

INFO10177

Manipulate data using advanced features and tools. Discover advanced form design, reports, charts, queries using multiple tables, calculated fields and SQL statements. Automate processes using macros and database management. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11032		Jan19	Apr11			eLearn	\$266.04

PowerPoint

INFO10082

Learn to create effective presentations using Microsoft PowerPoint 2013. Topics include basic functions and commands and advanced features such as creating action buttons, photo albums and custom shows. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11020		Jan19	Apr11			eLearn	\$266.04

Publisher Core

INFO10157

Learn to create professional flyers, brochures, invitations, letterhead, and business cards using Microsoft Publisher. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11444		Jan19	Apr11			eLearn	\$266.04

Visio Essentials

INFO10174

Create meaningful diagrams, organization charts and layouts, and create templates using Microsoft Visio 2010 or 2013. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11221		Jan13	Apr21			OntarioLearn	\$319.04



Computer Science - Level 1 Certificate (892)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Explore microcomputers and major applications, with a focus on microcomputer hardware, the discipline of Software Engineering, and tools and methods to produce and maintain quality software systems.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerscience

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
MATH10042	Math for Computer Studies	56
ELEC10118	Computer Hardware and Software	56
ELEC10050	Internet Technologies	56
ELEC10034	Network Fundamentals	70

MATH10042 is offered on page 112.

Programming in Java

COMP10062

Build on the logic and object oriented programming concepts developed in Programming Fundamentals (COMP10001). 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). Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11976	SA	Feb21	Apr25	9:00-5:00	9	Classroom (FF)	\$534.70

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. A Lab Kit will be required (extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11991	SA	Jan17	May2	5:00-10:00	14	Classroom (FF)	\$534.70

Computer Science - Software Engineering Specialist (893)

MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 5 courses**

Develop a background in computer programming and systems analysis and design. Focus on the design, development and implementation of interactive software, principle design considerations of Graphical User Interfaces (GUI), data file processing in an object.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/computersciencesoftware

Admission Requirements

- You must have completed the Computer Science - Level 1 Certificate or be able to meet course prerequisites.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10062	Programming in Java	70
COMPCO826	Intro-System Analysis and Design	56
COMPCO835	Object Oriented Systems	56
COMPCO859	Database Theory	56
ELEC10050	Internet Technologies	56

Programming in Java

COMP10062

Build on the logic and object oriented programming concepts developed in Programming Fundamentals (COMP10001). 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). Though the principle programming language used in this course is Java, the knowledge and basics of this course are transferable to any similar OOP computer language.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11976	SA	Feb21	Apr25	9:00-5:00	9	Classroom (FF)	\$534.70

Object Oriented Systems

COMPCO835

Review object oriented analysis and design concepts learned previously and apply to case studies and exercises. Application work may require the use of a Computer Aided Software Engineering (CASE) tool. Prerequisite: COMPCO823.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11977	FR	Jan16	Apr24	6:00-10:00	14	Classroom (FF)	\$442.98

Microcomputer Engineering Hardware Certificate (899)

MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 5 courses**

Develop skill in interfacing, communications, and programming to facilitate development and implementation of engineering oriented microcomputer applications.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microcomputerhardware

Admission Requirements

- Grade 12 (OSSD)
- MATH10042 (refer to Mathematics section)
- ELEC10118 (refer to Server and Network Support Certificate) or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELEC10050	Internet Technologies	56
ELEC10057	Embedded Systems	70
ELEC10095	Digital Principles	70
ELEC10099	Electricity 1	70
ELEC10103	Digital Systems	70

Digital Systems

ELEC10103

Extend the concepts studied in Digital Principles to include sequential circuits, memory systems, buses and microcontroller architecture. Program the ATmega169 in assembly language to drive applications including LCDs, Timers and ADCs. Build systems to measure voltage, generate waveforms, display messages and control small systems. Prerequisites: ELEC10039 and ELEC10040. Lab kit required (extra cost).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11978	SA	Jan17	May2	9:00-2:00	14	Classroom (FF)	\$534.70

Microcomputer Engineering Software Certificate (898)

MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 4 courses**

Develop fundamental knowledge of proven software development lifecycle methodologies, eBusiness principles, data management and Information Architecture (IA), Oracle and SAP modules. Of interest to those who work in an environment where management and dissemination of information are essential.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microcomputersoftware

Admission Requirements

- ELEC10050
- ELEC10102 or equivalent (refer to Server and Network Support Certificate)

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMP10079	Oracle Essentials	56
COMP10080	SAP Essentials	56
COMP10081	Oracle Grid Computing	56
COMP10082	Oracle SOA	56

Oracle Grid Computing COMP10081

Will provide information about the Grid Space, explore Grid Concepts, Oracle flagship grid-enabling technology. Prerequisite: COMP10079.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11983	FR	Jan16	Apr24	6:00-10:00	14	Classroom (FF)	\$442.98

MicroStation

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 3 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/microstation

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, whether working alone or in a classroom.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11627		Jan13	Apr21			OntarioLearn	\$363.48

MicroStation 2D - Level 2 CADMMSN02

Building on the basic techniques covered in Level 1, you will be introduced to the higher level, more complex, but equally important functions of MicroStation. Prerequisite: CADMMSN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11628		Jan13	Apr21			OntarioLearn	\$363.48

MicroStation 3D Level 3 CADM10009

Build on techniques covered in Levels 1 and 2 with a focus on the 3D functions of MicroStation. Benefit from clear, step-by-step instructions and exercises. PowerDraft cannot be used for this course. Prerequisite: CADMMSN02.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11629		Jan13	Apr21			OntarioLearn	\$363.48

Network Specialist Certificate (184)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Focus on networking for the small-office, home-office (SOHO) market as preparation for work in small or medium sized organizations. Learn to install and configure Cisco switches and routers in multiprotocol internetworks using LAN and WAN interfaces, and plan, design, install, operate and troubleshoot Ethernet, TCP/IP Networks. This Certificate prepares you for CompTIA N+ and Cisco CCNA Certifications.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/networkspecialist

Admission Requirements

- Server and Network Support Certificate OR
- Completion of: ELEC10118 and ELEC10034 (previously COMPNET01 and COMPNET20).

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMPNET50	Wireless & VOIP Technologies	56
ELEC10051	Network Design & Troubleshooting	84
ELEC10052	Advanced Network Technologies	64
ELEC10106	Network Security & Management	56
ELEC10034	Network Fundamentals	64

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. A Lab Kit will be required(extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11991	SA	Jan17	May2	5:00-10:00	14	Classroom (FF)	\$534.70

Advanced Network Technologies ELEC10052

Using Cisco Network Architecture explore network services. Select appropriate Wide Area Network (WAN) devices and technologies to meet network requirements. Implement and configure common WAN data link protocols and apply WAN security concepts, principles of traffic, access control, and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues using proper security and management tools. Prerequisite: ELEC10051.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11980	WE/FR	Jan14	Mar25	6:00-10:00	21	Classroom (FF)	\$622.06

Server & Network Support Certificate (183)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Understand a Local Area Network environment including how a network handles data, and shares hardware and software resources. Focus on data communications and networking essentials, TCP/IP and networking, network operating systems for network applications, computer and server hardware, and internet programming. Provides preparatory studies for the Network Specialist Certificate, and to write COMPTIA A+, Server+, iNet+, Linux+ and Microsoft Certification examinations.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/servernetworksupport

Admission Requirements

- Grade 12 OSSD
- COMPCO001
- MATH10042 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 & Software	56

Network Fundamentals **ELEC10034**

Analyze the architecture, functions and components of the OSI and TCP/IP layered network models. Learn to Implement network topologies and IP addressing schemes, and configure and maintain local area networks. A Lab Kit will be required(extra cost) Prerequisite: ELEC10118.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11991 SA	Jan17	May2	5:00-10:00	14	Classroom (FF)		\$534.70

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
11982 SU	Jan18	Apr19	2:00-7:00	14	Classroom (FF)		\$534.70

Advanced Server Technologies **ELEC10102**

Learn to install, maintain, monitor and troubleshoot a UNIX/LINUX operating system. Topics include common administration tasks, system backup, software installation and performance tuning. Prerequisite: ELEC10118

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11981 SU	Jan18	Apr19	9:00-2:00	14	Classroom (FF)		\$534.70

**Webmaster Certificate (137)****MOHAWK COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

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

Questions?

Call: 905-575-2358 or 905-575-1212 ext.3155

Email: cebus@mohawkcollege.ca or nancy.mckenize1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/webmaster

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Each course requires some understanding of Windows and a working knowledge of Internet resources.
- If you are unfamiliar with computers or the Internet, completion of Computer Basics with Windows 7, Word and Excel (INFO10156) is recommended.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
INFO10110 Web Page Design	36
Option Group 1 - Choose 1:	
INFO10069 Adobe Photoshop Elements	36
INFO10149 Photoshop Adobe	36
INFO10152 Fireworks (Adobe)	36
Option Group 2 - Choose 4:	
See website for a complete list of courses	

Some courses are offered under the Business Computer Applications Certificate.

Adobe Photoshop Elements **INFO10069**

Learn to use this versatile software. Examine how to load, organize and share photos, repair and retouch and add text and style effects. Create slide shows, calendars and more. Adobe approved course materials. Prerequisite: Computer Basics with Windows 7, Word and Excel (INFO10156).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11120	Jan13	Apr21				OntarioLearn	\$319.04

Dreamweaver **INFO10111**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11599	Jan19	Apr11				eLearn	\$266.04

Dynamic Web sites with AMP (Apache, MySQL and PHP) **COMP10155**

Create dynamic web pages using PHP. Install the Apache web server and the MySQL database server and learn to interact with Apache and MySQL via PHP. Equivalent: INFO10112. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11160	Jan13	Apr21				OntarioLearn	\$476.19

Fireworks (Adobe) **INFO10152**

Develop skills with this easy-to-use graphics editing software package that allows you to quickly create images optimized for the web.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11220	Jan13	Apr21				OntarioLearn	\$319.04

FLASH - an Introduction **COMP10144**

Focus on Flash vs. Shockwave, interface basics, drawing and painting, and working with objects, type, artwork, layers, symbols and instances. Topics also include animation, interactivity, exporting to HTML and self-contained movies. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11482	Jan13	Apr21				OntarioLearn	\$296.70

Flash Animation **INFO10150**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12145 TU	Jan6	Mar24	6:30-9:30	12	Classroom (FF)		\$293.40

JavaScript **COMP10137**

Learn the essentials which comprise most modern programming languages, using JavaScript. Move from writing simple programs to those that interact with the elements in a web page. Prerequisite: HTML Introduction (COMP10106).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11213	Jan13	Apr21				OntarioLearn	\$476.19

PERL Introduction **COMP10139**

Learn the basics of Perl, a powerful object-oriented scripting language used with UNIX, Linux, Win32 and the internet. Learn to design and develop programs which are highly portable to any platform.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11214	Jan13	Apr21				OntarioLearn	\$385.38

Photoshop Adobe **INFO10149**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12053	Jan19	Apr11				eLearn	\$266.04

Web Scripting with PHP **INFO10112**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12144 TH	Jan8	Mar26	6:30-9:30	12	Classroom (FF)		\$293.40

XML - Introduction

COMP10154

Learn to define and create well-formed XML documents that conforms to design requirements using schemas and DTDs, and to access, modify, search and transform XML documents using XML related technologies. Equivalent: INFO10145. Prerequisite: COMP10106.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11159	Jan13	Apr21				OntarioLearn	\$476.19

OTHER COURSES**Cisco Certified Network Associate****Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerskills

Cisco Certified Network Associate 1 - Networking Fundamentals

INFO10057

Focus on networking terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling and cabling tools, Ethernet, Internet Protocol (IP) addressing and network standards. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11357	Jan13	Apr21				OntarioLearn	\$737.53

Cisco Certified Network Associate 2 - Intro to Routing

COMP10055

Develop skills in configuring a router and routing protocols, managing IOS software, TCP/IP and setting access control lists (ACLs) for control of data flow on a network. Prerequisite: INFO10057. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11016	Jan13	Apr21				OntarioLearn	\$737.53

Cisco Certified Network Associate 3-Routing and Switching

COMP10117

Enhance your skills in designing and configuring secure networks. Topics include Advanced IP address techniques, VLSM, routing protocols, switching, tree and trunking protocols and advanced filtering skills. Prerequisite: COMP10055. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11447	Jan13	Apr21				OntarioLearn	\$737.53

Cisco Certified Network Associate 4 - Wide Area Networking

COMP10118

Further develop your skill in network design with advanced theory and extensive practical application. Focus on WAN technology, and network design and implementation with emphasis on security and reliability. THIS COURSE MUST BE TAKEN LAST. Prerequisite: COMP10117. 70 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11449	Jan13	Apr21				OntarioLearn	\$737.53

Computer Skills**Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerskills

Adobe Acrobat

COMP10104

Discover Adobe Acrobat and Adobe Workspace. Learn to read, create, capture, navigate, edit and review PDF documents, create interactive PDF navigation, work with Acrobat Online and add multimedia elements to PDF documents. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11274	Jan13	Apr21				OntarioLearn	\$319.04

Adobe Illustrator

COMP10119

Learn to create digital files for graphic design projects using Adobe Illustrator, an increasingly popular tool for graphic design. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11288	Jan13	Apr21				OntarioLearn	\$385.38

Adobe InDesign Basics

COMP10120

Learn to use this popular desktop publishing and design software. Create single and multiple page documents with columns, integrate text and graphics and use other features for pamphlets, newsletters, flyers, etc. Access to Adobe InDesign CS5 or CS6 required. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11287	Jan13	Apr21				OntarioLearn	\$385.38

Android Application Development

COMP10147

Focus on planning, developing and testing mobile applications for the Android platform. Learn to use Java to create location-aware applications incorporating various features and programming techniques for achieving effective interaction on PDAs. Prerequisites: COMP10036 and COMP10149. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11112	Jan13	Apr21				OntarioLearn	\$341.04

Design Basics NEW!

COMP10172

Have you ever needed to design your own business card or flyer? Learn about fonts, different layout techniques, and simple layout concepts essential to effective graphic design. Adobe InDesign CS4-6 Word processor and Scanner required. Can support MAC users. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12025	Jan13	Apr21				OntarioLearn	\$385.38

HTML Introduction

COMP10106

Focus on HTML essentials including creating Web pages, page layouts, cascading style sheets, integrating pre-written JavaScript, and developing multimedia Web pages and forms. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11412	Jan13	Apr21				OntarioLearn	\$385.38

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: INFO10110. Prerequisite: COMP10106. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11413	Jan13	Apr21				OntarioLearn	\$385.38

Introduction to C# Programming

COMP10116

Explore C# object-oriented programming concepts including data abstraction, inheritance and polymorphism. Learn to design, code and document business-oriented programs, using .NET and C#. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11452	Jan13	Apr21				OntarioLearn	\$385.38

Introduction To Photoshop

INFOFY114

Topics include inputting photographic images; adjustments; controlling such functions as colorizing, blurring and distorting; adding text; combining images; and preparing files for outputting to hardcopy. Full version of the software either CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Equivalent to: INFO10149 and PHTOPY110. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11438	Jan13	Apr21				OntarioLearn	\$385.38

Photoshop - Level 2 INFO10047

Master advanced Photoshop applications, including preparing images for print or web use, quick mask, blending images, colour mapping and alpha channels. Full version of the software CS5, CS5.5 or CS6 required. Photoshop Elements is not a full version of the software and will not be accepted. Prerequisite: INFOPY114. Equivalent to: PHTOPY120. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11439		Jan13	Apr21			OntarioLearn	\$385.38

Java - Introduction COMP10035

Learn to develop applications and applets using Java, object-oriented programming concepts. Topics include creating and using classes and methods, loop structures, string method, if/then/else, JOptionPane Class, arrays, and basic Applets. 40 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11173		Jan13	Apr21			OntarioLearn	\$370.60

Java - Intermediate COMP10036

Enhance your Java skills to develop Java applets and more robust applications. Topics include: utilizing inheritance, swing toolkit, layout managers, the event model, exceptions and file input/output. Prerequisite: COMP10035. 40 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11347		Jan13	Apr21			OntarioLearn	\$370.60

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. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11049		Jan13	Apr21			OntarioLearn	\$385.38

MSOffice 2007 or 2010 INFO10095

Learn the diverse applications available within the Microsoft Office Pro Edition which contains Word, Excel, PowerPoint, Access and Outlook. Home and Student Software is inadequate for this course. Please note this course is suitable for MS Office 2010. Equivalent to: INFO10048. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11363		Jan13	Apr21			OntarioLearn	\$385.38

MySQL Databases COMP10149

Investigate the creation, modification, implementation, and maintenance of MySQL and MSSQL databases. Examine how these databases interface with internet applications and database servers. Prerequisite: Access Expert (INFO10177), HTML Introduction (COMP10106) is recommended. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11111		Jan13	Apr21			OntarioLearn	\$385.38

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
11305		Jan13	Apr21			OntarioLearn	\$407.55

SQL Introduction COMP10159

Become a proficient, knowledgeable user of the major features of SQL. Learn the Client Server technology, and explore the concepts of relational databases and the powerful SQL so you are able to apply SQL in many practical applications. Prerequisite: Knowledge of access databases. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11031		Jan13	Apr21			OntarioLearn	\$476.19

SQL Advanced NEW! COMP10169

With hands-on practice on PL/SQL needed for Oracle application development, you will be prepared to take Oracle Certification Exams: IZO-147, Oracle 9i; Program with PL/SQL or IZO-101. Also prepares you to write the Oracle SQL and PL/SQL Certification Course for DBA or Application Developer tracks. Prerequisite: COMP10159. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11613		Jan13	Apr21			OntarioLearn	\$476.19

Unified Modeling Language (UML) Modeling with Casetool COMP10158

Study concepts of object-oriented analysis and design techniques, Unified Process (an iterative methodology), and Unified Modeling Language (UML). Using a case-centered, scenario-based approach, apply object-oriented concepts and modeling techniques to simulate real-life situations. Prerequisite: COMP10035 or COMP10116. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11155		Jan13	Apr21			OntarioLearn	\$385.38

Visual Basic Introduction COMP10160

Learn the general principles of computer programming including selection of basic data types, basic I/O, operators, repetition, flow control, decisions, arrays and the use of simple user-defined functions and user-defined classes. A structured programming approach is taken for the majority of the course with introduction to WPF. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11030		Jan13	Apr21			OntarioLearn	\$476.19

Visual C++ Introduction COMP10161

Learn the basics of Visual C++.NET to develop applications by focusing on the development tools of Visual C++ (MFC) as an object-oriented language that represents the attributes and operations of objects. Programming experience in any language is an asset. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11157		Jan13	Apr21			OntarioLearn	\$385.38

Web Design for Mobile Apps COMP10150

Learn new ways to design, develop and test mobile user interfaces, and to "mobilize" existing websites. Combine theory and coding exercises using CSS3, HTML5, JavaScript, Ajax and techniques to achieve innovative user experiences on Smartphones and Tablets. Must have an Android, Blackberry or iPhone. Prerequisite: Dreamweaver (Webpage Authoring) COMP10138. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12001		Jan13	Apr21			OntarioLearn	\$341.04

Web Usability-Writing & Design COMP10167

Focus is on creating audience appropriate dynamic web sites. You will discover how to use flow charts and navigational plans to design the framework for your sites. Learn how to rewrite print based copy for use on the web, establish content guidelines and create sites that are accessible, usable and flexible. Analyze web site audiences and apply web usability testing principles to ensure good website design. Prerequisite COMP10106. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11511		Jan13	Apr21			OntarioLearn	\$296.70

Windows 8 COMP10157

Learn to use Microsoft Windows 8 to properly operate your computer with a graphical/visual approach to performing operating system tasks. Learn to manage files, secure and customize a computer and more. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11156		Jan13	Apr21			OntarioLearn	\$296.70

Computer Studies

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerskills

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Analytics and Big Data

BUSN10120

Examine the organizational goals and value provided by analytics and big data systems and processes. Learn the terminology and operating principles of these powerful technologies as well as the planning aspects to implement them. You will review the goals and roles of the stakeholders involved in analytics projects as well as key planning aspects. 21 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11615	Jan13	Mar3				OntarioLearn	\$230.19

CNC Programming - Basic

COMP10168

Designed for general machinists, machine operators, designers and engineers, production planners, CAD/CAM and other professionals, as well as quality technicians who want to understand the complexities of this modern manufacturing process. Topics will cover all general principles and requirements of CNC programming from the basic elements to actual development of simple part programs for common machining operations. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11506	Jan13	Apr21				OntarioLearn	\$385.38

Computer Skills For College

COMP0002

Focus on fundamentals of the Windows operating system, Microsoft Word, Excel and Access. Learn to manage files and folders, format a Word document, manipulate data, formulas and charts in Excel and work with databases. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11321	Jan7	Apr1				eLearn	\$310.38

Database Development using Oracle **NEW!**

COMP10170

Examine relational database design, application development and implementation in detail. You will be exposed to the different tools available for querying, manipulating, and reporting information from databases for any web-based application. Lab portion will require use of Oracle Developer Suite 11g (free download). Prerequisite: SQL Introduction (COMP10159). 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11616	Jan13	Apr21				OntarioLearn	\$476.19

Engineering Applications

ELEC10045

Focus on software tools and resources encountered in Computer Engineering Technology. Applications include Matlab, Labview, and specified CAD packages for schematic entry, board layout and perform electrical interconnect in accordance with rules to maximize circuit performance.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11993	MO	Jan12	Apr6	6:00-9:30	12	Classroom (FF)	\$342.30

Fundamentals of UNIX

COMP10024

Establish a solid foundation with a Unix operating system. Construct and execute well-formed UNIX commands. Install end-user applications. Customize the user environment. Work with UNIX directories and files. Create and troubleshoot shell scripts. You must become familiar with creating and installing a Virtual Machine (<https://www.virtualbox.org/wiki/Downloads>) prior to the course start. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11117	Jan13	Apr21				OntarioLearn	\$454.19

Generic Computer Training

COMP0001

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
11322	Jan7	Apr1				eLearn	\$206.92

Linear Systems

ELEC10059

Model and predict the behaviour of various physical systems including electrical circuits, mechanical movement and temperature based systems.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11992	SA	Jan17	May2	2:00-5:00	14	Classroom (FF)	\$342.30

UNIX Administration 1

COMP10018

Establish a solid foundation in Unix Administration. Configure networking interfaces, as well as user and group administration. Address fundamental security issues. Enabling various network services and manage the myriad collection of configuration files that make up the core of a Unix like system.

Prerequisite: COMP10024. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11066		Jan13	Apr21			OntarioLearn	\$454.19

Technical Support

Attain the technical skills and knowledge that technology support analysts need to support staff who deliver quick, informed solutions to desktop-related problems. Learn to support standard application development and implementation projects.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/computerskills

A+ Essentials-Hardware

COMP10108

Develop understanding of typical PC components and their relationship to the computer's operating system and peripherals. Gain experience in diagnosis and troubleshooting, and prepare for the A+ hardware certification exam. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11419		Jan13	Apr21			OntarioLearn	\$476.19

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. Recommended prerequisite: COMP10108. 52 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11306		Jan13	Apr21			OntarioLearn	\$451.23

Internet Information Server **NEW!**

COMP10174

Cover the principles involved in installing and managing an Internet Information Server (IIS) either for in-house Intranet or public Internet access. Learn how to configure the server to allow for active content and how to create and access databases. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12032		Jan13	Apr21			OntarioLearn	\$385.38

Software Testing **NEW!**

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
12031		Jan13	Mar3			OntarioLearn	\$230.19

Training for Technical Support Analysts

EDUC10083

Using the case method, you will learn to apply theoretical concepts to a real organization and work with a single organization, from the analysis of its training needs, through the setting of objectives, the design of a training plan and the evaluation training in the company. 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11153		Jan13	Apr21			OntarioLearn	\$501.15

Creative and Visual Arts

www.mohawkcollege.ca/continuing-education/creative



Programs and Courses

Certificates

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Applied Cosmetics Certificate (830)	77
Dressmaking Certificate (819)	78
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Visual Arts - Advanced Certificate (043)	82
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Other Credentials and Stand-Alone Courses

Haircare	86
Music	86
Photography	86

CREDENTIALLED PROGRAMS

Aesthetics, Nail Technician and Applied Cosmetics

DAYTIME PROGRAM

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

Information, application or appointment?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Refer to page 80 for information on the Nail Technician Certificate.

Aesthetics Certificate (026)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/aesthetics

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 Massage and Treatment	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 Coord	39
MRKT10043 Business and Marketing for the Cosmetic Industry	39
MRKT10044 Professional Selling in Cosmetics	39
WORKWS034 Work Experience Option	30
Options - Choose 1:	
ASTH10000 Hot Stone Massage	36
ASTHWS031 Makeup Paramedical and Camouflage	39
ASTHWS244 Makeup Artistry II	39
ASTH10007 Spa Manicure Pedicure Applications	39
ASTHWS905 Gel and Acrygel Applications	39
ASTH10005 Makeup Bridal Black and White and Creative	39

Aesthetics Skin Care II**ASTHAES03 (SA)**

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
11887	WE	Jan7	Apr1	9:30-12:30	13	Classroom (FF)	\$472.85

Biology Preparatory**BIOLHZA34 (SA)**

Enhance your understanding of human biology fundamentals as related to the Aesthetics Industry. This course does not meet the entry requirements for health sciences programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11888	TU	Jan6	Mar31	9:30-12:30	13	Classroom (FF)	\$327.85

Colour Theory For Fashion And MakeUp CoOrdination**FASHWS013**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11891	WE	Jan7	Apr1	7:00-10:00	13	Classroom (FF)	\$387.85

Waxing**ASTHWS306**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11889	TH	Jan8	Apr2	6:30-9:30	13	Classroom (FF)	\$492.85

Work Experience Option**WORKWS034 (SA)**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11890	TH/FR	Feb26	Jul10	9:00-5:00	10	Classroom (FF)	\$244.50

Applied Cosmetics Certificate (830)**MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 6 courses.

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cosmetics

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 Coord	39
MARKT10044	Professional Selling in Cosmetics	39
Option Group 1 - Choose 1:		
ASTHWS101	Cosmetology	39
ASTHAES02	Aesthetics Skin Care 1	39
Option Group 2 - Choose 1:		
ASTH10006	Manicure Pedicure Care and Techniques	39
ASTHWS306	Waxing	39
MRKT10043	Business and Marketing for the Cosmetic Industry	39
ASTHWS344	Makeup Portfolio Development	39
ASTH10005	Makeup Bridal Black and White and Creative	39
WORKWS034	Work Experience Option	30

Colour Theory For Fashion And MakeUp CoOrdination**FASHWS013**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11891	WE	Jan7	Apr1	7:00-10:00	13	Classroom (FF)	\$387.85

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
11892	TH	Jan8	Apr2	6:30-9:30	13	Classroom (FF)	\$322.85

MakeUp Artistry**ASTHWS144**

Explore makeup fundamentals for various applications through practical demonstration and applications.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11893	WE	Jan7	Apr1	6:30-9:30	13	Classroom (FF)	\$322.85

MakeUp Artistry II**ASTHWS244 (SA)**

Develop skills in make-up applications for Black and White and Colour photography, television and specialized looks for daytime and evening. Prerequisite: ASTHWS144 or equivalent. Students are responsible for their own models. Supplies included for daytime.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11894	TU	Jan6	Mar31	1:00-4:00	13	Classroom (FF)	\$362.85

MakeUp Bridal Black and White and Creative**ASTH10005**

Enhance your knowledge of makeup, colour choices and applications for special occasions. You must supply your own models. Prerequisite: ASTHWS244

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11898	TU	Jan6	Mar31	6:30-9:30	13	Classroom (FF)	\$332.85



Beauty Buzz Salon

Come and enjoy a specialized treatment!

Students from the Aesthetics/Nail Technician programs will be taking appointments. Day and evening appointments available from March to June.

Contact the Salon 905-575-1212 ext. 3274 or jakki.polyoka@mohawkcollege.ca

Dressmaking Certificate (819)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dressmaking

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
FASHDM110	Dressmaking 1 Level 1	30
FASHDM115	Dressmaking 1 Level 2	30
FASHDM120	Dressmaking 2 Level 1	30
FASHDM125	Dressmaking 2 Level 2	30
FASHDM130	Dressmaking 3 Level 1	30
FASHDM135	Dressmaking 3 Level 2	30
FASHDM140	Tailoring 1 Level 1	42
FASHDM145	Tailoring 1 Level 2	39

Cost of materials is your responsibility.

Dressmaking 1 Level 1

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. Refer to Sewing (Basic) section.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11927	MO	Jan19	Mar30	7:00-10:00	10	Classroom (FF)	\$247.25

Dressmaking 1 Level 2

FASHDM115

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11928	TH	Jan15	Mar19	7:00-10:00	10	Classroom (FF)	\$247.25



Fashion Design Certificate (804)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 8 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fashiondesign

Admission Requirements

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

PROGRAM OF STUDIES		
First five courses must be completed in the order listed.		
Mandatory Courses:		Hours
FASHFA200	Pattern Design and Drafting Basic	36
FASHFA210	Pattern Design and Drafting Intermediate	36
TEXTFA220	Dress Design - Advanced	36
FASH10029	Specialized Pattern Drafting	36
FASHFA235	Designing Workshop	36
FASHFA201	Fashion Drawing	30
FASH10028	Colour Theory for Fashion	36
Options - Choose 1:		
FASHFA240	Costume Influencing	36
TEXTFA910	Fabric Awareness	30
SBMGMD249	How To Start A Small Business	30

Cost of materials is your responsibility.

Pattern Design And Drafting Intermediate

FASHFA210

Focus on drafting and designing the bodice and hip length block working with standard and personal measurements. Develop bodices, collars, and neck line designs. Designing a dress/blouse is required. Prerequisite: FASHFA200.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11929	WE	Jan14	Apr1	7:00-10:00	12	Classroom (FF)	\$296.15

How to Start a Small Business

SBMGMD249

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11289		Jan13	Apr21			OntarioLearn	\$296.70

Floral Techniques - Basic Certificate (805)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/floral

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

Courses should be completed in the sequence listed:

Mandatory Courses:		Hours
FLORFC001	Basic Techniques & Colour Harmonies	30
FLORFC004	Materials For Design	30
FLORFC005	Designing With Exotics	30
FLORFC002	Wedding Work & Special Occasions	36
FLORFC003	Special Floral Tributes	30
FLORFC205	Style Trends In Design	30
FLORFC006	Special Design Workshop	30

Cost of materials is your responsibility.

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
11930	TU	Jan13	Mar17	7:00-10:00	10	Classroom (FF)	\$246.50

Designing With Exotics FLORFC005

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12024	TH	Jan15	Feb12	9:30-4:00	5	Classroom (FF)	\$246.50

Make-Up Artistry Certificate (056)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 11 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/makeupartistry

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ASTHWS029	Makeup Theatrical and Special Effects	39
ASTHWS031	Makeup Paramedical and Camouflage	39
ASTHWS144	Makeup Artistry	39
ASTHWS244	Makeup Artistry II	39
FASHWS013	Colour Theory for Fashion and Makeup Coord	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	39
ASTHAES02	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

Colour Theory For Fashion And MakeUp

CoOrdination FASHWS013

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11891	WE	Jan7	Apr1	7:00-10:00	13	Classroom (FF)	\$387.85

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
11892	TH	Jan8	Apr2	6:30-9:30	13	Classroom (FF)	\$322.85

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
11901	WE	Jan7	Feb25	6:00-9:00	8	Classroom (FF)	\$285.60

MakeUp Bridal Black and White and Creative

ASTH10005

Enhance your knowledge of makeup, colour choices and applications for special occasions. You must supply your own models. Prerequisite: ASTHWS244

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11898	TU	Jan6	Mar31	6:30-9:30	13	Classroom (FF)	\$332.85

MakeUp Theatrical and Special Effects II

ASTHWS032

Explore specialized techniques for creating prosthetics. Work on character creation, worksheets and the moulds needed for a specific prosthetic to be used in your final demonstration. Supplies included. Prerequisite: ASTHWS029. Visit <http://vimeo.com/user11460605/review/108159435/6c05db2eb4> to see a short video.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11899	TU	Jan6	Mar17	6:30-9:30	11	Classroom (FF)	\$348.95

Music Certificate (809)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

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

Questions?

Call 905-575-2203 or 905-575-1212 ext.3152

Email: ceengly@mohawkcollege.ca or bill.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/music

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 Training1 Solfege	28
MUSCMU223	Theory 2	28
MUSCPA160	Vocal 1	12
Options - Choose 1:		
MUSC10071	Vocal Advanced	22
MUSC10072	Guitar 1	22
MUSC10103	Piano Continued Explorations	28
MUSCMU182	Harmony 1	28

Piano Beginners Part A MUSC10075

Master elementary playing techniques and basic theoretical principles including notation, tones, semitones, rhythm, major and minor chords. Access to practice piano required. Textbook required. NOTE: 1 hour of independent study is required. Previously named Piano 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11999	TH	Jan15	Apr16	7:00-8:30	14	Classroom (FF)	\$179.30

Piano Beginners Part B MUSC10076

Enhance playing and sight reading techniques as we explore intervals, major scales and basic chording. Classical, popular tunes and duets may also be played. Recommended prerequisite: MUSC10075 (previously MUSCMU100) or 1 year playing and sight reading experience. NOTE: 1 hour independent study is required. Previously named Piano 2. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12006	TH	Jan15	Apr16	8:30-10:00	14	Classroom (FF)	\$179.30

Piano Continued Explorations MUSC10103

Enhance piano techniques initiated in the Beginner's Piano Part A & B levels. Further develop left and right hand co-ordination through fun melodic and harmonic studies. This is a combined level of the previous Piano 3,4,&5 courses. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12005	WE	Jan14	Apr15	8:00-10:00	14	Classroom (FF)	\$228.20

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
12007	MO	Jan12	Apr20	6:30-8:30	14	Classroom (FF)	\$228.20

Nail Technician Certificate (027)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-1212 ext. 3489

Email: jakki.polyoka@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/nailtechnician

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 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	39
ASTHAES02	Skin Care I	39

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
11892	TH	Jan8	Apr2	6:30-9:30	13	Classroom (FF)	\$322.85

Manicure Pedicure care and Techniques ASTH10006

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11896	TU	Jan6	Mar31	6:30-9:30	13	Classroom (FF)	\$759.85

Spa Manicure and Pedicure Applications ASTH10007 (SA)

Enhance skill development with emphasis on Paraffin Wax, Conditioning Manicures, French Manicures, gel procedures and hand and foot massage. You must provide models for practical sessions. Prerequisite: ASTH10006

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11897	MO	Jan5	Feb23	9:30-4:30	13	Classroom (FF)	\$547.85

Gel and Acrygel Applications ASTHWS905 (SA)

Develop skill with Acrygel bind gel applications for artificial nails. You are responsible for providing models for practical sessions. Supplies included. Prerequisite: ASTH10007

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11895	MO	Feb23	Apr6	9:30-4:00	13	Classroom (FF)	\$622.85

Sculpted Nail Enhancements

ASTH10008

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12219	MO	Jan5	Apr6	6:30-9:30	13	Classroom (FF)	\$602.85


Performing Arts Certificate (929)
MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 8 courses**

Get the skills you need to go forward in the acting industry and to gain a hands-on perspective of the various roles in performing arts. These courses provide you with the fundamentals to pursue a career in theatre 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.

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/performingarts**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
CREA10072	Acting for Beginners	30
CREA10071	Acting Two	30
CREA10079	Acting Three The Feedback Show	30
CREA10085	Acting Four The Career Class	30
Options - Choose 4:		
CREA10087	Acting for Film and TV	36
CREA10136	Master Class	30
CREA10090	An Actor's Director	30
CREA10091	Whose Laugh is it Anyway?	30
ASTHWS029	MakeUpTheatrical and Special Effects	39
CREA10092	Monologue Class	30
COMM10268	Writing for Stage and Screen	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
11814	TU	Jan13	Mar17	7:00-10:00	10	Classroom (FF)	\$244.50

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
11819	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$244.50

Acting for Film and TV

CREA10087

Explore acting on camera. You participate in mock commercials and film auditions, strengthen your technical skills/confidence and learn to stay in-character on and off camera. Writers and actors are encouraged to offer their work to the instructor for students to perform in class. Prerequisite: CREA10071

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11815	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40

Whose laugh is it anyway? NEW!

CREA10091

Learn all forms of improvisation. Exercise creative muscles to build confidence and be ready for audition/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
11817	WE	Jan14	Mar18	7:00-10:00	10	Classroom (FF)	\$244.50

Work Experience

WORK10114

Develop acting skills or practical theatre work through amateur or professional productions. You are responsible for arranging your own acting/work location/position and MUST receive approval from Program Manager BEFORE registering. PLAR available.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11820		Jan12	Mar23			Other	\$223.80


Photography Certificates - Applied (031) and Art (032)
MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 8 courses**

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

Questions?

Call: 905-575-2203 or 905-575-2312

Email: anne.king@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/photography**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**PROGRAM OF STUDIES**

Mandatory Courses:		Hours
PHTOPY109	History of Photography	30
PHTOPY225	Studio Lighting	30
PHTOPY300	Digital Photography 2	30
PHTOPY101	Digital Photography 1	30
PHTOPY110	Introduction To Digital Imaging/Photoshop	30
Options - Choose 3 per certificate:		
Refer to the website for a complete list of courses		

Completion of Certificate

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

CAMERAS

- DSLR
- Aperture priority mode
- Shutter priority mode
- Program mode
- Manual mode
- Minimum 4 megapixels

Lightroom PHTO10054
Discover the industry-standard tool for managing photo libraries and image processing. Learn to import, develop and present your photos. You must have your own laptop with Lightroom (adobe.com Education Store. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12051	TH	Jan15	Mar19	6:30-9:30	10	Classroom (FF)	\$244.50

Digital Video - Introduction PHTO10055
Video demands more than a steady hand! This comprehensive introduction, with special attention to camera operation/controls, includes digitizing and editing footage using a computer and a finished project on DVD. You must bring your own laptop loaded with Mac iMovie or Windows Moviemaker & camera.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12017	MO/WE	Jan12	Feb9	6:30-10:00	9	Classroom (FF)	\$244.50

Human Figure PHTO10056
Photography the human form in a studio with attention to lighting, directing a model, protocol, photo shoot. Studio experience required. Nude models used in this course. Model fees included. Materials indeed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12022	SA/SU	Jan24	Jan25	9:00-4:30	2	Classroom (FF)	\$167.25

Photography as a Business PHTO10078
Gain in depth knowledge of a professional photo business. Fiscal organisation, marketing, copyright, licensing, contracts, legal issues, employee relations, networking. Dates: Feb 21, 22 and March 7, 8, 21, 22

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12019	SA/SU	Feb21	Mar22	9:00-4:30	6	Classroom (FF)	\$342.30

Food Photography *NEW!* PHTO10080
Learn lighting/camera techniques and food preparation specific to food photography. Use available light /single studio light source. Hints/tips to achieve commercial results.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12055	SA/SU	Mar7	Mar8	9:30-4:30	2	Classroom (FF)	\$97.80

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
12013	MO	Jan12	Mar23	7:00-10:00	10	Classroom (FF)	\$244.50
12015	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$244.50
12014	WE	Jan14	Mar18	7:00-10:00	10	Classroom (FF)	\$244.50

History of Photography PHTOPY109
Focus on the technical development of photography, its recognition as an art form, and its communication role in the modern world.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11124		Jan13	Apr21			OntarioLearn	\$274.70

Introduction To Digital Imaging/Photoshop PHTOPY110
Using Adobe Photoshop and your own photographs, learn the fundamentals of digital imagery. Supply photographs and CDR-W for file storage.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12021	WE	Jan14	Mar18	6:30-9:30	10	Classroom (FF)	\$244.50

Urban Landscape And Documentary Photo PHTOPY111
In this project/portfolio based course developed through in-class, self-directed and online modalities, you produce truthful, objective, and often candid photographs on a particular theme or subject used for publications, exhibitions or companies with private archives. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12020	TU	Jan13	Mar17	7:00-10:00	10	Classroom (FF)	\$244.50

Studio Lighting PHTOPY225
Learn to manipulate natural and artificial light, flash, reflectors, posing and backgrounds for portraits and still life. You require camera, tripod. COURSE LOCATION: Jon Evans Photography, 2C-468 Cumberland Ave. Hamilton. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12018	MO	Jan12	Mar23	6:30-9:30	10	Other	\$223.80

Digital Photography 2 PHTOPY300
Experiment with new and advanced techniques in digital photography. Prerequisite: PHTOPY101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12016	TU	Jan13	Mar17	7:00-10:00	10	Classroom (FF)	\$244.50

Sewing (Basic)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 6 courses

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/creative-sewing-workshops

The purchase of supplies is required. A materials list will be provided at least one week before the course starts, once adequate enrollment is reached. Please contact us for more information or to receive the materials list by email.

Sewing - Introduction

Tackle a simple project as an introduction to basic sewing skills and operating a sewing machine. A great stepping stone for future participation in other weekend sewing courses and the Dressmaking Certificate Program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11932	FR	Jan16	Jan17	7:00-9:00	2	Classroom (FF)	\$81.50
	SA			9:00-5:00			

Basic Sewing 1

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11935	FR	Feb6	Feb7	7:00-9:00	2	Classroom (FF)	\$81.50
	SA			9:00-5:00			

Serger Know How

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. You must supply your own serger.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11936	SA/SU	Jan31	Feb1	9:30-4:00	2	Classroom (FF)	\$99.55

Visual Arts Certificates

VISUAL ARTS - FOUNDATION CERTIFICATE (041)

- Mohawk College Certificate - Graduation Requirement 7 courses

VISUAL ARTS - INTERMEDIATE CERTIFICATE (042)

- Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Foundation Certificate

VISUAL ARTS - ADVANCED CERTIFICATE (043)

- Mohawk College Certificate - Graduation Requirement 7 courses
- Admission Requirement: Visual Arts - Intermediate Certificate

ACKNOWLEDGEMENT OF COMPLETION

- Several Acknowledgements are available for a variety of course groupings. Contact us for details.

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

Questions?

Call: 905-575-2298 or 905-575-2312

Email: crearts@mohawkcollege.ca or anne.king@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/visualarts

PROGRAM OF STUDIES: Visual Arts - Foundation		
Mandatory Courses:		Hours
ARTTPG101	Design and Colour 1 (should be taken first)	30
ARTTPD201	Drawing 1	30
HISTPD024	History of Crafts	30
Options - Choose 4:		
Studio/hands-on courses from Visual Arts Certificates. Refer to website.		

PROGRAM OF STUDIES: Visual Arts - Intermediate		
Mandatory Courses:		Hours
ARTTPG201	Design and Colour 2	30
ARTTPD301	Drawing 2	30
Option Group 1 - Choose 1:		
BLDGAR173	History of Architecture	42
BLDG10043	History of Ontario Architecture	42
PHTOPY109	History of Photography	30
SSCIPT001	Philosophy of Art	42
INFO10144	Web Design Basics	36
Option Group 2 - Choose 4:		
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website		

PROGRAM OF STUDIES: Visual Arts - Advanced		
Mandatory Courses:		Hours
ARTTPG301	Design and Colour 3	30
Option Group 1 - Choose 2:		
ARTT10014	Art History and Theory	48
SBMGMD249	How to Start a Small Business	30
EDUCTAL03	Adult Learning	36
PSYCSS156	Introductory Psychology	42
PHTOPY101	Digital Photography 1 (if not used in Foundation Certificate)	30
WORKPW900	Work Experience	30
INFO10110	Web Page Design	36
Option Group 2 - Choose 4:		
Studio/hands-on courses from Visual Arts or Photography Certificates. Refer to website.		

Option courses may be listed under other Programs. Refer to the index.

Some ceramics courses have field trips.

Ceramics - Foundation 1

CERAPC201

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11697	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11709	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11745	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11721	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11733	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11757	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Foundation 2

CERAPC202

Learn to construct hard-edged slab pots, throw bowl forms on the wheel and slip decoration techniques. Prerequisite: CERAPC201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11698	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11710	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11746	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11722	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11734	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11758	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Foundation 3

CERAPC203

Combine slab and coil methods; throw cylinder and bowl forms with ease and consistency; explore finishing techniques. Prerequisite: CERAPC202.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11699	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11711	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11747	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11723	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11735	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11759	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Foundation 4

CERAPC204

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

Prerequisite: CERAPC203.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11700	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11712	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11748	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11724	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11736	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11760	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 1

CERAPC301

Throw bottle forms in various shapes and use slips, oxides, glazing and texturing techniques. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11701	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11713	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11749	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11725	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11737	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11761	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 2

CERAPC302

Design and construct covered jars with varying shapes and lids. Design and throw a canister set with consistency in lids and lid fittings. Prerequisite: CERAPC301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11702	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11714	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11750	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11726	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11738	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11762	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 3**CERAPC303**

Create teapots and casseroles in series with careful attention to body forms, handles, lid fit. Hand build wall tiles, plaques and murals. Prerequisite: CERAPC302.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11703	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11715	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11751	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11727	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11739	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11763	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Intermediate 4**CERAPC304**

Design and construct four individual place settings of dinnerware, with emphasis on consistent design and decoration. Prerequisite: CERAPC303.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11704	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11716	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11752	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11728	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11740	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11764	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 1**CERAPC401**

Prerequisite: CERAPC304 and CERAPC311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11705	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11717	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11753	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11729	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11741	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11765	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 2**CERAPC402**

Prerequisite: CERAPC401.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11708	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11718	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11754	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11730	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11742	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11766	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 3**CERAPC403**

Prerequisite: CERAPC402.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11706	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11719	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11755	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11731	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11743	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11767	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics - Advanced 4**CERAPC404**

Prerequisite: CERAPC403.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11707	MO	Jan12	Mar23	6:30-9:30	10	Classroom (SC)	\$274.50
11720	TU	Jan13	Mar17	6:30-9:30	10	Classroom (SC)	\$274.50
11756	TU	Jan13	Mar17	1:00-4:00	10	Classroom (SC)	\$274.50
11732	WE	Jan14	Mar18	6:30-9:30	10	Classroom (SC)	\$274.50
11744	WE	Jan14	Mar18	1:00-4:00	10	Classroom (SC)	\$274.50
11768	TH	Jan15	Mar19	6:30-9:30	10	Classroom (SC)	\$274.50

Ceramics Glaze Theory**CERAPC311**

Focus on glaze development through hands-on experimentation with ceramic materials, observation and testing with minimal glaze calculation. You work independently under guidance of instructor. Prerequisite: CERAPC204.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11769		Jan12	Mar23			Classroom (SC)	\$274.50

Chinese Brush Painting**ARTTPD101**

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11772	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 2**ARTTPD102**

Focus on traditional techniques for painting flowers and birds with emphasis on classical fine line drawings using colour. Prerequisite: ARTTPD101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11773	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 3**ARTTPD103**

Practice basic classical techniques used in painting landscapes. Prerequisite: ARTTPD102.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11774	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 4**ARTTPD104**

Experiment with Chinese painting techniques to render fish and animals in classical and contemporary styles. Prerequisite: ARTTPD103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11775	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 5**ARTTPD105**

Through study of proportion and anatomy, learn to capture people of different ages in various poses. Prerequisite: ARTTPD104.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11776	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Chinese Brush Painting 6**ARTTPD106**

Experiment with a variety of compositions, materials and methods, while working with subjects of your choice. Prerequisite: ARTTPD105.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11777	SA	Jan10	Mar14	9:30-12:30	10	Classroom (FF)	\$244.50

Design and Colour 1**ARTTPG101**

Through independent/self-directed learning/projects using textbook, online and faculty resources, you examine elements and principles of design that include colour, line, texture, space. Call about required text. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11778		Jan12	Mar23			Other	\$223.80

Design and Colour 2**ARTTPG201**

Continue to experiment with the principles and elements of design, through self-directed learning, in consultation with the instructor. Prerequisite: ARTTPG101. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11779		Jan12	Mar23			Other	\$223.80

Design and Colour 3**ARTTPG301**

Focus on personal expression and continued experimentation with colour and design through self-directed learning, with guidance from instructor. Prerequisite: ARTTPG201. For assignments, you are expected to scan and send electronically.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11781		Jan12	Mar23			Other	\$223.80

Creative & Visual Arts Gallery

View projects completed by our students at

ce.mohawkcollege.ca/artgallery

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
11789	WE	Jan14	Mar18	6:30-9:30	10	Classroom (FF)	\$244.50

Drawing 1

ARTTPD201

Enhance your ability to observe/record, using detailed studies and quick sketches. Explore form, space, line, texture, composition, gesture using charcoal and pencil. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11782	TH	Jan15	Mar19	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing 2

ARTTPD301

Focus on accuracy and the relationship of drawing skills to painting and printmaking for individual expression. Materials extra. Prerequisite: ARTTPD201.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11784	TH	Jan15	Mar19	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing 3

ARTTPD401

Get creative with a variety of styles, techniques and materials. Explore mixed media and related art fields. Prerequisite: ARTTPD301.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11785	TH	Jan15	Mar19	7:00-10:00	10	Classroom (FF)	\$244.50

Drawing Realistic Subjects in Pencil

CREA10094

Learn to use blending and shading and other pencil techniques to create detailed still life, landscapes, portraits and more. Hone your skills with step-by-step instruction and helpful critiques. You can view the course website at www.realisticdrawing.com/pencil. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11226		Jan13	Apr21			OntarioLearn	\$341.04

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
11791		Jan12	Mar23			Other	\$223.80

Painting 1

ARTTPD211

Explore painting basics, use of materials, oil and acrylic paints, composition, and colour. Email crearts@mohawkcollege for list of materials required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11795	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Painting 2

ARTTPD311

Examine historical developments in art and painting and experiment with various media and techniques. Prerequisite: ARTTPD211.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11796	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Painting 3

ARTTPD411

Develop a personal style, incorporating techniques and approaches from previous courses. Prerequisite: ARTTPD311.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11797	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Painting 4

ARTTPD511

Recognize and use the nuances of colour to create various effects. Prerequisite: ARTTPD411.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11798	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Painting 5

ARTTPD611

Study various painting styles from the alla prima style of the Group of Seven to the broken colour of the Impressionists to the smooth, brushless quality of trompe l'oeil. Prerequisite: ARTTPD511.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11799	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Painting 6

ARTTPD711

Explore personal imagery and possible commercial applications. Portfolio presentation is discussed. Prerequisite: ARTTPD611.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11800	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$250.50

Precious Metal Clay 1

CREA10080

Jewellery making using PMC or Precious Metal Clay (pure silver suspended in a binder to create a pliable material). PMC properties, manipulation, design principles, use and fabrication of special tools, mould making, firing, finishing and polishing will be covered. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11801	TH	Jan15	Mar19	6:30-9:30	10	Classroom (FF)	\$244.50

Precious Metal Clay 2

CREA10128

Jewellery making using PMC (Precious Metal Clay). Topics include principles of design, properties of PMC, basic tools and tool creation, PMC carving, dry construction, advanced torch firing, finishing and polishing. Materials extra. Prerequisite: CREA10080.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11802	TH	Jan15	Mar19	6:30-9:30	10	Classroom (FF)	\$244.50

Watercolour Painting 1

ARTTPD231

Work from sketches and still life to produce a finished painting showing shape and form, movement and perspective. Email crearts@mohawkcollege.ca for list of materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11803	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Watercolour Painting 2

ARTTPD331

Using various techniques, complete pieces highlighting landscapes or a subject of your choice. Prerequisite: ARTTPD231.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11804	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Watercolour Painting 3

ARTTPD431

Concentrate on technical proficiency and composition, addressing your own objectives developed in consultation with your instructor. Prerequisite: ARTTPD331.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11805	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Watercolour Painting 4

ARTTPD531

Strengthen your understanding of composition: unity, dominance, repetition and balance, while working from still life. Prerequisite: ARTTPD431.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11806	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Watercolour Painting 5

ARTTPD631

Experiment with colour and colour temperature to produce four finished pieces demonstrating understanding of complimentary colour and triads. Prerequisite: ARTTPD531.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11808	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Watercolour Painting 6

ARTTPD731

Study a Master watercolourist of your choice and learn to replicate their style.
Prerequisite: ARTTPD631.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11809	MO	Jan12	Mar23	6:30-9:30	10	Classroom (FF)	\$250.50

Work Experience Option

WORKPW900

Contact anne.king@mohawkcollege.ca for information.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11811		Jan12	Mar23			Other	\$223.80

OTHER COURSES**Haircare****Hair Cutting**

ASTH10002

Learn basic cutting and styling techniques using a mannequin. This course is designed for personal use only. Supplies included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11900	MO	Jan5	Feb23	7:00-10:00	7	Classroom (FF)	\$251.15

Music**Questions?**

Call: 905-575-2203 or 905-575-1212 ext. 3152
Email: ceengly@mohawkcollege.ca or bill.wright@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/music

Admission Requirements

- Open to individuals with a previous musical background.
- You must provide your own instrument where applicable.

Guitar-Adult Class 2

MUSC10073

Learn to read standard guitar notation in the treble clef. Some proficiency with chords required. Recommended prerequisite: MUSC10072 (formerly MUSCPA107) or equivalent. NOTE: 1 hour of independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12009	TH	Jan15	Apr16	6:30-8:00	14	Classroom (FF)	\$179.30

Guitar Song Book

MUSC10078

A continuation of the ideas developed in Guitar 3. NOTE: 1 hour independent study is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12008	TH	Jan15	Apr16	8:30-10:00	14	Classroom (FF)	\$179.30

Jazz Harmony 1

MUSCMU181

Focus on the construction and aural recognition of intervals, chords and modes, diatonic chord progressions and chordal functions and substitutions. Credit in the Applied Music Program. Prerequisite: MUSCMU123

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12010	TU	Jan13	Apr14	6:30-8:30	14	Classroom (FF)	\$228.20

Photography Workshops

Enhance your photography skills with this selection of non-credit workshops!

Questions?

Call: 905-575-2203 or 905-575-2312
Email: anne.king@mohawkcollege.ca
Web: www.mohawkcollege.ca/continuing-education/photography-workshops

Photo Restoration

PHTO10077

Using Photoshop you learn to restore your own damaged photos/family legacy, correct stains/marks, repair missing details. Bring your own laptop with Photoshop or Elements loaded. Basic understanding of Photoshop is required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12043	SA	Feb21	Feb21	9:30-4:30	1	Classroom (FF)	\$95.46

Digital Cameras-How To Use Yours Effectively

PHTOCR527

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12040	SA	Jan17	Jan17	9:30-4:30	1	Classroom (FF)	\$95.46



Image courtesy of Jorj Takacs. Jorj will be teaching the new Food Photography course this term. See page 82 for course details.



Image courtesy of Scott Annandale. Scott will be teaching the Urban Landscape and Documentary Photo course this term. See page 82 for course details.

Health and Nursing

www.mohawkcollege.ca/continuing-education/health

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"Changing careers to complete Registered Practical Nursing at Mohawk was one of the best choices I ever made. In fact, I got a job before I graduated and then returned part-time to take a Graduate Certificate in Mental Health. Specializing in Mental Health has enriched my knowledge and skills, complementing my entire experience at St. Joseph's." – Robert, RPN, Acute Mental Health, St. Joseph's Healthcare, a Registered Nurse Mental Health Certificate Graduate 2013

Watch Robert's video at mohawkcollege.ca/Robert

CREDENTIALLED PROGRAMS



Breastfeeding Program

LETTER OF RECOGNITION

Outlining courses, course hours and LEARRC approval.

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 4 courses

Note: To receive the credential students must complete and submit an application to Part-Time & Graduate Studies, Health Sciences, Office 185, IAHS. Form available in CE catalogue.

Gain up-to-date knowledge and skills in breastfeeding support and awareness of current issues in lactation.

Designed to meet the IBCLC curriculum standards required for eligibility to write the IBCLC examination. Approved by the International Lactation Education Accreditation and Approval Committee (LEAAC).

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/breastfeeding

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Health professionals currently working with or who plan to work with breastfeeding mothers in the near future.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSRG10073 Level 1: Breastfeeding Basics	36
NRSRG10074 Level 2: Breastfeeding Management	36
NRSRG10075 Level 3: Advanced Breastfeeding Practice	36
CLIN10026 Breastfeeding Clinical Experience	24

Clinical Course Information:

- Clinical course prerequisites are successful completion of theory courses, NRSRG10073, NRSRG10074 and NRSRG10075.
- If planning on completing CLIN10026, an eligible student must complete and submit a clinical application to Program Manager PRIOR to the semester in which the student plans to complete the clinical course.
- Clinical applications are available online in NRSRG10075 eLearn course home page or from CE Health Sciences Part Time & Graduate Studies Support Staff.
- Be aware that, at times, due to excessive placement demands on agencies, placements may not be achievable in some semesters.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- Prior to placement, students must complete preclinical medical requirements as follows: Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and any specific agency clinical requirements such as Vulnerable Sector Screening etc.

Level 1: Breastfeeding Basics

NRSRG10073

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
11491	Jan12	Apr17				eLearn	\$266.04

Level 2: Breastfeeding Management

NRSRG10074 (SA)

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: NRSRG10073.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11203	Jan12	Apr17				eLearn	\$266.04

Level 3: Advanced Breastfeeding Practice

NRSRG10075 (SA)

Examine infant and maternal breastfeeding issues, and ethical / legal issues such as informed consent and protection of vulnerable and at risk populations. Prerequisite: NRSRG10074.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11210	Jan12	Apr17				eLearn	\$266.04

Breastfeeding Clinical Experience

CLIN10026 (SA)

Integrate breastfeeding knowledge and skills in both hospital and community based settings in this 24 hour clinical placement. Prerequisite: NRSRG10075.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15048	Jan5	Mar30				FieldWork	\$179.04



Bridging for Internationally Educated Nurses Certificate (189)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 9 courses

Are you an internationally educated nurse wishing to enter the nursing profession in Ontario? Develop the theory and clinical experience necessary to meet the practice requirements of the College of Nurses of Ontario (CNO). Based upon your Assessment Letter from the CNO, you will be given an individualized program of study designed to meet your learning needs.

Questions?

Call: 905-540-4247 ext. 26703

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/bien

Admission Requirements

- Assessment Letter from the College of Nurses.
- You must have practiced as a nurse within the last 10 years.
- All applicants for whom English is a second language must attend a Canadian English Language Benchmark Assessment and achieve a benchmark of 8 (Speaking & Writing) and 7 (Reading & Listening) OR Official IELTS report with scores of 6.5 (Speaking & Writing) and 6.0 (Reading & Listening) OR provide proof of fluency with College of Nurses. For CLB assessment or upgrading contact Applied Communication for IELTS Assessment.
- Proof of Canadian citizenship, permanent residency OR authorized under the Immigration and Refugee Protection Act (Canada).
- Computer literacy is required for program success. You must be able to use a computer to produce a basic Word document, use e-mail and the Internet.

How do I apply?

Forward a cover letter along with:

- Assessment Letter from CNO.
- Resume outlining your nursing practice.
- Results of Canadian Language Benchmark (CLB), Official IELTS Assessment or proof fluency with CNO.
- Proof of Citizenship or immigration status.

Forward your documents by fax, email or mail to:

Mohawk College, Institute for Applied Health Sciences
BIEN Program, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

Clinical Information

- You MUST complete all courses in your program before attending clinical experience.
- Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- You require medical clearance, mask fit testing, police check and BCLS before your clinical experience.

PROGRAM OF STUDIES

Your Program of Study, based upon your Assessment Letter from the CNO, will be sent to you before the start of the semester.

Refer to your program of study for prerequisites and co-requisites.

Mandatory Courses:		Hours
COMM10099	Therapeutic Relationships	60
NRSG10016	Nursing Informatics	42
NRSG10018	Professional Issues	76
NRSG10019	Nursing Theory 1	84
NRSG10027	Administration of Medication for Nurses	62
NRSG10028	Clinical Skills Review	56
NRSGHZ215	Assessment Skills For Nurses	59
NRSG10020	Nursing Theory 2	84
CLIN10027	Clinical Experience 1 (200 hrs)	200-400
CLIN10028	Clinical Experience 2	200-300

NOTE: Students needing Nursing Theory 2 are required to complete NRSG10042 (Mental Health Nursing) and NRSG10046 (Maternal-Child Theory 2.)

Administration of Medication for Nurses NRSG10027 (SA)

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: Students must purchase "Calculating with Confidence" and logon to eLearn by START DATE. First session is online. CRN 15077 first in class session is Jan 19. No Class Feb 16. CRN 15078 first in class session is Jan 22. Sat/Sun lab sessions are Mar 21 & Mar 22 for BOTH CRN's.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15077	MO	Jan12	Mar30	5:00-9:00	13	Blended (IH)	\$441.78
	SA			9:00-5:00			
15078	TH	Jan15	Mar22	5:00-9:00	13	Blended (IH)	\$441.78
	SA/SU			9:00-5:00			

Assessment Skills For Nurses NRSGHZ215 (SA)

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. CRN 15081 in class dates Jan 11 & March 22 remainder on line. CRN 15082 no class Feb 16. CRN 15084 in class dates Jan 18 & April 12 in Brampton at Sheridan Davis Campus, remainder on line. Students in CRN 15081 and 15084 must purchase user guide and access code.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15082	MO	Jan5	Mar30	5:00-9:00	12	Classroom (IH)	\$423.06
15081	SU	Jan11	Mar22	10:00-4:00	2	Blended (IH)	\$423.06
15083	WE	Jan14	Apr1	5:00-9:00	12	Classroom (IH)	\$423.06
15084	SU	Jan18	Apr12	10:00-4:00	10	Blended (OR)	\$423.06

Clinical Skills Review**NRSG10028 (SA)**

Demonstrate proficiency in nursing skills following CNO standards of practice in a simulated laboratory setting. BRING A STETHOSCOPE to all classes. CRN 15067 is online with 3 in class sessions Jan 17, Feb 14 & Mar 21. NOTE: For CRN 15067 students MUST purchase Nursing Skills online package & login to eLearn by Jan 10 and complete pre-course assignment. CRNS 15065 & 15066 all in class sessions & must purchase textbook only.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15065	TU	Jan6	Mar24	5:00-9:00	12	Classroom (IH)	\$404.34
15066	TH	Jan8	Mar26	5:00-9:00	12	Classroom (IH)	\$404.34
15067	SA	Jan10	Mar22	9:00-5:00	3	Blended (IH)	\$404.34

Maternal-Child Theory 2**NRSG10046 (SA)**

Explores nursing theory as applied to maternal-child and pediatric populations. 6 in class sessions Jan 14, 28, Feb 11, 25, Mar 11, 25. Remainder online. NOTE: Students needing Nursing Theory 2 are required to complete both NRSG10046 and NRSG10042.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15073	WE	Jan14	Mar25	5:30-9:30	6	Blended (IH)	\$335.70

Mental Health Nursing**NRSG10042 (SA)**

Explores nursing theory as applied to mental health & community nursing. Four in class session are Feb 7, 28, Mar 21, Apr 11. Remainder online. NOTE: Students needing Nursing Theory 2 are required to complete NRSG10042 and NRSG10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15068	SA	Feb7	Apr11	9:00-4:00	4	Blended (IH)	\$179.04

Nursing Informatics**NRSG10016 (SA)**

Learn to use common clinical information systems (e.g. Meditech) and research information using various online e-health resources. Course consists of online learning and 3 full days of laboratory sessions. Evaluation includes skills assessment group and individual projects, presentation and reports. In class dates are: CRN 15069 Jan 18, Feb 8, & March 1. CRN 15070 Jan 25, Feb 22 & March 22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15069	SU	Jan18	Mar1	9:00-4:00	3	Blended (IH)	\$313.32
15070	SU	Jan25	Mar22	9:00-4:00	3	Blended (IH)	\$313.32

Nursing Theory 1**NRSG10019 (SA)**

Update nursing management skills for acute and chronically ill adults. Focus on nursing assessment, diagnosis, intervention implementation and evaluation using evidence-based practice. MUST LOG ON ONE WEEK PRIOR TO START DATE. CRN 15072 in class Jan 8, 22, Feb 5, 19, Mar 5, 26. CRN 15071 in Brampton, Sheridan College, Davis Campus & in class sessions Jan 7, 21, Feb 4, 18, March 4, 25. NOTE: Last class for both CRNS is Thursday April 2 2015 at the IAHS - LRC.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15071	WE/TH	Jan7	Mar25	9:00-5:00	7	Blended (OR)	\$579.06
15072	TH	Jan8	Apr2	9:00-4:00	7	Blended (IH)	\$579.06

Professional Issues**NRSG10018 (SA)**

Nursing as a profession is examined within the context of the current Cdn Health Care System. Topics include: Analyze health care trends, ethical/legal issues, standards of professional practice, cultural aspects and multidisciplinary practice. CRN 15063 - in class sessions Jan 10, 17 Feb 28, March 21 & 29 & remainder online. CRN 15064- in class sessions Jan 17, Feb 7, Mar 7 & 28 in Brampton, Sheridan College, Davis Campus, remainder online. You MUST log on 1 WEEK BEFORE START.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15063	SA/SU	Jan10	Mar29	9:00-4:00	5	Blended (IH)	\$529.14
15064	SA	Jan17	Apr11	9:00-4:00	12	Blended (OR)	\$529.14

Ontario Bridging Participants Assistance Program (OBPAP)

Accepted BIEN students may be eligible to receive up to \$5000 in bursary funding towards tuition, books or equipment. OBPAP application forms are available from the Registration Office, Institute for Applied Health Sciences at McMaster.

Therapeutic Relationships**COMM10099 (SA)**

Enhance your communication skills for clinical nursing. Learn documentation, reporting, taking phone orders, therapeutic communication, explaining procedures and presenting values and measurements. CRN 15079 in class dates Jan 15, 29, Feb 12, Feb 26, Mar 12, 26 and students must log into eLearn by Jan 8. In class dates for CRN 15080 in Brampton, at Sheridan College Davis Campus are Jan 13, 27, Feb 10, 24, Mar 10, 24 and students must log into eLearn by Jan 6.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15080	TU	Jan6	Mar24	3:00-8:00	6	Blended (OR)	\$429.30
15079	TH	Jan8	Mar26	2:00-7:00	6	Blended (IH)	\$429.30

Bridging for Medical Laboratory Technology Diploma (170)

ONTARIO COLLEGE DIPLOMA**Graduation Requirement: 24 Courses**

Are you an Internationally Educated Technologist trying to meet CSMLS refresher requirements, enter the labour market, or prepare for the CSMLS exam? Are you a Canadian MLT graduate who has been out of the workforce and wants a refresher? These courses may meet your needs.

Gain clinical experience and a diploma by applying to the 9 month program.

INFORMATION SESSION: Friday, March 6, 2015 at IAHS, 6:30pm.

Questions?

Call: 905-540-4247 ext. 26703

Email: mary.golba-bylhouwer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/bridgingmedlab

PROGRAM OF STUDIES

Mandatory Courses:	Hours
SAFEMLS03 Safe Work Practices	12
MLSCMLS04 Specimen Procurement	18
MLSCMLS05 Basic Laboratory Techniques	33
INSTMLS06 Instrumentation Theory	24
INSTMLS07 Instrumentation Lab	18
MLSCMLS02 Standards of Practice	15
MLSCMLS09 Analytical Techniques 1 Theory	42
MLSCMLS10 Analytical Techniques 1 Lab	15
MLSCMLS11 Analytical Techniques 2 Theory	36
MLSCMLS12 Analytical Techniques 2 Lab	14
MLSCMLS13 Analytical Techniques 3 L and T	27
MLSCMLS14 Analytical Techniques 4 L and T	33
MLSCMLS15 Analytical Techniques 5 L and T	27
MLSCMLS17 Assessment And Interpretation Of Results	60
MLSCMLS20 Case Studies, Exam Preparation	30
MLSCMLS21 Sector Specific Language And Health Culture	54
MLSCMLS22 Basic Laboratory Techniques II	30
QUALMLS18 Quality Control And Quality Management	54
MLSCMLS23 Sector Specific Language And Culture II	30
MLSCMLS24 Sector Specific Language And Health Culture III	30
MLSC10007 Introduction to Molecular Techniques	44
CLINMLS08 Clinical Experience 1	225
CLINMLS16 Clinical Experience 2	225
CLINMLS19 Clinical Experience 3	225

The Bridging Program offers online and hands on learning opportunities.

Analytical Techniques 4 L and T**MLSCMLS14 (SA)**

Will review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology. One in class session Sat Feb 7. Remainder on eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15085	TU SA	Jan6	Mar17	6:30-9:30 10:30-1:30	11	Blended (FF)	\$288.95

Clinical Experience 1**CLINMLS08 (SA)**

Develop practical skills in the five major lab disciplines in this first clinical experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15086	MO-FR	Jan2	Feb13	8:00-4:30	30	FieldWork	\$1395.54
15088	MO-FR	Jan2	Feb28	8:00-4:30	30	Classroom (FF)	\$1438.54

Clinical Experience 2**CLINMLS16 (SA)**

Further enhance your practical skills in the five major lab disciplines in this clinical experience.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15087	MO-FR	Feb13	Apr10	8:00-4:30	30	FieldWork	\$1395.54

Dementia Studies - Multidiscipline Certificate (142)

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 8 courses****Questions?**

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements

- Completion of a Diploma or Degree in Health Sciences or Human Services, or a Diploma or Degree approved by the Program Manager.
- Fax proof of credentials to 905-528-7706.

PROGRAM OF STUDIES

Courses are integrated with the Working With Dementia Clients - Multidiscipline Certificate program.

Mandatory Courses:	Hours
HSCIDEM01 Overview of Dementia Care	24
COMMDEM02 Communication & Interpersonal Skills In Dementia	24
HMNSDEM03 Caregiving Skills	24
LAWSDDEM04 Ethics and Legalities 1	24
HSCIDEM06 Evaluation & Program Planning In Dementia Care	45
HSCIDEM07 Research And Development In Dementia Care	24
CLINDEM08 Dementia Clinical/Placement	90

Options - Choose 1:

See website for a complete list of courses

Contact us for Clinical information.

Caregiving Skills**HMNSDEM03**

Provides theories which enhance the care given to clients with dementia by assessing the needs of each client and developing a plan of care. Topics included are: involving clients in meaningful activities, ADL, dealing with the stress of the care-giver and also embedded in the course is "The A.R.T. of Towel Bathing".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15056	WE	Mar4	Apr22	6:30-9:30	8	Classroom (IH)	\$194.04

Overview Of Dementia Care**HSCIDEM01**

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15055	WE	Jan7	Feb25	6:30-9:30	8	Classroom (IH)	\$194.04


Diabetes Education Certificate (928)
ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 5 courses**

Develop a firm foundation in current clinical approaches to diabetes education. An excellent step towards certification as a Certified Diabetes Educator (CDE).

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/diabeteseducation

Admission Requirements

- You must be a RN, RPN, Registered Dietician, Pharmacist, Chiropractor or Physician in Ontario.
- Prior approval is necessary.
- Fax your Certificate of Registration to: 905-528-7706 including the name of the program and your email address.
- Once you are approved, complete a CE registration form and fax to 905-575-2348. Following this, you may email cerreg@mohawkcollege.ca for confirmation that your fax was received. When your registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account. Instructions to "Start an OntarioLearn Course" will be available at www.mohawkcollege.ca/continuing-education/get-started

Medical Clearance:

In preparation for the last course in the program - Diabetes Field Placement 1, please be aware that students are required to complete the Communicable Disease Screening Protocol (Immunization) and receive clearance from Mohawk Health Services before attending the placement site. The CDSP form can be found on the Mohawk website and may be completed in the semester prior to registering for placement course.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSCIDW001 Diabetes Care - Basic	30
HSCI10052 Introduction to Patient Education	30
HLTH10028 Living with Diabetes	30
HLTH10046 Special Care Considerations for Clients with Diabetes	30
HLTH10057 Diabetes Field Placement 1	60

Diabetes Care - Basic**HSCIDW001 (SA)**

Address the disease process and management and control of diabetes to reduce the risk of complications. Examine essential elements of diabetes control - balance of food, physical activity and medication.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11382		Jan13	Apr21			OntarioLearn	\$296.70
11544		Mar2	Jun8			OntarioLearn	\$296.70

Introduction to Patient Education**HSCI10052 (SA)**

Explore learning styles and readiness to learn in patients with diabetes. Examine the adult educator's role and effective teaching strategies, and learn to design lesson plans and evaluation techniques. Prerequisite: HSCIDW001.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11068		Jan13	Apr21			OntarioLearn	\$296.70
11545		Mar2	Jun8			OntarioLearn	\$296.70

Living with Diabetes**HLTH10028 (SA)**

Examine hypoglycemia and hyperglycemia and their impact on Diabetes management. Practice teaching strategies for use with clients with learning disabilities, visual or language impairments and other special needs. Consider cultural issues, especially among First Nations People. Prerequisite: HSCI10052.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11171		Jan13	Apr21			OntarioLearn	\$296.70
11546		Mar2	Jun8			OntarioLearn	\$296.70

Special Care Considerations for Clients with Diabetes**HLTH10046 (SA)**

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11349		Jan13	Apr21			OntarioLearn	\$296.70
11547		Mar2	Jun8			OntarioLearn	\$296.70

Diabetes Field Placement 1**HLTH10057 (SA)**

Benefit from the opportunity to apply basic educational theory and adult education techniques to diabetes education. Design and deliver lessons to clients and evaluate both teaching and learning. Prerequisites: HSCIDW001, HSCI10052, HLTH10028 and HLTH10046.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11067		Jan8	Apr2			eLearn	\$426.15


Disability Management - Return to Work Coordinator Certificate (038)
ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 25 courses**

Develop your practical skills in disability management for the Canadian workplace, through this program developed by the National Institute of Disability Management and Research. Focus on the implementation of jointly managed, workplace-based disability management programs with emphasis on Ontario legislation.

Questions?

Call: 905-540-4247 ext. 26703

Email: patti.boucher@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/disabilitymgt

Admission Requirements

- Ontario College Diploma, Ontario College Advanced Diploma, Degree or equivalent prior learning/work experience (e.g. industry training, professional development, certification or over 200 hours of related employment).
- Basic computer skills (Word, email and internet) are recommended.
- All applicants for whom English is a second language must provide proof of Canadian Language Benchmark 7.
- Contact Patti Boucher, Program Manager, before registering for the first module.

PROGRAM OF STUDIES

HRESRTC01 and CREDRTC02 are prerequisites for all the other courses unless you have permission from the Program Manager

Mandatory Courses:		Hours
HRESRTC01	Effective Disability Management Programs	9
CREDRTC02	Introduction to Return-to-Work Coordination	6.5
HRESRTC03	Physical Impairments, Rehabilitation Services and Return-To-Work	6.5
HRESRTC04	Mental Health Issues, Rehabilitation Services & Return-To-Work	9
HRESRTC05	Job Analysis	6.5
MISCRTC06	The Role of Assessment	6.5
COMMRTC07	Communication and Interviewing Skills	6.5
COMMRTC08	Interviewing and Helping Skills	6.5
MGMTRTC09	Problem-Solving With Groups	6.5
CONFRTC10	Introduction Into Conflict Resolution	9
MGMTRTC11	Disability and Diversity Workplace	6.5
MGMTRTC12	Management and Organizational Skills for Return to Work Coordinator	6.5
LAWSRTC13	Legislation And Disability Management	9
HRESRTC14	Workers' Compensation	6.5
INSRRTC15	Insurance and Other Benefits	6.5
MGMTRTC16	Disability Management In Unionized Organizations	6.5
HRESRTC17	Dis Man From The Human Resources Perspective	6.5
MGMTRTC18	Managing Change	9
SENSRTC19	Assistive Technology and Accommodation	6.5
HRESRTC20	Evaluating the Return-To-Work Process and Disability Management Programs	9
HLTHRTC21	Injury Prevention and Health Promotion	6.5
MRKTRTC22	Marketing and Education in Disability Management and Return to Work	6.5
INFORTC23	Information Management	6.5
LAWSRTC24	Professional Conduct	6.5
CREDRTC25	Managing The Return-To-Work Process	9

No refunds/transfers 2 days prior to course start date.

Prior Learning Assessment / Exemptions

You may be eligible for credit for skills and knowledge you have acquired in your work experiences, or exemptions for course taken at another educational organization. For further information on PLAR please contact NIDMAR and for exemptions for courses taken at other educational organizations, contact us as above.

Course materials will be available in the eLearn course groups. Students must have materials available during class (print or electronic).

Effective Disability Management Programs HRESRTC01

Explore the rationale for establishing a disability management program, various structures for providing a return-to-work capacity within an organization, and setting up a new program or evaluating an existing one.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15033	SA	Jan24	Jan24	8:30-6:30	1	Classroom (IH)	\$342.55

Insurance And Other Benefits

INSRRTC15

Examine long term and short term disability, CPP disability, automobile insurance, EI sickness benefits, social assistance, and government programs and community organizations of assistance to workers with disabilities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15035	SA	Jan31	Jan31	8:30-3:30	1	Classroom (IH)	\$271.64

Introduction to Return-to-Work Coordination CREDRTC02

Explore the elements of the plan; the roles of people involved in the process; types of accommodations; and the hierarchy of return-to-work options.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15032	FR	Jan23	Jan23	12:00-6:30	1	Classroom (IH)	\$271.64

Managing The Return-To-Work Process CREDRTC25

Examine the case management process. Focus on assessment, return-to-work planning, implementation, monitoring and adaptation, and evaluation. Prerequisites: RTC01, RTC02, RTC05, RTC06, RTC07, RTC08.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15037	SA	Feb28	Feb28	8:30-6:30	1	Classroom (IH)	\$342.55

Mental Health Issues, Rehabilitation Services & Return-To-Work HRESRTC04

Consider symptoms, treatments and disability aspects of stress and depression and strategies for assisting individuals with stress and depression related illnesses to return to work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15039	SA	Mar28	Mar28	8:30-6:30	1	Classroom (IH)	\$342.55

Physical Impairments, Rehabilitation Services and Return-To-Work HRESRTC03

Develop a basic understanding of the body systems (respiratory, pulmonary, etc.); treatment providers and the type of information that they are likely to provide; and the impact of physical impairments on individuals and their work.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15038	FR	Mar27	Mar27	12:00-6:30	1	Classroom (IH)	\$271.64

Problem-Solving With Groups MGMTRTC09

Develop a range of facilitation skills that Return to Work Coordinators use to move the return-to-work process forward or to deal with general issues arising from the program.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15036	FR	Feb27	Feb27	12:00-6:30	1	Classroom (IH)	\$271.64

Professional Conduct LAWSRTC24

Analyze ethical issues in disability management and the development and application of codes of ethics.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15034	FR	Jan30	Jan30	12:00-6:30	1	Classroom (IH)	\$271.64

Food Services Certificate (816)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Enhance your food service skills for employment in Health Care facilities. Focus on the role of the Food Service Worker and the importance of issues such as safety, sanitation and nutrition.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/foodservices

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or linda.brush@mohawkcollege.ca

Admission Requirements

- You must apply and be accepted into the Food Services program.
- Those currently employed in the food service department of a Health Care Facility, who provide a letter of recommendation from their supervisor receive priority.
- Applicants who do not currently work in the kitchen of a Health Care Facility will have a field work requirement of 60 hours in order to receive the certificate.
- All applicants require proficiency in English Language skills. Individuals for whom English is a second language will be required to provide proof of a Canadian Language Benchmark of 5.

PROGRAM OF STUDIES

CULIHC10 is a prerequisite to all other courses in the program.

Mandatory Courses:		Hours
CULIHC10	Introduction to Institutional Food Service	30
CULIHC20	Food Preparation 1	30
SAFEHC30	Sanitation and Safety	30
SAFEHC40	Food Service Management Functions	30
CULIHC50	Food Preparation - 2	30
HLTHCF60	Nutritional Care	30
WORKHCF02	Food Services Fieldwork Requirement	60

Prior Learning Assessment and Recognition (PLAR):

You may be eligible to qualify for credit for the Food Services Fieldwork Requirement (WORKHCF02) using skills and knowledge acquired through work experience. For details visit ce.mohawkcollege.ca/foodservices.

Food Preparation 1 CULIHC20 (SA)

Study basic cooking principles with the emphasis on entree, soup, starch, fruit and beverage preparation. Explore allergies, intolerances, multiculturalism and catering. No need to purchase manual. Notes will be handed out in class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15041	TU	Jan13	Mar17	6:30-9:30	10	Classroom (IH)	\$228.80

Sanitation and Safety of Food Services in Health HSC110183 (SA)

Focus on preventing food-borne illness within health care institutions with emphasis on legal requirements, food handling, contamination control, quality assurance, fire safety, injury prevention, and basic first aid. Equivalent to: SAFEHC30. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11593		Jan13	Apr21			OntarioLearn	\$296.70

Institutional Food Service HLTH10064 (SA)

Focus on the food service worker's role in various food service systems in a health care environment. Topics include food service department organization, food production and delivery systems, food ordering and receiving systems, cost controls, quality improvement, and computerization. Equivalent to: SAFEHC40.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11359		Jan13	Apr21			OntarioLearn	\$296.70

Nutritional Care

HLTHCF60 (SA)

Examine various disease states - cardiovascular, diabetes, cancer, dysphagia, kidney disease, etc. and their relationship to nutrition. Topics include nutrition labelling, Canada's Food Guide, texture and energy modification and geriatric nutrition.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15043	TH	Jan15	Mar19	6:30-9:30	10	Classroom (IH)	\$223.80

Introduction to Nutrition in Health Care

HLTH10065 (SA)

Learn the basic principles of nutrition and the role of nutrition in the health care environment. Discuss current nutrition recommendations for fat, fibre, vitamins and minerals and weight control and nutrition throughout the lifecycle. Equivalent to: HLTHCF60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11370		Jan13	Apr21			OntarioLearn	\$296.70

Food Services Fieldwork Requirement

WORKHCF02 (SA)

Required Fieldwork placement for students who are not currently working in a Health Care Facility.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15042		Jan5	Mar30			FieldWork	\$429.30

Gerontology - Multidiscipline Certificate (037)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

Benefit from formal studies in aging.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements

- Diploma or degree in Health Sciences or Human Services (e.g. RN, RPN with Diploma, Recreation, Social Worker, etc.).

PROGRAM OF STUDIES

Courses are integrated with the Working with the Aged - Multidiscipline Certificate. Refer to the website.

Mandatory Courses:		Hours
HSCIGER10	An Introduction to the Study of Aging	30
HSCIGER20	Physiology of Aging	30
HSCIGER30	Assessment and Planning	30
HSCIGER41	Mental Health Aspects of Aging	30
LAWSGER51	Legal And Ethical Issues Related to Aging	30
HMNSGER60	Individual Study	45
WORKGER71	Community-Based Field Experience	30
WORKGER81	Institutional-Based Field Experience	30

Options - Choose 2:

COMMLL041	Communications
PSYC5271	Developmental Psychology
SSCI5108	Sociology
HSCIDEM06	Evaluation Pgm Plg - Dementia
HSCIGER05	Restorative Care
HSCIHZA69	Introduction to Palliative Care

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

An Introduction To The Study Of Aging HSCIGER10 (SA)

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
11198		Jan13	Apr21			OntarioLearn	\$274.70

Assessment And Planning HSCIGER30

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11856		Jan13	Apr21			OntarioLearn	\$274.70

Mental Health Aspects Of Aging HSCIGER41

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11128		Jan13	Apr21			OntarioLearn	\$274.70

Legal And Ethical Issues Related To Aging LAWSEGER51

Investigate some of the varied legal and ethical concerns related to seniors and/or caregiver(s) including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying. Prerequisite: HSCIGER41.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11125		Jan13	Apr21			OntarioLearn	\$274.70

Individual Study HMNSGER60

Here's your opportunity to pursue a particular topic in depth through independent research and/or extensive reading. Prerequisite: LAWSEGER51.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11116		Jan13	Apr21			OntarioLearn	\$385.55

Community-Based Field Experience WORKGER71 (SA)

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11095		Jan13	Apr21			OntarioLearn	\$166.09

Institutional-Based Field Experience WORKGER81 (SA)

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20, HSCIGER30, HSCIGER41, LAWSEGER51 and HMNSGER60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11094		Jan13	Apr21			OntarioLearn	\$166.09

Introduction To Palliative Care HSCIHA69

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11480		Jan12	Apr17			eLearn	\$266.04


Medical Device Reprocessing Certificate (MDR) (927)
MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Questions/Applications?

Call: 905-540-4247 ext. 26703

cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mdr

Admission Requirements

- You must apply and be accepted into the MDR program.
- September intake only.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSC10121 Introduction to (MDR) Medical Device Reprocessing	30
HSC10122 MDR Laboratory Experience	42
HSC10123 MDR Principles and Practices 1	30
HSC10124 MDR Principles and Practices 2	30
HSC10125 MDR Principles and Practices 3	30
CLIN10059 Clinical Experience Medical Device Reprocessing	150

MDR Laboratory Experience HSC10122 (SA)

Offered over 7 Saturdays involves 42 hours of interactive learning activities with skills labs. Led by instructors who are experienced in the MDR environment to prepare the student for MDR clinical.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15105	SA	Jan24	Apr4	8:00-3:00	7	Other	\$313.32

MDR Principles and Practices 2 HSC10124 (SA)

Provides knowledge and technique necessary to assume proper instrument assembly and different methods of sterilization.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15106	WE	Jan14	Feb25	6:00-10:00	7	Classroom (IH)	\$223.80

MDR Principles and Practices 3 HSC10125 (SA)

Includes Event Related Sterility as it pertains to storage and distribution. Material management and professionalism will also be covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15107	WE	Mar4	Apr15	6:00-10:00	7	Classroom (IH)	\$223.80

Clinical Experience Medical Device Reprocessing CLIN10059 (SA)

Apply MDR Theory in a full-time preceptored experience in a hospital setting.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15104		Jan5	Mar31			FieldWork	\$753.90

Medical Laboratory Technician Certificate (047)

SPECIAL JOINT MOHAWK/MICHENER INSTITUTE CERTIFICATE

Graduation Requirement: 13 courses

Offered in conjunction with the Michener Institute (Toronto) and approved by the National Certification Body CSMLS and the Provincial Body OSMT. Complete the theory portion through Online Learning at Mohawk College and the laboratory sessions at the Michener Institute. You must satisfy admission requirements of both institutions. Upon successful completion, you will be eligible to write the CSMLS and OSMT certification exams.

Questions?

Call: 905-540-4247 ext. 26703 or 20722

Email: mary.golba-byhouwer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/medlabassistant

Online Learning Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26706

Email: disted@mohawkcollege.ca

Michener Institute Contacts:

Call: 416-596-3101; Melissa Rodway ext. 3451

Email: mrodway@michener.ca

Admission Requirements

- Grade 12 English and Math
- Grade 11 Chemistry OR
- Mature student status

PROGRAM OF STUDIES

Mandatory Courses:		Hours
MLSCMLA50	Med Lab Assistant Module 1 Introduction	30
MLSCMLA51	MLAR Mod 2 - Laboratory Basics	21
BIOL10006	Preparatory Biology	56
MLSCMLA53	MLAR Mod 4 - Basic Tech in Haematology	27
CHEMMLA54	MLAR Mod 5 - Basic Techniques in Chemistry	27
MLSCMLA55	MLAR Mod 6 - Basic Tech in Microbiology	24
MLSCMLA56	MLAR Mod 7 Histology/Cytology	24
MLSCMLA61	Introduction to Transfusion Medicine	24
MLSC10003	Laboratory Basics Workshop	22
MLSCMLA42	Clinical Behavioural Science	36
MLSCMLA58	Clinical Skills	56
CLIN10034	Clinical Experience 1	96
CLIN10035	Clinical Experience 2	160

Med Lab Assistant Module 1 Introduction MLSCMLA50 (SA)

An introductory unit providing an overview of the program. Focuses on ethics, standards of practice, patient rights and safety. Specimen collection, handling, reception, processing and associated clerical duties are also covered.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11624	Jan8	Apr9				eLearn	\$221.70

MLAR Mod 2 - Laboratory Basics MLSCMLA51 (SA)

Review laboratory protocols. Includes basic medical laboratory mathematics, chemistry, applicable physics and terminology, the use and care of laboratory instruments and standards, and properties of glass and plasticware. The preparation of simple reagents and solutions using the proper glassware/plasticware is presented.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11625	Jan8	Apr9				eLearn	\$155.19

Preparatory Biology

BIOL10006 (SA)

Provides a basic introduction to Human Biology by examining cell structure and function as well as examining the body systems. Understand the organization of the human body from cell to organism. Identify and understand the functions and major components of the 11 body systems. For Medlab students only. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11239	Jan8	Apr9				eLearn	\$401.19

MLAR Mod 4 - Basic Techniques In Haematology MLSCMLA53

Learn appropriate protocols at the lab assistant level for collecting and handling routine haematological specimens, preparing and staining blood films, setting up for processing of haemoglobins, and blood cell counts (using automated equipment). Focus on methodology for microhaematocrits, erythrocyte sedimentation rates and basic coagulation studies, and associated clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11410	Jan8	Apr9				eLearn	\$199.53

MLAR Mod 5 - Basics Techniques In Chemistry CHEMMLA54

Study basic procedures at the lab assistant level for the collection, handling, processing and examining of specimens for chemical analysis. Examine urinalysis, blood glucose, and faecal occult blood testing techniques and relevant automation set up and maintenance, and review clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11411	Jan8	Apr9				eLearn	\$199.53

MLAR Mod 6 - Basic Techniques In Microbiology MLSCMLA55

Review lab assistant procedures used in the microbiology lab such as specimen collection and handling, plating, media preparation, and routine staining. Study preparation of stains and reagents and pertinent clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11072	Jan8	Apr9				eLearn	\$177.36

MLAR Mod 7 Histology/Cytology MLSCMLA56

Study the collection, handling, processing, and preparation of histological and cytological specimens at the lab assistant level. Review the care, organization and maintenance of equipment, preparation of simple solutions and reagents, routine staining of sections and smears as well as appropriate clerical duties.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11073	Jan8	Apr9				eLearn	\$177.36

Introduction To Transfusion Medicine MLSCMLA61

Develop a basic knowledge of blood groups and blood products, storage requirements and the effects of storage. Discuss tests routinely performed in transfusion medicine.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11074	Jan8	Apr9				eLearn	\$177.36

Laboratory Basics Workshop MLSC10003 (SA)

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15092	FR	Mar20	Mar22	5:00-9:00 9:00-5:00	3	Classroom (FF)	\$159.85

Clinical Experience 2 CLIN10035 (SA)

4-week clinical placement to be taken when all courses at Mohawk College and the Michener Institute have been successfully completed.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15091	MO-FR	Jan2	Mar31	8:00-4:30	20	FieldWork	\$1044.34

Oncology Nursing Certificate (883)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 7 courses

Gain advanced knowledge and nursing skills for caring for patients and families living with cancer. RNs can use this program of study as preparation for the CNA oncology certification exam.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/oncologynursing

Admission Requirements

- You must submit proof of current College of Nurses (CNO) registration - "Find a Nurse" document for course approval. Please fax to 905-528-7706 including the name of the program along with your e-mail address.
- A completed clinical immunization record is required before clinical experiences.
- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email cereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account which will give you access to your course.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
NRSGNSCC1	Introduction to Oncology Nursing	30
HSCINSCC2	Communication & Psychosocial Issues in Oncology Nursing	36
HSCINSCC3	Major Malignancies I	39
HSCINSCC4	Major Malignancies II	39
HSCINSCC5	Symptom Control & Management	39
CLINNSCC6	Oncology Clinical Experience	48
NRSGHZ215	Nursing Assessment Skills	50

The assessment skills course can be taken concurrently with the Oncology courses, but must be completed before enrollment in the Oncology Clinical Experience course and within 5 years of beginning the program.

Introduction To Oncology Nursing NRSGNSCC1 (SA)

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
11075	Jan8	Mar12				eLearn	\$221.70

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
11076	Jan8	Apr2				eLearn	\$266.04

Major Malignancies I HSCINSCC3

Examine the disease processes of various cancers and the nurse's role in treatment, prevention and detection. Topics include gynecological, stomach, liver, pancreatic, colorectal, bladder, prostate and testicular cancers. Prerequisite: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11037	Jan8	Apr9				eLearn	\$288.21

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
11077	Jan8	Apr9				eLearn	\$288.21

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: NRSGNSCC1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11284	Jan8	Apr9				eLearn	\$288.21

Oncology Clinical Experience CLINNSCC6 (SA)

An opportunity to integrate the knowledge and skills learned in the previous theory modules in a clinical setting. This clinical experience is 48 hours in length. Hospital and/or community settings may be selected. Date, time and clinical site(s) must be arranged with the Program Manager.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11170	Jan8	Apr9				eLearn	\$351.27

Palliative Care - Multidiscipline Certificate (017)

ONTARIO COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Palliative Care aims to relieve suffering and improve quality of life for those who are living with and/or dying from a progressive life limiting illness. Learn to help patients and families address physical, psychological, social, spiritual and practical issues. Intended for regulated/certified health care professionals. The curriculum is based on standards of the Canadian Hospice Palliative Care Association and the Canadian Nurses Association.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26703

Email: disted@mohawkcollege.ca or cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/palliativecare

Admission Requirements

- Must be a regulated/certified health care professional, e.g. RN, RPN, OT/PT, Social Worker, Dietician, Physician, etc.
- Fax copy of current license/certificate to 905-528-7706, Attention: Palliative Care, Program Manager

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HSCIHZA69	Introduction to Palliative Care	36
COMM10084	Communication & Informed Decision Making	36
HMNS10016	Loss, Grief and End of Life Issues	36
HMNS10017	Professional Issues & Advocacy	36
HSC110082	Pain Management	36
HSC110083	Symptom Management	36
CLIN10033	Field Practicum	30

Notes:

- The course Fundamentals of Hospice Palliative Care offered by the Hospice Palliative Care Network is equivalent to HSCIHZA69. You must apply for a course exemption and provide proof of successful completion of the Fundamentals course.
- Individual courses may be taken by persons interested in working in palliative care; however, a certificate will only be granted to regulated/certified health care professionals upon completion of all course work.

Clinical Course Information:

- Clinical course prerequisites are successful completion of all related theory courses.
- Clinical courses can only be completed in the spring term.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current related clinical practice.
- An eligible student, planning to complete the clinical course in the spring term, must apply to the Program Manager by January of the year in which the student plans to do the clinical course.
- Preclinical Medical Requirements: Current Mohawk College Medical Clearance, current Mask Fit Test, BCLS, and specific agency preclinical requirements such as Vulnerable Sector Screening, computer training, online orientation information, etc.

Introduction To Palliative Care**HSCIHZA69**

Examine the principles of care and support for palliative care patients and families in this overview course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11480		Jan12	Apr17			eLearn	\$266.04

Professional Issues and Advocacy**HMNS10017 (SA)**

Interdisciplinary and collaborative practice between the palliative care team and the family is the focus. Discussion of ethical issues and ethical decision-making as well as legal issues will continue in this course. Advocacy for the rights of the person with advanced illness and their family will be discussed. Professional development, research and education for the palliative care professional will be examined. Prerequisite: HSCIHZA69.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11653		Jan12	Apr17			eLearn	\$266.04

C Palliative Care for Personal Support Workers Certificate (941)**ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 6 courses**

Personal Support Workers are offered the opportunity to define palliative care and its basic principles, to explore the standards of palliative care and to build the necessary skills to care for individuals in the last stages of life.

Questions:

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/palliativecarepsw

Admission Requirements

- Personal Support Worker Certificate.
- Proof of certification must be faxed to 905-528-7706.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSC110095 Overview of Palliative Care for Personal Support Workers	30
COMM10106 Communication/Multicultural Considerations	30
HSC110094 Loss, Grief and Caregiver Support	30
HSC110096 Symptom Management within the PSW Scope of Practice	30
MGMT10057 Ethical Issues, Conflict Management/Stress Management	30
CLIN10041 Clinical Field Placement	30

Courses will be offered in Fall 2015.

C Perioperative Nursing Certificate (943)**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 8 courses**

Develop the specialized perioperative nursing skills to function effectively in the Operating Room Suite in accordance with the standards of Perioperative Nursing Association of Canada.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rn-operatingroom

Admission Requirements

- You must apply and be accepted.
- Current registration as a RN/RPN with the College of Nurses of Ontario.
- Mask Fit Testing and medical clearance.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRS10058 RN/RPN Introduction to Operating Room Nursing	48
HSC110156 O.R. Laboratory Experience A	45
HSC110158 OR Laboratory Experience B	40
HSC110184 Operating Room Lab Experience C	12
NRS10032 Operating Room Principles and Practices 1 Theory	38
NRS10033 Operating Room Principles and Practices 2 Theory	40
HSCINSC87 Anaesthesia, Assessment & Critical Care	42
CLIN10060 R.N. Operating Room Clinical	150

Offered in new blended format combining in classroom and online formats.

RN/RPN Introduction to Operating Room Nursing**NRS10058 (SA)**

Students are introduced to perioperative nursing principles and practices of aseptic technique, basic microbiology, sterilization, instrumentation and patient safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15103	WE	Jan14	Apr8	6:00-10:00	12	Classroom (1H)	\$354.42

O.R. Laboratory Experience A**HSC110156 (SA)**

In an operating room environment, students will practise skills for the scrub nurse and circulating nurse role. Specific dates for Labs will be discussed at first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15097	TU SA	Feb24	May2	4:30-10:00 7:30-3:30	6	Other	\$335.70

OR Laboratory Experience B**HSC110158 (SA)**

In an operating room environment, students will continue to practice their skills for scrub nurse and circulating nurse. Exact dates given in first class. Classes held at St. Joseph's Hospital.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15101	SA	Feb21	Apr25	7:30-3:30	5	Other	\$298.40

Operating Room Lab Experience C**HSC110184 (SA)**

Continue to practice skills for the scrub nurse and circulating nurse role in a minimal invasive surgery environment. Class at St. Joseph's Hospital

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15098	TH	Feb5	Feb15	4:00-10:00	2	Other	\$239.52

Operating Room Principles and Practices 1**Theory NRSNG10032 (SA)**

Focus on surgical terminology, related anatomy and specialty equipment for General Surgery, Minimal Invasive Surgery, Obstetrics/Gynaecology and Genitourinary.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15099	WE	Jan14	Mar18	6:00-10:00	9	Classroom (IH)	\$283.48

Operating Room Principles and Practices 2**Theory NRSNG10033 (SA)**

Focus on surgical terminology, specialty equipment and related anatomy for the surgical specialties: Ortho, Neuro, Plastics, Ophth, ENT, Thoracic, Vascular & Cardiac.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15100	WE	Mar25	May27	6:00-10:00	10	Classroom (IH)	\$298.40

Anaesthesia, Assessment & Critical Care HSCINSC87 (SA)

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
15096	TH	Feb19	Apr23	6:00-10:00	10	Classroom (IH)	\$313.32

R.N. Operating Room Clinical**CLIN10060 (SA)**

Apply perioperative nursing theory and skills in a full-time preceptored Operating Room Suite.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15102		Jan5	Mar31			FieldWork	\$788.90

Pharmacy Technician Bridging

The Nationalized Pharmacy Technician Bridging Education courses will no longer be available as of January 1, 2015. For further information please email NAPRA at info@napra.ca

**Psychosocial Rehabilitation Certificate (016)****ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 courses**

Psychosocial Rehabilitation (PSR) is an approach to service delivery that supports the recovery of people living with mental health challenges. Participants gain an understanding of the foundations of the approach as well as core knowledge of and experience with skills related to incorporating the approach within mental health practices and programs. Many of our graduates pursue and successfully achieve a CPRP (Certified Psychiatric Rehabilitation Practitioner) through USPRA.org.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or christine.mcmulkin@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/psychosocialrehab

Admission Requirements

- Experience in the field of mental health recovery as a person with lived experience, family member, volunteer or service provider.
- A degree, diploma or certificate in a relevant field, or equivalent.
- Prior approval from the Program Manager is necessary.
- Send by email a summary of your experience and a scanned copy of your educational qualifications to christine.mcmulkin@mohawkcollege.ca
- If you do not have related knowledge and experience in mental health, HLTH10016 Introduction to Mental Health is a recommended starting point.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
HSCIPSR01	Psychosocial Rehabilitation Foundations	45
HSCIPSR02	Mental Health Services	45
HSCIPSR03	Psychiatric Rehab Process	45
HSC10092	Mental Health Practitioner Competencies	45
HSCIPSR05	Current Trends in Mental Health	45
HSCIPSR06	Independent Study in Psychosocial Rehab	60

Introduction to Mental Health (PSR)**HLTH10016**

Develop a basic understanding of psychiatric diagnoses and treatments for adults experiencing major mental illness. Consider related mental health issues and current legislation.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11532		Jan13	Apr21			OntarioLearn	\$385.55

Psychosocial Rehabilitation Foundations HSCIPSR01 (SA)

Examine key concepts and principles of Psychosocial Rehabilitation (PSR) and explore how use of a PSR framework influences the roles of consumers and practitioners and their relationships. Several PSR approaches to working with individuals are described. Weekly chat sessions will be held on Tuesdays at 7:00 pm EST.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11235		Jan13	Apr21			OntarioLearn	\$385.55

Mental Health Services**HSCIPSR02 (SA)**

Focuses on applying the PSR framework within programs. The measurement of PSR outcomes will be described and a range of PSR programs will be illustrated. Explore how practitioners can support program change. Chat sessions will be held every second Tuesday at 8:00 pm EST. Prerequisite: HSCIPSR01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11529		Jan13	Apr21			OntarioLearn	\$385.55

Mental Health Practitioner Competencies**HSC10092 (SA)**

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 within mental health practitioner roles, as well as determine the specific competencies integral to each of the roles. Weekly chat sessions: Thursdays at 8:00 pm EST. Prerequisite: HSCIPSR03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11843		Jan13	Apr21			OntarioLearn	\$385.55

Independent Study In Psychosocial Rehabilitation**HSCIPSR06 (SA)**

Consolidate your understanding of the PSR approach with the design of a strategy to address an identified consumer need and/or gap in service. Consumer involvement is emphasized. Liaison with a site contact and the course instructor is required. During the course, three chat sessions will be held on Wednesdays at 7:30 p.m. Prerequisites: HSCIPSR01, HSCIPSR02, HSCIPSR03, HSC10092 and HSCIPSR05.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11236		Jan13	Apr21			OntarioLearn	\$479.15

Registered Nurse - Critical Care Nursing Certificate (871)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 10 courses

Obtain knowledge and skills necessary to work in Critical Care areas. Designed for nurses currently working in a critical care setting, or those who want to prepare for critical care nursing.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/criticalcarenursing

Online Learning Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca

Admission Requirements

- Completion of corresponding theory course required prior to clinical course registration.
- Evidence of registration with the College of Nurses. Please fax the "Find a Nurse" document to 905-528-7706. Include the name of program and your e-mail address with fax.
- Once approved and completed CE registration form can be faxed to 905-575-2348, you may email cereg@mohawkcollege.ca for confirmation that fax was received. When your course registration has been processed, you will receive a CE Acknowledgement of Registration and Student Account letter which will give you access to your course.
- Medical Clearance is required prior to clinical placements.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
NRSRG10036 Introductory Module 1	30
NRSRG10001 Critical Care Module 2 - Respiratory	33
NRSRG10002 Critical Care Module 3 Cardiovascular Nursing	45
NRSRG10035 Special Needs Population In Critical Care Module 4	30
NRSRG10003 Critical Care Module 5 Neurosciences	36
NRSRG10004 Critical Care 6 Gastrointestinal and Genitourinary	39
CLIN10004 Critical Care Module 2 (Respiratory) - Clinical	28
CLIN10005 Critical Care Module 3 (Cardiovascular) - Clinical	24
CLIN10006 Critical Care Module 5 (Neurosciences) - Clinical	24
CLIN10007 Critical Care Module 6 (GI/GU) - Clinical	8

To arrange clinical placements, or inquire about Prior Learning Assessment (credit for skills and knowledge gained through other courses or work experience), call 905-540-4247 ext. 26708.

Introductory Module 1 NRSRG10036 (SA)

Develop prerequisite skills for acquiring knowledge related to critical care issues from biologic, behaviour, social and nursing domains. A prerequisite/corequisite course for other critical care modules.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11379	Jan8	Apr9				eLearn	\$221.70
11578	Jan22	Apr23				eLearn	\$221.70

Critical Care Module 2 - Respiratory NRSRG10001 (SA)

Learn to assess, plan, implement and evaluate nursing care in critical care settings for patients with respiratory difficulty, using enhanced knowledge of pathophysiological processes. Prerequisite: NRSRG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11232	Jan8	Apr9				eLearn	\$243.87

Critical Care Module 3 Cardiovascular Nursing NRSRG10002 (SA)

Develop specialized knowledge and skill in implementing nursing care in a critical care setting for patients with cardiovascular problems. If you are unfamiliar with the complexity of ECG Interpretation, it is suggested that you register in the Arrhythmia Interpretation course. Prerequisite: NRSRG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11233	Jan8	Apr9				eLearn	\$332.55

Special Needs Population In Critical Care Module 4 NRSRG10035 (SA)

Learn to understand and support special needs populations (e.g. pediatric, geriatric, psychiatric and transplant) in the critical care setting. Develop skill in critically appraising research that supports nursing practice. Prerequisite: NRSRG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11380	Jan8	Apr9				eLearn	\$221.70

Critical Care Module 5 Neurosciences NRSRG10003 (SA)

Examine the major neuromuscular problems that result in admission to a critical care setting and the implementation of nursing processes for them. Prerequisite: NRSRG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11231	Jan8	Apr9				eLearn	\$266.04

Critical Care 6 Gastrointestinal and Genitourinary NRSRG10004 (SA)

Learn to care for patients with gastrointestinal and urinary problems requiring critical care including fluid and electrolyte balance. Prerequisite: NRSRG10036.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11234	Jan8	Apr9				eLearn	\$288.21

Critical Care Module 2 (Respiratory) - Clinical CLIN10004

Use the knowledge and skills learned in the Respiratory module in this 28 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15051	TU	Jan6	Mar31			FieldWork	\$208.88

Critical Care Module 3 (Cardiovascular) - Clinical CLIN10005

Integrate knowledge and skills learned in the Cardiovascular module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15052	WE	Jan7	Mar31			FieldWork	\$179.04

Critical Care Module 5 (Neurosciences) - Clinical CLIN10006

Apply knowledge and skills learned in the Neurosciences module in this 24 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15053	TH	Jan8	Mar31			FieldWork	\$179.04

Critical Care Module 6 (GI/GU) - Clinical CLIN10007

Use knowledge and skills learned in the GI/GU module in this 8 hour preceptored Clinical Placement. The preceptor retains responsibility for care of the patient.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15054	FR	Jan9	Mar31			FieldWork	\$59.68



Registered Nurse - First Assistant Certificate (921)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 5 courses

Program is comprised of independent study, part-time online, a full-time didactic component and a clinical internship. The didactic/Laboratory Practice component will be held in Hamilton. Accommodations will be your responsibility.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rnfa

Admission Requirements

- Student Application Form
- Interview with Program Manager

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRSG10039	RNFA Theory 1	39
NRSG10040	RNFA Theory 2	39
NRSG10041	RNFA Laboratory Practice	60
CLIN10046	RNFA Independent Internship	50
CLIN10042	RNFA Surgeon Mentored Internship	175

RNFA Theory 2

NRSG10040

Develop intraoperative knowledge and techniques necessary for the RN First Assistant's role. The nursing diagnosis is used as the defining guide in planning and implementing patient care.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
39116	Dec8	Mar20				eLearn	\$288.21

RNFA Laboratory Practice

NRSG10041

Participate in 6 days (60 hours) of interactive learning activities and skills labs. Stresses the expanded functions of the perioperative nurse preparing to assume RNFA intraoperative responsibilities for assisting at surgery. Dates subject to change. Mar 25 - 4 to 10 p.m. Remaining dates (Mar 26-Apr 2) 7 a.m. to 5 p.m.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15093	WE TH-TH	Mar25	Apr2	4:00-10:00 7:00-5:00	6	Classroom (IH)	\$429.30



Registered Nurse - Occupational Health Nursing Certificate (875)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/occupationalhealthnursing

Admission Requirements

- Certificate of Registration from the College of Nurses of Ontario as an RN or be registered in any Canadian jurisdiction where you live.
- Prior approval for this certificate is necessary. Please mail a copy of your current registration to:
Mohawk College Online Learning (Room J113),
P.O. Box 2034, Hamilton, ON
L8N 3T2
or fax to 905-575-2381

PROGRAM OF STUDIES

NRSGOHN01 is a prerequisite for most subsequent courses unless prior approval is given by the Program Manager.

Mandatory Courses:		Hours
NRSGOHN01	Occupational Health Nursing Module 1	42
HSCIOHN02	Occupational Health & Health Surveillance Module 2	42
HSCIOHN03	Health and Safety Legislation for OHNs-Module 3	42
HSCIOHN04	Health and Safety Management Module 4	42
WORKOHN05	Occupational Health Nursing Project	42
MGMT10020	Ergonomics and Disability Management for OHN	42
HLTH10030	Health in the Workplace	42
Options - Choose 1:		
NRSGHZ215	Assessment Skills for Registered Nurses	
HSCI10151	Health Assessment	

Internationally educated nurses who are not currently registered with the CNO should contact bien@mohawkcollege.ca

Occupational Health Nursing Module 1

NRSGOHN01 (SA)

Introduces the practice of occupational health nursing, ethical, professional and legal issues and guidelines which form the basis of occupational health nursing practice. Acquire basic skills in the identification of health and safety hazards in the workplace as well as activities which promote employee health and safety.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11118		Jan13	Apr21			OntarioLearn	\$363.38

Occupational Health and Surveillance Module 2

HSCIOHN02

Understand the health effects of common hazardous chemical and physical agents in the workplace as well as the related health assessments, diagnoses, nursing interventions and medical surveillance. Develop an understanding of principles of occupational hygiene and exposure monitoring and sampling techniques. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11036		Jan13	Apr21			OntarioLearn	\$363.38

Health and Safety Management Module 4

HSCIOHN04

Learn to design, implement and evaluate an effective occupational health service and health and safety program incorporating evidence-based practice. Acquire or enhance professional writing skills and obtain and critique a research report. Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11530		Jan13	Apr21			OntarioLearn	\$363.38

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. Prerequisite: Completion of at least three OHN Certificate courses.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11499		Jan13	Apr21			OntarioLearn	\$363.38

Ergonomics and Disability Management for Occupational Health Nursing

MGMT10020

Acquire an understanding of biomechanical & ergonomic principles & relate these to pathophysiology of work-related musculoskeletal disorders. Perform physical demands analyses, identify ergonomic risk factors & recommend workstation and/or task modification to prevent work-related injuries. Identify barriers to return to work and design an effective disability management program. Recommended Prerequisite: NRSGOHN01.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11119		Jan13	Apr21			OntarioLearn	\$363.38

Health in the Workplace

HLTH10030

Learn to develop, implement and evaluate health promotion and disease prevention programs and strategies in the workplace.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11531		Jan13	Apr21			OntarioLearn	\$363.38

Health Assessment

HSCI10151

Develop skill in conducting a complete physical examination and health assessment for adults facing health challenges and life transitions. Focus on history taking, examination skills, health promotion techniques and clinical decision making. Final project requires a video to be submitted by WebCast, YouTube or DVD. Equivalent to: NRSQGHZ215.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11315		Jan13	Apr21			OntarioLearn	\$422.38

Registered Nurse - Perinatal Nursing Certificate - High Risk Obstetrics (877) or Neonatal (876)

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 7 courses for Neonatal****Graduation Requirement: 7 courses for High Risk Obstetrics.**

On successful completion of each program student is to apply for Certificate in Perinatal Nursing and Acknowledgement of Completion of specific speciality.

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. There is a strong emphasis on physiology, evidenced-based practice, research and nursing management. The Perinatal High Risk Obstetrical Certificate Program prepares RNs for the Canadian Nurses Association Perinatal Nursing Certification examination.

Questions?

Call: 905-540-4247 ext. 26703

Web: www.mohawkcollege.ca/continuing-education/perinatalnursing**Online Learning Questions?**

Call: 905-575-2703

Email: disted@mohawkcollege.ca**Admission Requirements**

- Fax proof of current registration with the College of Nurses of Ontario as a Registered Nurse to 905-528-7706. Include your email address and Program Name.

PROGRAM OF STUDIES: High Risk Obstetrics

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing Part 1	32.5
NRSG10056 Introduction to Perinatal Nursing Part 2	32.5
HSCI10163 Neonatal Resuscitation-Provider Certification	10
NRSG10049 Obstetrical Nursing 1 Advanced	30
NRSG10051 Obstetrical Nursing 2 (Advanced)	36
CLIN10002 Obstetrical Nursing 1 Clinical Experience	72
CLIN10003 Obstetrical Nursing 2 Clinical Experience	72

PROGRAM OF STUDIES: Neonatal

Mandatory Courses:	Hours
NRSG10055 Introduction to Perinatal Nursing Part 1	32.5
NRSG10056 Introduction to Perinatal Nursing Part 2	32.5
HSCI10163 Neonatal Resuscitation-Provider Certification	10
NRSG10045 Neonatal Nursing 1 Advanced	32
NRSG10043 Neonatal Nursing 2 Advanced	36
CLINNSCF2 Advanced Neonatal Nursing 1 Clinical Experience	72
CLINNSCF4 Advanced Neonatal Nursing 2 Clinical Experience	72

NRSG10055 are NRSG10056 are offered on page 103.

Clinical Course Information

- Eligible students must attend a clinical information session on March 6, 3-4 pm at the IAHS. Room TBA.
- Clinical prerequisites are successful completion of ALL related theory courses and NRP.
- Prior to clinical experience you are required to take Neonatal Resuscitation or apply for a course exemption if in possession of a current agency NRP Certification.
- Clinical courses may only be taken in the Spring term.
- Eligible students planning to complete clinical course(s) must apply to Program Manager by January of the year in which the student plans to do clinical course(s). As clinical placements are difficult to acquire, students who submit clinical applications as per guidelines will have priority.
- Exclusion from practicum may be approved via the PLAR process on the basis of the learner's documented current clinical practice.
- Preclinical medical requirement: current Mohawk College medical clearance, mask fit test, BCLS and specific agency preclinical requirements such as police check and computer training.

Prior Learning Assessment & Recognition (PLAR)

Challenge exams are available for Introduction to Perinatal Nursing 1 & 2 for nurses (RNs & RPNs) with appropriate knowledge, skills & clinical experience. Contact us for registration information and the package for the 3 hour exam or for a prerequisite assessment.

Course manuals are available on course home pages in eLearn. Please **download and bring to first class if course is in class.****Neonatal Resuscitation-Provider Certification HSCI10163**Gain hands on experience in individual skill practice and integrated simulations of mega codes and newborn scenarios. Bring proof of successful completion of online NRP exam (dated within 1 month of start date) to first class. Visit www.cps.ca/nrp/OnlineExam for details. Exam requires self-study. Textbook required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15050	MO	Mar2	Mar2	9:00-5:00	1	Classroom (IH)	\$199.50

Obstetrical Nursing 2 (Advanced) NRSG10051 (SA)

Focus on complex obstetrical complications such as hypertensive disorders, diabetes, bleeding, infections, cardiac disease and obstetrical emergency situations. Prerequisites: NRSG10055, NRSG10056 & NRSG10049. Class dates: Jan 16,30, Feb 13,27, Mar 6,27.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15049	FR	Jan16	Mar27	9:00-3:00	6	Classroom (IH)	\$827.65

Neonatal Nursing 1 Advanced NRSG10045 (SA)

Examine the nursing assessment and care of the moderately ill and/or preterm neonate. Topics include preterm birth from the neonatal perspective, assessment of the "at risk" infant, thermoregulation, nutrition, infection, and respiratory problems. Prerequisite: NRSG10056. 32 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11581		Jan12	Apr17			eLearn	\$236.48

Registered Nurse Refresher Certificate (069)

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 8 courses**

Are you a Registered Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20737

Email: bien@mohawkcollege.caWeb: www.mohawkcollege.ca/continuing-education/rn-refresher**Admission Requirements**

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years

How do I Apply?

Forward a cover letter along with:

- A copy of Certificate of Registration or Reinstatement Letter from CNO
- Resume outlining your nursing practice.
- Forward your documents by fax, email or mail to:
Mohawk College, Institute for Applied Health Sciences
RN Refresher Certificate, Room 185
1400 Main St. West, Hamilton, ON, L8S 1C7
FAX: 905-528-7706
Email: bien@mohawkcollege.ca

Clinical Information:

- You MUST complete all courses in your program of studies prior to attending clinical experience.
- Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- Medical clearance, mask fit testing, a police check and BCLS are required prior to experience.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.

PROGRAM OF STUDIES

Refer to your individualized Program of Study for prerequisites and corequisites.
Full program must be completed within 3 years of admission to program.

Mandatory Courses:	Hours
NRSG10016 Nursing Informatics	42
NRSG10018 Professional Issues	76
NRSG10019 Nursing Theory 1	84
NRSG10027 Administration of Medication for Nurses	62
NRSG10028 Clinical Skills Review	56
NRSGHZ215 Assessment Skills For Nurses	59
CLIN10027 Clinical Experience 1 (200 hrs)	200-400
CLIN10028 Clinical Experience 2	200-300



Registered Nurse/Registered Practical Nurse Mental Health Certificate (930)

ONTARIO COLLEGE GRADUATE CERTIFICATE**Graduation Requirement: 6 courses**

Acquire current knowledge and skills in the specialty area of mental health nursing. This newly designed program for RNs and RPNs explores concepts and trends necessary for functioning as a dynamic and innovative member of the Mental Health care team.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mentalhealthnursing

Admission Requirements

- Submit proof of current College of Nurses of Ontario registration, "Find a Nurse" document, prior to the registering for the introductory course. Please fax to 905-528-7706 and include the program name and your email address.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSCI10145 Advancements in the Mental Health System	36
HSCI10147 Introspective Practice	36
HSCI10148 Health Challenges	36
HSCI10149 Whole Person Assessment	36
HSCI10150 Interventions Supporting Recovery	36
CLIN10070 Operationalizing Theory into Practice	40

NOTES:

- Courses are offered in a blended format using the learning management system eLearn.
- Register 1 week in advance of start dates so that faculty can contact you with start-up directions.
- Please log on to your eLearn course one week in advance of start date.
- Mohawk Medical Clearance must be met before Clinical placement, CLIN10070.

Advancements in the Mental Health System HSCI10145 (SA)

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 you 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 15057 and 15058 1 in class session Jan 6. Balance online. HSCI10145 cannot be completed concurrently with any other course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15057	TU	Jan6	Mar24	6:00-9:00	12	Blended (IH)	\$268.56
15058	TH	Jan8	Mar26	6:00-9:00	12	Blended (IH)	\$268.56

Interventions Supporting Recovery HSCI10150 (SA)

Integrate knowledge of psychopharmacology and other treatment modalities/alternatives with evidence based practices to support shared decision making and health maintenance processes with clients. Course delivered via eLearn. Prerequisite: HSCI10147. May be taken concurrently with HSCI10148, HSCI10149.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15059	TH	Jan8	Mar26	6:00-9:00	12	eLearn (IH)	\$268.56

Introspective Practice HSCI10147

Use reflective practices to explore the impact of your values and beliefs in therapeutic partnership and gain self-awareness into nurse/client relationships. Use these personal insights to both refine your communication and interviewing skills, and work through intrapersonal, interpersonal and organizational conflicts and ethical dilemmas. Course delivered via eLearn. Prerequisite: HSCI10145. May be taken concurrently with HSCI10148; HSCI10149; HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15060	TU	Jan6	Mar24	6:00-9:00	12	eLearn (IH)	\$268.56

Operationalizing Theory into Practice CLIN10070

Gain real world experience in the application of theory from previous courses. Demonstrates a broad scope of interventions used in mental health nursing and analyse the client, family and team perspectives in various community or hospital environments. A preceptored clinical experience. Prerequisites: HSCI10148, HSCI10149, HSCI10150, HSCI 10145 & HSCI 10147.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15061	TU	Jan6	Mar31			FieldWork	\$298.40

Whole Person Assessment HSCI10149 (SA)

Integrate refined interviewing skills with assessment tools to construct an understanding of your clients' health journey. Identify clients' ability based on data collected, using the multidisciplinary team approach. Compose a narrative of clients' personal, family, social and vocational life in partnership with clients. One in class session posted on course site. Balance of course on eLearn. Prerequisite: HSCI10147 & may be taken concurrently with HSCI10148 or HSCI10150.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15062	WE	Jan7	Mar25	6:30-9:30	12	Blended (IH)	\$268.56

Registered Nurse/Registered Practical Nurse 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.

Questions?

Call: 905-540-4247 ext. 26703

Email: donna.dunlop@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/paediatric-nursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Proof of current registration with College of Nurses of Ontario as a Registered Nurse or Registered Practical Nurse must be faxed to 905-528-7706. Include your email address and the program name.

Prior Learning Assessment & Recognition (PLAR)

Exemption from Paediatric Assessment (NRS10057) may be granted via PLAR for RNs and RPNs who have current work experience in assessment of pediatric clients.

Nursing Care of Children with GI & Metabolic Disorders **NEW!**

NRS10067

Examine the pediatric population with gastrointestinal and metabolic disorders in a community context. Focus will be on pathophysiology, assessment, medical and nursing management. Factors to be considered are client and family communications, education, cultural and spiritual influences. Prerequisite: NRS10057. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11793		Jan12	Apr17			eLearn	\$266.04

Paediatric Assessment: Infancy to Adolescence **NEW!**

NRS10057

Explore the growth and development of pediatric clients from infancy to adolescence reviewing the normal physical, cognitive, social and psychological developmental changes of each age group. Designed for RNs and RPN's interested in caring for pediatric clients in the community, the course will provide key insights into how to conduct, access, and support optimal development of pediatric clients in each age group. 36 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11790		Jan12	Apr17			eLearn	\$266.04

Registered Practical Nurse - Maternal Newborn Nursing Certificate (040)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 6 courses

Perinatal nurses must be able to identify, assess, select and implement appropriate evidence based nursing care to women and their families. Develop knowledge and skills in perinatal nursing within the scope of practice of RPN.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/maternalnewbornnursing

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Current registration with the College of Nurses of Ontario as a Registered Practical Nurse. Please fax to Perinatal Program Manager at 905-528-7706.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
NRS10055	Introduction to Perinatal Nursing Part 1	32
NRS10056	Introduction to Perinatal Nursing Part 2	32
HSC110163	Neonatal Resuscitation Program	10
NRS10057	Perinatal RPN Maternal Care	32
NRS10058	Perinatal Newborn And Family Care (RPN)	32
CLIN10073	RPN Perinatal Nursing Clinical	84

Clinical Course Information:

- Clinical courses can only be completed in the spring term.
- Clinical course prerequisites are successful completion of foundational (NRS10055, NRS10056, HSC110163) and related advanced theory courses.
- An eligible student planning to complete any clinical course in spring term must complete and submit a clinical application to Program Manager by January of the year in which the student plans to do the clinical course.
- Applications submitted later in the year may be declined as clinical placements are difficult to acquire and students who previously submitted clinical applications in the Winter will have priority.
- Exclusion from clinical course may be approved via the PLAR process based on the learner's documented current clinical practice. Contact PLAR office at 905-575-2395 or plar@mohawkcollege.ca
- Preclinical Requirements: Current Mohawk College Medical Clearance, current Mask Fit, BCLS test, and any specific agency requirements such as vulnerable sector screening, online orientation etc.

Introduction to Perinatal Nursing Part 1

NRS10055

Develop knowledge and skills in perinatal nursing. Focus on the stages of pregnancy from conception to the start of labour and delivery. Pregnancy risk assessment and prenatal education also receive emphasis.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11476		Jan12	Apr17			eLearn	\$388.97

Introduction to Perinatal Nursing Part 2

NRS10056 (SA)

Enhance your knowledge of labour and delivery and normal postpartum care. Learn to assess and care for the newborn and the mother and provide educational services for new parents. Prerequisite: NRS10055.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11477		Jan12	Apr17			eLearn	\$388.97

Perinatal RPN Maternal Care

NRS10057 (SA)

Enhance the skills acquired in Introduction to Perinatal Nursing 1 & 2. You focus on the care of women experiencing healthy and at risk childbearing, with emphasis on the RPN's role in obstetrics, fetal assessment, antepartum concerns, birth process, perinatal bereavement, postpartum assessment and complications. Prerequisite: NRS10056.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11579		Jan12	Apr17			eLearn	\$236.48

Perinatal Newborn And Family Care (RPN)

NRS10058 (SA)

Enhance your skill in newborn and family assessment and problem recognition, newborn complications, and issues related to changes in maternal newborn care. Prerequisite: NRS10057.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11580		Jan12	Apr17			eLearn	\$236.48

Registered Practical Nurse Refresher Certificate (884)

ONTARIO COLLEGE GRADUATE CERTIFICATE

Graduation Requirement: 8 courses

Are you a Registered Practical Nurse in Ontario who has been out of active practice for more than 3 years? Update your skills before returning to active nursing.

Questions?

Call: 905-540-4247 ext. 26703 or 20737

Email: bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rpn-refresher

Admission Requirements

- Certificate of Registration or Reinstatement Letter from the College of Nurses of Ontario
- Have practiced as a nurse within the last 10 years.

How do I apply?

Forward a cover letter with:

- A copy of CNO Certificate of Registration or Reinstatement Letter.
- Resume outlining your nursing practice.
- Forward your documents by fax, email or mail to:

Mohawk College, Institute for Applied Health Sciences

RPN Refresher Certificate, Room 185

1400 Main St. West, Hamilton, ON, L8S 1C7

FAX: 905-528-7706

Email: bien@mohawkcollege.ca

Clinical Information

- You **MUST** complete all courses in your program of studies prior to attending clinical experience.
- Clinical experiences take place between April and August each year and are scheduled taking into consideration your individual learning needs and the availability of clinical sites.
- Clinical experience is variable depending on CNO Reinstatement Letter or length of time out of practice.
- **Medical clearance, mask fit testing, police check and BCLS are required** prior to experience.

PROGRAM OF STUDIES

Refer to your individualized Program of Study for prerequisites and corequisites.

Full program must be completed within 3 years of admission to program.

Mandatory Courses:	Hours
NRSG10016 Nursing Informatics	42
NRSG10018 Professional Issues	60
NRSG10019 Nursing Theory 1	84
NRSG10027 Administration of Medication for Nurses	62
NRSG10028 Clinical Skills Review	56
NRSGHZ215 Assessment Skills For Nurses	59
NRSG10020 Nursing Theory 2	84
CLIN10027 Clinical Experience 1 (200 hrs)	200-400
CLIN10028 Clinical Experience 2	200-300

Registered Practical Nursing Diploma Completion

Questions?

Call: 905-540-4247 ext. 26703

Email: donna.dunlop@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/rpn-diplomacompletion

Admission Requirements

- No new admissions. Program is being phased out starting Winter 2015.

Clinical Course Information:

- Refer to your individual program of study sent with your acceptance into the program.
- Clinical courses can only be completed in Spring/Summer semesters.
- Clinical course prerequisites are successful completion of ALL required nursing theory courses.
- Clinical applications are to be submitted in January of the year in which you become eligible to complete clinical courses.
- Contact Program Manager for clinical application.
- Preclinical Requirements include: Current Mohawk College medical clearance, maskfit testing, BCLS and specific agency preclinical requirements such as police check & computer training.

PROGRAM OF STUDIES

You must complete the full program within 3 years of admission to the program.

Mandatory Courses:	Hours
NRSG10018 Professional Issues	76
NRSG10019 Nursing Theory 1	84
NRSG10016 Nursing Informatics	42
NRSG10042 Mental Health Nursing	24
NRSG10046 Maternal-Child Theory	45
NRSG10028 Clinical Skills Review	56
NRSGHZ215 Assessment Skills for Nurses	59
NRSG10027 Administration of Medication for Nurses	62
CLIN10027 Clinical Experience 1	200
CLIN10048 Clinical Consolidation	100
PSYC2271 Developmental Psychology	42
COMM11040 Communication D	42
SSCISS108 Sociology 1	42
COMM10265 Critical and Innovative Thinking	42

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

Skin, Wound and Footcare Management

ACKNOWLEDGEMENT OF COMPLETION AND/OR LETTER OF RECOGNITION

Completion Requirements: see Program of Study

Update and expand knowledge and skills related to foot and wound care within scope of practice.

Questions?

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/foot-care-program

Admission Requirements

- Current registration with College of Nurses of Ontario.

PROGRAM OF STUDIES

Footcare Acknowledgement	Hours
NRSGHZPAE Basic Footcare for RNs and RPNs	13
NRSG10059 Advanced Footcare for RNs and RPNs	18
Footcare Letter of Completion	
Completion of the two course above plus:	
CLIN10058 Footcare Field Practicum	7
Management of Wounds Letter of Completion	
HSCIHS127 The Management of Wounds	30

Basic Footcare for RNs and RPNs

NRSGHZPAE

Focus on basic principles and skills in foot care. Purchase and complete the independent learning module at least 4 weeks before workshop. Text & course manual available from Titles Bookstore at McMaster Hospital. Do NOT cut toenails prior to the workshop. Must bring proof of CNO Registration to the workshop. NOTE: No refunds for withdrawals 3 weeks prior to beginning of course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15045	TH/FR SA	Feb5	Feb7	6:30-9:30 9:00-4:00	2	Classroom (IH)	\$106.98

Advanced Footcare for RNs and RPNs

NRSRG10059 (SA)

Study assessment & nursing care of high risk feet, pathological conditions & infection control. Practise padding & strapping. Prerequisite: Community College Basic Footcare course within the past 2 years. Dates: Feb 18, 21, 28, Mar 1.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15044	WE SA/SU	Feb18	Mar1	6:30-9:30 9:00-4:00	4	Classroom (IH)	\$149.28

Footcare Field Practicum

CLIN10058 (SA)

Observe and implement foot care within scope of practice supervised by an experienced foot care nurse in a 7 hour clinical experience. NOTE: Proof of completion of a Vulnerable Sector Police Check, 2 step Mantoux test and influenza vaccination must be submitted at least one week prior to field experience to IAHS, Room 185 or fax to 905-528-7706.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15046	TH	Mar26	Mar26	8:30-5:00	1	FieldWork	\$174.79

The Management Of Wounds

HSCIHS127

Enhance theoretical knowledge and practical skills in caring for complex wounds, including leg ulcers. Equivalent to L1-Canadian Assoc. of Wound Care series. Bring texts (available in McMaster Hospital, Room 1G) to first class. Dates: Jan 17, 31, Feb 21, Mar 7, 21. Course manual available on specific course page in eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15047	SA	Jan17	Mar21	9:00-4:00	5	Classroom (IH)	\$233.80

Working with Dementia Clients - Multidiscipline Certificate (138)**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 6 courses**

Develop the knowledge and skills to work with clients who have dementia, with emphasis on a holistic approach to care.

Questions?

Call: 905-540-4247 ext. 26703

Email: amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/dementiastudies

Admission Requirements

- Completion of an approved certificate program in health or human services or approval from Program Manager. Fax proof of credentials to 905-528-7706.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HSCIDEM01 Overview of Dementia Care	24
COMMDEM02 Communication & Interpersonal Skills In Dementia	24
HMNSDEM03 Caregiving Skills	24
LAWSDDEM04 Ethics and Legalities1	24
CLINDEM05 Clinical Field Placement With Clients	60
Options - Choose 1:	
PSYCSS271 Developmental Psychology	45
SSCISS108 Sociology 1	42
HSCI10095 Overview of Palliative Care for PSW	30
COMMLL041 Communication	45

Contact us for Clinical information.

Caregiving Skills

HMNSDEM03

Provides theories which enhance the care given to clients with dementia by assessing the needs of each client and developing a plan of care. Topics included are: involving clients in meaningful activities, ADL, dealing with the stress of the care-giver and also embedded in the course is "The A.R.T. of Towel Bathing".

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15056	WE	Mar4	Apr22	6:30-9:30	8	Classroom (IH)	\$194.04

Overview Of Dementia Care

HSCIDEM01

Develop an understanding of the difference between normal aging and dementia, with emphasis on the importance of a holistic approach to care within the existing medical model. Discuss the effects of dementia on care givers, clients and the family unit.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15055	WE	Jan7	Feb25	6:30-9:30	8	Classroom (IH)	\$194.04

Working with the Aged - Multidiscipline Certificate (019)**ONTARIO COLLEGE GRADUATE CERTIFICATE****Graduation Requirement: 8 courses**

Explore formal studies in aging.

Questions?

Call: 905-575-2703 or 905-540-4247 ext. 26708

Email: disted@mohawkcollege.ca or amy.boyer@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gerontology

Admission Requirements

- Completion of an approved certificate program in Health Sciences or Human Services, (e.g. RPN-Personal Support Worker, OTA/PTA)

PROGRAM OF STUDIES

Courses are integrated with the Gerontology - Multidiscipline Certificate. Refer to website.

Mandatory Courses:	Hours
HSCIGER10 An Introduction to the Study of Aging	30
HSCIGER20 Physiology of Aging	30
HSCIGER30 Assessment and Planning	30
HSCIGER41 Mental Health Aspects of Aging	30
LAWSGER51 Legal And Ethical Issues Related to Aging	30
WORKGER71 Community-Based Field Experience	30
WORKGER81 Institutional-Based Field Experience	30
Options - Choose 1:	
COMMLL041 Communication	
PSYCSS271 Developmental Psychology	
SSCISS108 Sociology	
HSCIGER05 Restorative Care	
HSCI10095 Overview - Palliative Care PSW	

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

An Introduction To The Study Of Aging

HSCIGER10 (SA)

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
11198		Jan13	Apr21			OntarioLearn	\$274.70

Assessment And Planning**HSCIGER30**

Further develop skills in Assessment and Planning for the aging adult. Topics include interviewing skills, communication with aging adults and those with special needs, losses that occur with lifestyle changes, observation skills, and recording. Planning, intervention and evaluation are also introduced. Prerequisite: HSCIGER20.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11856		Jan13	Apr21			OntarioLearn	\$274.70

Mental Health Aspects Of Aging**HSCIGER41**

Investigate many issues related to aging. Topics include the impact of aging on psychological processes of memory, intelligence and perception, as well as relationships and community involvement. Prerequisite: HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11128		Jan13	Apr21			OntarioLearn	\$274.70

Legal And Ethical Issues Related To Aging**LAWSGER51**

Investigate some of the varied legal and ethical concerns related to seniors and/or caregiver(s) including the need for a written will, Powers of Attorney for personal care and finances, laws affecting Canadians, elder abuse, ethics, suicide, physician assisted suicide, euthanasia, pain, palliative care, grief and dying. Prerequisite: HSCIGER41.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11125		Jan13	Apr21			OntarioLearn	\$274.70

Community-Based Field Experience**WORKGER71 (SA)**

Integrate gerontology theory and practice in this community-based placement. Benefit from the guidance of experienced gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20 and HSCIGER30.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11095		Jan13	Apr21			OntarioLearn	\$166.09

Institutional-Based Field Experience**WORKGER81 (SA)**

Gain practical experience in an institutional setting and benefit from the guidance of gerontology professionals. Arrange placement details with the Program Manager. Prerequisites: HSCIGER10, HSCIGER20, HSCIGER30, HSCIGER41, LAWSGER51 and HMNSGER60.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11094		Jan13	Apr21			OntarioLearn	\$166.09

OTHER COURSES**CPR and First Aid Certification**

Additional courses requested by special interest groups can also be accommodated.

Questions?

Call: 905-540-4247 ext. 26703

Web: www.mohawkcollege.ca/continuing-education/generalhealth

C.P.R. 'C'/AED Recertification - Health Care Provider Level**HSC110087**

Skills and assessment of CPR C - Health Care Provider level for health professionals who have previous CPR Level 'C' certification, within the last 12 -13 months.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15013	MO	Jan5	Jan5	4:30-8:00	1	Classroom (IH)	\$54.76
15014	SU	Jan11	Jan11	9:00-12:30	1	Classroom (IH)	\$54.76
15015	MO	Jan19	Jan19	4:30-8:00	1	Classroom (IH)	\$54.76
15016	SA	Jan24	Jan24	9:00-12:30	1	Classroom (IH)	\$54.76
15017	MO	Feb9	Feb9	4:30-8:00	1	Classroom (IH)	\$54.76
15018	SU	Feb15	Feb15	9:00-12:30	1	Classroom (IH)	\$54.76
15019	SA	Mar7	Mar7	9:00-12:30	1	Classroom (IH)	\$54.76
15020	SU	Mar22	Mar22	9:00-12:30	1	Classroom (IH)	\$54.76

C.P.R. 'C'/AED - Health Care Provider Level**HSC110086**

Designed for Health Professionals. Learn how to effectively respond to a respiratory and/or cardiovascular emergency. Automated External Defibrillation is included. A prerequisite for PN and BScN programs. Heart and Stroke Foundation certification.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15026	SA	Jan10	Jan10	9:00-2:30	1	Classroom (IH)	\$81.64
15027	SA	Jan17	Jan17	9:00-2:30	1	Classroom (IH)	\$81.64
15028	TU	Jan20	Jan20	5:00-10:30	1	Classroom (IH)	\$81.64
15029	SA	Feb7	Feb7	9:00-2:30	1	Classroom (IH)	\$81.64
15030	TU	Feb17	Feb17	5:00-10:30	1	Classroom (IH)	\$81.64
15031	SA	Mar21	Mar21	9:00-2:30	1	Classroom (IH)	\$81.64
15040	TU	Mar24	Mar24	5:00-10:30	1	Classroom (IH)	\$81.64

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, CYW, Law & Security, Educational Support, Fire Fighters, etc.). First Aid Valid for 3 years. CPR valid for 1 year.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15021	SA/SU	Jan3	Jan4	9:00-5:00	2	Classroom (IH)	\$166.21
15022	SA/SU	Jan17	Jan18	9:00-5:00	2	Classroom (IH)	\$166.21
15023	SA/SU	Feb7	Feb8	9:00-5:00	2	Classroom (IH)	\$166.21
15024	SA/SU	Feb21	Feb22	9:00-5:00	2	Classroom (IH)	\$166.21
15025	SA/SU	Mar14	Mar15	9:00-5:00	2	Classroom (IH)	\$166.21

General Health Sciences**Questions?**

Call: 905-540-4247 ext. 26703

Email: cehealth@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/health-sciences-other

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Counselling Skills in Oncology**COUN10007**

Develop the knowledge and skills required to establish a helping relationship with oncology and palliative care patients and their families throughout the trajectory of the cancer experience. Topics: factors affecting coping, helping relationship effective communication and interviewing skills, crisis management, psychosocial issues, burnout and ethical issues. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11057		Jan13	Apr21			OntarioLearn	\$296.70

Human Anatomy and Physiology**HSC110027**

Study the human body and apply your knowledge during on-line discussions. This diploma-level study is suitable for admission to Health Care programs and may be considered for advanced standing. Prerequisite: Grade 11 U or C biology or equivalent. Equivalent to: Health Sciences I (HSCIPNB11). 60 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11299		Jan13	Apr21			OntarioLearn	\$479.15

Mask Fit Testing

HSCI10057

Pre-clinical requirement for all Health Science programs. You must bring completed "HEALTH QUESTIONNAIRE" to class. If you miss your scheduled class, you MUST re-register.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15000	MO	Jan5	Jan5	4:30-6:00	1	Classroom (IH)	\$40.00
15001	WE	Jan7	Jan7	4:30-6:00	1	Classroom (IH)	\$40.00
15002	MO	Jan12	Jan12	4:30-6:00	1	Classroom (IH)	\$40.00
15003	WE	Jan14	Jan14	4:30-6:00	1	Classroom (IH)	\$40.00
15004	MO	Jan19	Jan19	4:30-6:00	1	Classroom (IH)	\$40.00
15005	WE	Jan21	Jan21	4:30-6:00	1	Classroom (IH)	\$40.00
15006	MO	Feb2	Feb2	4:30-6:00	1	Classroom (IH)	\$40.00
15007	WE	Feb4	Feb4	4:30-6:00	1	Classroom (IH)	\$40.00
15008	WE	Feb18	Feb18	4:30-6:00	1	Classroom (IH)	\$40.00
15009	MO	Mar9	Mar9	4:30-6:00	1	Classroom (IH)	\$40.00
15010	WE	Mar11	Mar11	4:30-6:00	1	Classroom (IH)	\$40.00
15011	MO	Mar23	Mar23	4:30-6:00	1	Classroom (IH)	\$40.00
15012	WE	Mar25	Mar25	4:30-6:00	1	Classroom (IH)	\$40.00

Operating Room Attendant

NRSGNSCD9

Focus on Operating Room Attendant role, infection control, decontamination, disinfection, sterilization, and workplace safety. On successful completion of NRSGNSCD9 & HSCI10155 an Acknowledgement of Completion will be given. OR Lab Experience will be offered next semester.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15094	TU	Mar24	May12	6:00-10:00	8	Classroom (IH)	\$238.72

Preparatory Biology

BIOL10006

Examine the anatomy and physiology of the human body. Intended for mature students wishing to enter Practical Nursing or other Health Sciences/Health Care programs. Not a credit course for BScN Nursing. CRN 15089 in class sessions Jan 14,21, Feb 4,11,25,Mar 4,11,25, April 1,8,15,22.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11331		Jan13	Apr21			OntarioLearn	\$454.19
15089	WE	Jan14	Apr22	6:30-9:30	15	Blended (IH)	\$404.34

Trauma Informed Perspectives

HLTH10183

Explore post-traumatic stress and associated disorders. Focus on the history, assessment, treatment modalities and recent research theory on traumatic stress and its impacts on children, adults and families. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11483		Jan13	Apr21			OntarioLearn	\$407.55

Medical Laboratory Technology

Suitable for technologists wishing to keep up with recent advances in the field and those preparing for advanced registration. There are also courses for technologists who would like to refresh their knowledge at the basic level or prepare for cross-training and core lab responsibilities. Some courses may also be of interest to nurses and laboratory assistants, and other health care professionals.

Basic Blood Collection

MLSCML123

Focus on the safe collection of capillary and venous blood samples. Appropriate for individuals working in clinical settings such as Doctor's offices, blood collection centres, and hospital laboratories. Skills practice is done on artificial arms. Opportunity for practice on student volunteers will be available. In class sessions Jan 15,22, Feb 5,12,19. Bal of course hours via eLearn.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15090	TH	Jan15	Feb19	6:30-9:30	5	Blended (IH)	\$164.66

Nursing**LETTER OF RECOGNITION**

Students who complete Assessment Skills (NRSGHZ215) and Administration of Medications (NRSG10027) may request a Letter of Recognition by emailing bien@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/health-courses

For information on Basic and Enhanced Exam Preparation Courses (CRNE & CPNRE) please call 905-540-4247 ext. 26703 or 20737.

Administration of Medication for Nurses NRSG10027 (SA)

Based on current practice standards from CNO, nurses will discuss accountability, professional responsibilities and competency requirements for administering medication. NOTE: Students must purchase "Calculating with Confidence" and logon to eLearn by START DATE. First session is online. CRN 15077 first in class session is Jan 19. No Class Feb 16. CRN 15078 first in class session is Jan 22. Sat/Sun lab sessions are Mar 21 & Mar 22 for BOTH CRN's.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15077	MO	Jan12	Mar30	5:00-9:00	13	Blended (IH)	\$441.78
	SA			9:00-5:00			
15078	TH	Jan15	Mar22	5:00-9:00	13	Blended (IH)	\$441.78
	SA/SU			9:00-5:00			

Arrhythmia Interpretation

NRSG10060

Enhance understanding of cardiac monitoring, arrhythmias (sinus, aerial, and ventricular) heart blocks and pacemakers. Combined classroom and online delivery for regulated health care professionals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15095	TU	Feb3	Apr7	6:00-10:00	10	Blended (IH)	\$298.40

Assessment Skills For Nurses

NRSGHZ215 (SA)

Improve your application of theory and technical skills with physical assessment, history taking and documentation. Lab practice included. CRN 15081 in class dates Jan 11 & March 22 remainder on line. CRN 15082 no class Feb 16. CRN 15084 in class dates Jan 18 & April 12 in Brampton at Sheridan Davis Campus, remainder on line. Students in CRN 15081 and 15084 must purchase user guide and access code.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15082	MO	Jan5	Mar30	5:00-9:00	12	Classroom (IH)	\$423.06
15081	SU	Jan11	Mar22	10:00-4:00	2	Blended (IH)	\$423.06
15083	WE	Jan14	Apr1	5:00-9:00	12	Classroom (IH)	\$423.06
15084	SU	Jan18	Apr12	10:00-4:00	10	Blended (OR)	\$423.06

Jurisprudence Exam Preparation

NRSG10081

Prepare for success on your CNO Jurisprudence Examination. This online preparation consists of over 150 review questions and discussion boards with content experts. All delivered via eLearn. Course opens at 9 a.m. You must be logged on and ready to begin online exam at 1 p.m. sharp.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15074	TH	Feb12	Feb12	9:00-4:00	1	eLearn (IH)	\$104.54
15075	TH	Mar12	Mar12	9:00-4:00	1	eLearn (IH)	\$104.54

OSCE Preparation Workshop

NRSG10082

Designed for Internationally Educated Nurses who have been directed by the CNO to attend an evaluation by CEHPEA. Includes practice OSCEs with standardized patients and individual feedback.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
15076	SA	Feb21	Feb21	9:00-4:00	1	Classroom (IH)	\$250.00

Hospitality, Home and Garden

www.mohawkcollege.ca/continuing-education/hhg

Programs and Courses

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CREDENTIALLED PROGRAMS

Culinary Skills - Introduction

NEW

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirements: 4 courses

Every great chef has a repertoire of knowledge from which to draw...here's 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 that you can become a home cook chef. Your journey to being a great cook 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.

Notes:

- Food and other additional costs (if applicable) are the responsibility of the student (unless otherwise indicated) and are paid directly to the instructor on the first night of class by cash or cheque only.
- Bring your own sharp knife, hand towel, containers and apron.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cooking-courses

PROGRAM OF STUDIES

Mandatory Courses:	Hours
CULI10069 Cooking Fundamentals	24
CULI10070 Cooking Fundamentals - The Next Step	24
CULI10071 Fundamentals of Gourmet Dining	24
Options - Choose 1:	
CULI10072 Fish and Seafood	12
TBA French Farm House Cookery	12
TBA Creole and Cajun	12

Cooking Fundamentals

CULI10069

Join Chef Shaun Davis 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 of \$55.00 payable to the instructor the first night of class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11950	TU	Jan13	Feb17	6:00-10:00	6	Classroom (FF)	\$197.10

Cooking Fundamentals - The Next Step

CULI10070

Chef Shaun Davis will introduce you to advanced methods of food preparation & presentation, from simple to complicated dishes & creative plating methods. Become a food enthusiast to use your new found confidence without relying on written recipes & make existing recipes into your own "signature dish". Instruction includes modern & classic techniques for preparing, cooking & serving by inspiring your personal creativity. Food costs of \$55.00 to be paid to the instructor the first night of class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11951	TU	Feb24	Mar31	6:00-10:00	6	Classroom (FF)	\$197.10

Fundamentals of Gourmet Dining

CULI10071

Chef Shaun Davis will take you on a culinary adventure, exploring different cuisines from around the world. Each week you will prepare a three course signature menu where you will learn the skills of a professional and how to use them at home to impress your family and friends. Food costs of \$55.00 payable to the instructor on the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12034	MO	Jan26	Mar9	6:00-10:00	6	Classroom (FF)	\$197.10

Fish and Seafood **NEW!**

CULI10072

Just in time for winter entertaining, join Chef Shaun Davis, in preparing fish and seafood in a variety of ways. Learn how to prepare filets, a selection of seafood and other cuts of fish properly - poach, fry, sauté and steam. There will be lots of tasting! Food costs of \$50.00 to be paid to the instructor at the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12036	SA	Jan24	Jan31	10:00-4:00	2	Classroom (FF)	\$99.30

Home Renovation For Women (Men Welcome)

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Join CHCH TV Reno Expert Pamela Stiles (5 Time "Readers Choice Award" Winner and Home Reno Expert at Home Depot) 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!

MATERIAL COSTS ARE INCLUDED IN THE COURSE FEES.

Questions?

Call 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/homerenov

PROGRAM OF STUDIES		
Courses – Choose 5:		Hours
BLDG10075	Tools and how to use them	12
BLDG10072	Basic Plumbing	12
ELEC10123	Basic Electrical	12
BLDG10073	Basic Maintenance	18
BLDG10074	Kitchens	12
BLDG10079	Flip That House	12
BLDG10086	Flooring and Mouldings	12
BLDG10087	Furniture Refinishing	12
CREA10135	Painting and Decorating	12
BLDG10008	Build a Bench	12

Complete an additional 5 courses and earn a second Acknowledgement of Completion!

PAMELA STILES WILL RETURN IN THE SPRING 2015 WITH THE HOME RENOVATION COURSES.

Basic Electrical ELEC10123

Join electrician John DeSantis, and learn how to plan a rewiring, upgrading, and add-ons according to code. Learn when an electrician and an inspection is a MUST. Material costs included in fee. Bring your lunch!

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11942	SA/SU	Jan31	Feb1	9:00-3:30	2	Classroom (FF)	\$131.80

Horticulture - Plant Identification Certificate (846)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795

Email: ceskills@mohawkcollege.ca or jim.lounsbury@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/horticulture

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HORTHOR01	Fundamentals of Horticulture	36
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers and Vines	36
HORTHOR06	Annuals, Perennials, Bulbs	36

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

Conifers (Evergreens) HORTHOR03

In depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11665	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40

Interior Decorating Certificate (178)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 13 courses

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

Courses are recognized by the Canadian Decorators' Association (CDECA).

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: ce.mohawkcollege.ca/interiordecorating or www.cdeca.com/en/about-cdeca

Admission Requirements

- Successful completion of Senior Secondary School English or equivalent.

PROGRAM OF STUDIES		
The first four courses must be taken in the order listed below.		
The + courses can be taken any time during the program.		
The ++ courses can be taken when the prerequisites have been met.		
For a complete listing of pre-requisites, please refer to the program website: ce.mohawkcollege.ca/interiordecorating		
Mandatory Courses:		Hours
CREAHF215	Colour Principles	30
CREAHF205	Design Principles	30
TDRWHF203	Basic Drafting ++	30
METRFH230	Estimating ++	30
TEXT10029	Fabrics for Interiors +	30
CREA10029	Residential Lighting +	30
CREA10034	Understanding Floors & Furniture +	30
CREA10030	Soft Furnishings & 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	3-D Computer Drafting ++	30
CREA10035	Kitchen & Bathroom Concepts	30
SBMG10001	Business Strategies for Interior Decorators ++	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
11937	TH	Jan22	Mar26	6:30-9:30	10	Classroom (FF)	\$246.00

Fabric For Interiors TEXT10029

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11940	TU	Jan13	Mar17	6:30-9:30	10	Classroom (FF)	\$246.00

Soft Furnishings and Window Treatments CREA10030

Discover how different drapery treatments, accessories and accents add the perfect finishing touches to a well-designed interior. Prerequisites: CREAHF215, CREAHF205, METRHF230, TDRWHF230.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11938	WE	Jan14	Mar18	6:30-9:30	10	Classroom (FF)	\$246.00

Accessorizing the Home CREA10031

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11939	TH	Jan15	Mar19	6:30-9:30	10	Classroom (FF)	\$246.00



Landscape Design Certificate (080)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

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

Questions?

Call: 905-575-2507 or 905-318-4295 mailbox 1795
 Email: ceskills@mohawkcollege.ca or jim.lounsbury@mohawkcollege.ca
 Web: www.mohawkcollege.ca/continuing-education/landscapedesign

Admission Requirements

- Successful completion of senior secondary school English or equivalent.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
HORTHOR01	Fundamentals of Horticulture	36
HORTLA010	General Plant Identification	36
HORTLA009	Botany for Horticulture	36
HORTLA001	Landscape Design 1	36
HORTLA007	Landscape Design II	36
HORTLA008	Landscape Design III	36
Options – Choose 1:		
CADMCAD06	AutoCAD - Introduction	45
HORTHOR02	Deciduous Trees	36
HORTHOR03	Conifers (Evergreens)	36
HORTHOR04	Deciduous Shrubs	36
HORTHOR05	Broadleaf Evergreens, Climbers and Vines	30
HORTHOR06	Annuals, Perennials, Bulbs	30
HORT10047	Holistic Plant Health Care & Integrated Pest Mgmt	36
BLDG10069	Principles of Landscape Construction	42

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

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

Landscape Design 1 HORTLA001

Focus on the basics of professional landscape design and construction, and selection, care and maintenance of plant materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11666	MO	Jan12	Apr6	7:00-10:00	12	Classroom (FF)	\$293.40

Botany For Horticulture HORTLA009

Develop a basic understanding of plant structures, growth and reproduction, classification systems and the relationship between plants and the environment.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11664	WE	Jan14	Apr1	7:00-10:00	12	Classroom (FF)	\$293.40

AutoCAD - Introduction CADMCAD06

Using AutoCAD/AutoCADLT2013 Fundamentals enables student to create basic 2D drawings. This software is one of the most sophisticated computer applications and can be challenging even at this fundamental level.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11879	SA/SU	Jan10	Jan25	9:00-5:00	6	Classroom (FF)	\$366.75
11853	TU	Jan13	Apr7	6:00-9:30	13	Classroom (FF)	\$366.75

Conifers (Evergreens) HORTHOR03

In depth study of a broad range of conifers both native/introduced. Emphasis on morphological features, cultural requirements and uses. Field trips maybe used to assist in study.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11665	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40



Professional Bartending

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 5 courses

Develop new skills or enhance those you already have for employment as a professional bartender. With experience, graduates may advance to positions as bar supervisors and managers.

NOTE: The Professional Bartending Certificate is currently under review.

Questions?

Call: 905-575-2307
 Email: bonnie.pataran@mohwkcollege.ca
 Web: www.mohawkcollege.ca/continuing-education/bartending

Admission Requirements

- You must be 19 years of age or older.

IMPORTANT INFORMATION REGARDING IN-CLASS ALCOHOL CONSUMPTION

As of August 1, 2010, under a regulation of the Highway Traffic Act, there is now a Zero Blood Alcohol Concentration (BAC) when operating a motor vehicle for novice drivers of any age holding G1, M1 and M2 licenses, and all drivers 21 years of age and under. Students registered in 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.

PROGRAM OF STUDIES

Mandatory Courses:			Hours
HOSPFB107	Mixology		36
HOSP10010	Be A Professional Server		18
HOSPFB008	Smart Serve Certification Course**		4
HOSPFB004	Wine Appreciation 1		30
HOSPFB005	Wine Appreciation 2		30

**Smart Serve Certification is mandatory for alcohol servers in Ontario.

Wine Appreciation 1 HOSPFB004

Examine the regions of the NEW WORLD with special attention on Ontario. Study the character and quality. Develop your tasting ability and assessment skills. Bring 6 wine glasses to each class. Included in the fee are the WCO Manual, the wine costs and, upon successful completion, the Wine Council of Ontario Certificate of Merit. If adequate enrolment is met, it is highly recommended to take Wine Appreciation 2 which highlights Old World Wines.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11946	TH	Jan22	Mar12	6:00-10:00	8	Classroom (FF)	\$329.00

Smart Serve Certification Course HOSPFB008

Gain a competitive edge for employment in the hospitality sector. Mandatory for all working in an establishment that serves alcohol in Ontario. On successful completion of a written exam, you will receive a wallet-sized card verifying certification. Manual cost included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11943	SA	Jan24	Jan24	9:30-1:30	1	Classroom (FF)	\$59.00
11945	TU	Feb10	Feb10	6:00-10:00	1	Classroom (FF)	\$59.00

Tea Sommelier

ACKNOWLEDGEMENT OF COMPLETION

Completion Requirement: 8 courses

In collaboration with the Tea Association of Canada, these courses have been designed for individuals wishing to enter the distinguished world of a Tea Sommelier or for those who simply want to enhance their enjoyment of tea. Students become familiar with a variety of different teas and regions and begin to identify their distinct aroma and flavour. Cupping procedures, tasting methodology, grading standards, industry terminology are introduced through the hands-on tasting component of the courses. Developing tea menus for retail and food service settings, from retail to service industries will be covered.

Upon completion of the courses, students will have the opportunity to write the competency exam through the Tea Association of Canada for certification as a Tea Sommelier.

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/tea

PROGRAM OF STUDIES

Courses must be completed in the order listed.

Mandatory Courses:			Hours
HOSP10019	Introduction to Tea - Tea 101		12
HOSP10020	Regions of the World - Tea 102		21
HOSP10021	Tea Sensory Development - Tea 103		18
HOSP10022	Tea Types - Tea 104		18
HOSP10023	From Bush to Cup - Tea 105		18
HOSP10024	Preparation, Consumption and Health - Tea 106		18
HOSP10025	Menu Design and Food Pairing - Tea 107		18
HOSP10026	Business of Tea - Tea 108		18



Katie is currently pursuing her Tea Sommelier of Canada certification at Mohawk College while offering hands-on tea talks to others.

Introduction to Tea - Tea 101 HOSP10019

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards used in the industry. Designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance your enjoyment of tea. The basics of tea terminology and proper cupping techniques will be covered. Product costs included in the course fee.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12671	WE	Jan14	Feb4	6:30-9:30	4	Classroom (FF)	\$142.80

Regions of the World - Tea 102 HOSP10020

In the world, millions of people enjoy drinking tea. Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Students will taste and evaluate teas that are representative of each region. Prerequisite: HOSP10019.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12642	TH	Jan15	Feb26	6:30-9:30	7	Classroom (FF)	\$201.40

If adequate enrollment is met Tea Sensory Development - Tea 103 will be offered.

OTHER COURSES

Cake Decorating

Questions?

Call: 905-575-2307

Email: bonnie.pataran@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cake

Cake Decorating CULI10068

Hands-on learning, focuses on the art of decorating a special event cake. Cover & decorate cakes using butter cream, rolled fondant & royal icings. Discover piping techniques, flowers, borders, flood work, basket weave, & more. Build up by having step by step instruction on using rolled fondant, creating gum paste flowers, string work, and brush embroidery. Design and make a 2-tier cake. Supply costs are the responsibility of the participant. List of supplies will be covered in the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11947	WE	Jan14	Apr1	6:30-10:00	12	Classroom (FF)	\$357.30

Mathematics

MATHEMATICS - INDEPENDENT STUDY

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 6:00-6:30 pm. in the MLC (room C122) at the Fennell Campus. You must arrive on time.

Complete your course

- Math Learning Centre courses are delivered through eLearn in a windows based environment.
- You will work through modules independently, however, personal one on one support is available in the Math Learning Centre from 8:30 am to 9:00 pm Monday to Thursday and Friday until 4:00 pm.
- Testing takes place in-person at the Fennell Campus in Hamilton.
- You must complete your course by the end date.

Full details are available on our website ce.mohawkcollege.ca/mlc

Questions?

Call: 905-575-2139

Email: ceengly@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca

COURSE NAME	COURSE NUMBER	Orientation Date	Jan 6	Jan 14	Jan 22	Feb 9	Mar 10	FEE	PREREQUISITE
		End Date	May 8	May 16	May 24	Jun 11	Jul 10		
Mathematics 1	MATH10011		12060	12061	12062	12063	12064	\$342.30	Grade 12 (C or U) or MathMA002 or equivalent
Mathematics 1	MATH10012		12065	12066	12067	12068	12069	\$342.30	Grade 12 Math (C or U)
Mathematics	MATH10020		12070	12071	12072	12073	12074	\$342.30	MATH10012
Mathematics	MATH10024		12075	12076	12077	12078	12079	\$342.30	MATHMS173
Mechanical Intermediate Algebra	MATH10029		12080	12081	12082	12083	12084	\$342.30	MATHMS165 or equivalent
Mathematics for Computer Studies	MATH10042		12085	12086	12087	12088	12089	\$443.20	Grade 12 Math (C or U)
Mathematics 2	MATH10053		12090	12091	12092	12093	12094	\$342.30	MATH10011 or equivalent
NDE Mathematics	MATH10059		12095	12096	12097	12098	12099	\$342.30	Grade 12 Math (C or U)
Preparatory Apprenticeship - Math	MATHMA001		12100	12101	12102	12103	12104	\$387.60	Grade 10 Math (applied or academic)
Preparatory Mathematics (Technology)	MATHMA002 **		12651	12652	12653	12654	12655	\$547.18	Grade 11 Math (C or U)
Preparatory Mathematics (Business)	MATHMA003		12105	12106	12107	12108	12109	\$387.60	Grade 11 Math (C or U)
Mathematics 1-General Arts and Sciences	MATHMA006		12110	12111	12112	12113	12114	\$342.30	Grade 10 Math (applied or academic)
Mathematics 1 (Motive Power Technqs)	MATHMA008		12115	12116	12117	12118	12119	\$342.30	Grade 10 Math (applied or academic)
Mathematics 2 (Motive Power Technqs)	MATHMA009		12120	12121	12122	12123	12124	\$342.30	MATHMA008
Math	MATHMA018		12125	12126	12127	12128	12129	\$342.30	MATHMA006
Mathematics	MATHMA101		12161	12162	12163	12164	12165	\$342.30	Grade 11 Math (M or U) or Grade 12 Math (C)
Engineering Mathematics	MATHMA179		12166	12167	12168	12169	12170	\$443.20	Grade 12 Math (C or U)
Differential Calculus	MATHMA383		12171	12172	12173	12174	12175	\$342.30	MATH10029
Mathematics	MATHMS122		12176	12177	12178	12179	12180	\$443.20	Grade 10 Math (applied or academic)
Mathematics	MATHMS144		12181	12182	12183	12184	12185	\$342.30	Grade 12 Math (C or U)
Mechanical Basic Algebra	MATHMS165		12186	12187	12188	12189	12190	\$443.20	Grade 12 Math (C or U)
Mathematics	MATHMS171		12215	12211	12212	12213	12214	\$443.20	Grade 12 Math (C or U)
Mathematics	MATHMS173		12191	12192	12193	12194	12195	\$443.20	Grade 12 Math (C or U)
Mathematics 2 For Construction Technician	MATHMS244		12196	12197	12198	12199	12200	\$342.30	MATHMS144
Mathematics	MATHMS248		12201	12202	12203	12204	12205	\$443.20	MATHMS171
Mathematics	MATHMS377		12206	12207	12208	12209	12210	\$342.30	MATHMS271

** CRN End Dates for MATH MA002 are Jul 14/15, Jul 22/15, Jul 30/15, Aug 17/15 and Sep 15/15

MATHEMATICS - LECTURE AND ONLINE

Mathematics Courses

Questions?

Call: 905-575-2203

Email: ceengty@mohawkcollege.ca or stephen.chow1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/mathematics-statistics

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Discrete Math & Statistics

MATH10064

Covers various topics from number theory, discrete mathematics and statistics. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11517		Jan22	Apr23			eLearn	\$401.19

Engineering Mathematics 3

MATH10014

Study calculus. Learn about differentiation and integration of algebraic, trigonometric, logarithmic and exponential functions, differential equations of the first and second order and Laplace transforms. Prerequisite: MATHMA279, MATH10021 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11994	WE	Jan21	Apr8	6:00-9:30	12	Classroom (FF)	\$342.30

Fundamental Mathematics

MATH10031

Build your skills and understanding of basic arithmetic concepts and the metric system. Focus on operations with whole numbers, fractions and decimals, operations with percents, solving applied problems involving percents, know and perform conversion between SI units, conversion between SI units and British or US units of measurement. Equivalent to: MATHMA001. 45 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11009		Jan13	Apr21			OntarioLearn	\$407.55

Math

MATHMA018

Develop understanding of Unit Conversions, Geometry and Mensuration, Trigonometry, Graphing and Systems of Equations and Right Triangle Trigonometry. Start date reflects mandatory orientation date. Prerequisite: MATHMA006. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11106		Jan22	Apr23			eLearn	\$310.38

Mathematics

MATHMA101

Cover Percents, Equations, Trade and Cash Discounts, Markup/Markdown and Break-Even Analysis. 4 months. Prerequisite: Grade 11 Math (M or U) or Grade 12 Math (C). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11064		Jan22	Apr23			eLearn	\$310.38

Mathematics

MATHMS171

Explore Computations and Unit Conversions, Algebra, Right Triangle and Oblique Triangle Trigonometry. 4 month (56 hour) Prerequisite: Grade 12 Math (C or U). NOTE: Tuesday classes are every second Tuesday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12216	TU/TH	Jan20	Apr9	6:00-9:00	19	Classroom (FF)	\$442.98

Mathematics 1 - General Arts And Science

MATHMA006

Focus on Operations with Numbers, Basic and Intermediate Algebra, Equations and Percents. Prerequisite: Grade 10 Math (applied or academic). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11104		Jan22	Apr23			eLearn	\$310.38

Mathematics Of Finance

MATHMA381

Examine simple & compound interest, simple & general annuities, applications of annuities, amortization, capital budgeting. Intended for technology students. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11083		Jan22	Apr23			eLearn	\$310.38

NDE Mathematics

MATH10059

Unit Conversions, Equations, Algebra, Right Triangle and Oblique Triangle Trigonometry, Logarithms, Geometry & Mensuration Prerequisite: Grade 12 Math (C or U). 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11621		Jan22	Apr23			eLearn	\$310.38

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. NOTE: Monday class is every second Monday.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11996	MO/WE	Jan21	Apr15	6:00-9:00	19	Classroom (FF)	\$442.98

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 for this course 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
11407		Jan13	Apr21			OntarioLearn	\$454.19

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
11313		Jan13	Apr21			OntarioLearn	\$501.15

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
11460		Jan13	Apr21			OntarioLearn	\$407.55

BUSINESS MATH COURSES

Call: 905-575-2358

Email: cebus@mohawkcollege.ca

Business Mathematics Of Finance

MATH10037

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11259		Jan22	Apr23			eLearn	\$310.38
11926	WE	Jan28	Apr15	6:00-9:30	12	Classroom (FF)	\$342.30

Business Statistics

MATHMA305

Covers: Organization of Data, Measures of Location, Variation, Probability & Sampling Distributions, Confidence Intervals, Hypothesis Testing, Regression & Correlation. MINITAB software will be used. Prerequisite: MATHMA101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11925	MO	Jan12	Apr20	6:00-10:00	14	Classroom (FF)	\$442.98

Technology and Skilled Trades

www.mohawkcollege.ca/continuing-education/tech



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CREDENTIALLED PROGRAMS

Air Brake Training

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or jason.freeman@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/airbrake

Admission Requirements


- Minimum requirement is full class "G" license (Ontario).

Air Brake Training

MOTPSAM70

Learn the airbrake system and components. Earn your 'Z' Air Brake Endorsement on your Ontario License, as required by The Ontario Ministry of Transportation. Test & Booklet included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11637	SA/SU	Jan17	Jan18	8:00-4:00	2	Classroom (SC)	\$294.92
11638	SA/SU	Feb21	Feb22	8:00-4:00	2	Classroom (SC)	\$294.92
11639	SA/SU	Mar21	Mar22	8:00-4:00	2	Classroom (SC)	\$294.92


Building Environmental Systems Certificate (090)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Become proficient in Heating Systems, Air Conditioning and Refrigeration Systems, Electrical Systems, Air Handling and Preventative Maintenance Programs, Water Treatment Programs and Energy Efficiency in Large Buildings.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/buildenviro systems

Admission Requirements

- Practical work experience or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
HRAPBES01 Heating	45
HRAPBES02 Air Conditioning & Refrigeration	45
BLDGBES03 Air Handling & Preventative Maintenance	45
BLDGBES04 Electrical	45
STENBES05 Controls	45
STENBES06 Water Treatment	45

Air Handling & Preventive Maintenance

BLDGBES03

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12023	TU	Jan6	Mar31	6:00-9:30	13	Classroom (SC)	\$366.75

Controls

STENBES05

Focus on the fundamentals of automatic controls, how they work, and how they are applied and interconnected.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11641	TH	Jan8	Apr2	6:00-9:30	13	Classroom (SC)	\$366.75

Canadian Institute for NDE

The Canadian Institute for NDE (CINDE) offers intensive day and night school courses in nondestructive testing disciplines and applications. The NDT discipline courses meet CAN/CGSB 48.9712-2006/ISO 9712:2005 requirements to Levels 1, 2 and 3.

CINDE offers the following programs in co-operation with its Ontario Chapter. Course fees include course manual and CINDE membership.

Questions?

Call: 905-387-1655

Email: registrations@cinde.ca

Web: www.mohawkcollege.ca/continuing-education/nde or www.cinde.ca

Courses Offered:

- Liquid Penetrant
- Magnetic Particle
- Eddy Current
- Ultrasonics
- Radiography
- Digital Radiography
- Film Interpretation
- Radiation Safety
- PdM Techniques
- Weld Inspection & Quality Control
- Principles & Applications of NDT
- Engineering Materials and Components (EMC) - in class and online
- Level 3 Preparatory Courses - online only
- Phased Array UT Inspection

Register online at: www.cinde.ca

Certificate of Qualification Examination Preparation

Prepare for the Certificate of Qualification exam stipulated by the Ontario Apprenticeship Tradesmen's Qualification Act, by reviewing various relevant theory for a specific trade.

Questions?

Call: 905-575-2507 or 905-575-2516

Email: ceskills@mohawkcollege.ca or angelo.cosco@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cofq

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Before registering in a Certificate of Qualification course, please contact your local Apprenticeship Branch Office. Confirm your Trade Identification Number for the appropriate exam and determine your eligibility to write the exam. Branch number: 1-800-668-4479

C of Q Instrumentation 447A

INST10006

Designed to help prepare experienced trades persons whom 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. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11126		Jan8	Apr9			eLearn	\$221.70

CFC/ODP Training

Required by individuals who do not have an ODP card or for those whose ODP card has expired. Under Ontario regulations, individuals who handle refrigerants must successfully complete training and an exam as part of the Ozone Depleting Substances Awareness Program. Those who successfully complete the full one-day course will receive a renewable Ontario Ozone Depletion Card, and a nationally registered number for refrigerant purchase.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cfc-odp

CFC/HCFC/HFC Control

ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11965	SA	Jan24	Jan24	8:30-3:00	1	Classroom (SC)	\$214.86
11964	SA	Mar21	Mar21	8:30-3:00	1	Classroom (SC)	\$214.86



CNC Programming Certificate (070)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Develop skills in basic microcomputer operation, manual CNC programming and CAD/CAM programming, using PC-based MasterCAM. Some review of geometry and trigonometry included. Intended for individuals with experience in machining.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or robert.clark17@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/cncprogramming

Admission Requirements

- For the CNC courses, you must be able to function at a Grade 12 level in Mathematics and interpret engineering drawings.
- Since basic machining parameters are not covered, industrial experience in operating conventional machine tools such as turning or milling machines is recommended.
- See Machine Tool Operator Certificate for basic skills.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
MACHRE810 CNC Programming - Basic	60
MACHRE811 CNC Programming - Intermediate	60
CADMRE455 CAD/CAM MasterCAM 2D	60
CADMRE456 CAD/CAM (MasterCAM) 3D	52

Some components of this program require approved safety glasses and footwear.

CNC Programming - Intermediate

MACHRE811

Explore sequences including canned cycles, macros, machine tool set-up and operation. Prerequisite: MACHRE810.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11668	TU/TH	Jan13	Mar3	6:00-10:00	15	Classroom (SC)	\$470.70

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
11667	TH	Jan29	May7	6:00-10:00	15	Classroom (SC)	\$415.26



Construction Estimating Certificate (867)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Whatever the size of the construction firm, accurate estimating and careful monitoring of costs are essential for ensuring a profit. Upgrade your estimating skills using computer software.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or richard.borger@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/constructionestimating

PROGRAM OF STUDIES

Mandatory Courses:	Hours
BLDGEA202 Estimating 1	42
BLDG10010 Estimating 2	56
INFO10105 Project Management Scheduling Software	42
MGMTCN340 Construction Management A	56
MGMTCN440 Construction Management B	56

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
11883	TH	Jan15	Apr16	6:00-10:00	14	Classroom (FF)	\$442.98

Project Management Scheduling Software

INFO10105

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

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11008		Jan13	Apr21			OntarioLearn	\$426.27
11135		Feb2	May11			OntarioLearn	\$426.27
11139		Mar2	Jun8			OntarioLearn	\$426.27

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
11882	TU	Jan13	Apr14	6:00-10:00	14	Classroom (FF)	\$442.98

Electrical Engineering Technician to Technologist Transfer

Graduates of Mohawk College's 2 Year Diploma Program in Electrical Engineering Technician-Power (Program 403) may be eligible for direct entry into Semester 5 of Mohawk College's 3 year Advanced Diploma Program in Electrical Engineering Technology-Control (Program 536), by completing five additional courses.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or hashem.nasrollahi@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/eett

Admission Requirements

- Completion of Mohawk College Electrical Engineering Technician-Power (Program 403).

PROGRAM OF STUDIES

Mandatory Courses:

MATH10014	Engineering Math 3
ELEC10034	Network Fundamentals
ELEC10045	Engineering Applications
ELEC10059	Linear Systems

Courses are offered under other programs. Refer to the index.

When you have completed the required courses contact the Admissions Department for information on how to apply for direct entry through the Ontario College Application Service (OCAS).



Electrical Fundamentals Certificate (063)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 3 courses

Benefit from a thorough grounding in electrical fundamentals required in various maintenance occupations.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/electricalfundamentals

Admission Requirements

- A minimum of Grade 11 mathematics and physics, or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELECHV107	Electricity 1 - Residential	72
ELECHV200	Electricity 2 - Commercial/Light Industrial	72
MATHMA002	Preparatory Mathematics (Technology)	72

MATHMA002 is offered in the Mathematics Section. See page 112.

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
11971	TU/TH	Jan13	Apr2	6:00-9:00	24	Classroom (SC)	\$547.18



Electronic Fundamentals Certificate (886)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Electronics are a key element of modern Industrial equipment and consumer projects. Explore all areas of modern electronics, including passive components, circuits, semiconductor components, and digital logic.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/electronicfundamentals

Admission Requirements

- Grade 12 Mathematics or equivalent.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
ELECER001	DC Electrical/Electronic Theory	56
ELECER002	AC Electrical/Electronic Theory	56
ELECER003	Electronics 1	56
ELECER011	Digital Electronics 1	60

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
11969	MO	Jan12	Apr13	6:00-10:00	14	Classroom (FF)	\$442.98

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
11970	TU	Jan13	Apr21	6:00-10:00	15	Classroom (FF)	\$470.70



Environmental Engineering Certificate (083)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 7 courses

Learn to evaluate and implement programs to control environmental stresses. Examine Environmental and Waste Audits, Compliance Assessment, Program Implementation, Solid and Liquid Waste, Air Quality Assessment, Best Management Practices, and Emergency Planning. Ideal for those working in the industrial or municipal sectors who require broader knowledge of technical aspects and environmental legislation.

Questions?

Call: 905-575-2203 or 905-318-4295 mailbox 1501

Email: ceengty@mohawkcollege.ca or margaret.thomson@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/environmentalengineering

Admission Requirements

- Prep Chemistry (GSCPE053) or equivalent. Refer to index.

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 & Hazardous Waste Management	42

Environmental Legislation And Audit LAWSOH703

Develop a working knowledge of environmental legislation and its application to air, water, waste disposal, noise, transportation and audits. Prerequisites: CHEMOH701 & ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11682	TU	Jan13	Apr14	7:00-10:00	14	Classroom (FF)	\$342.30

Water And Wastewater Treatment WASTOH705

Develop an understanding of processes, methods determining operating parameters and their relationship to operating process. Prerequisites: CHEMOH701 and ENVROH702. NOTE: Some self-study may be required.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11684	TH	Jan15	Apr16	7:00-10:00	14	Classroom (FF)	\$342.30



Fire Safety Certificate (853)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Involved in building construction or maintenance, or work as an inspector, fire prevention officer, insurance adjuster, or are responsible for fire safety in commercial or industrial institutions? You should benefit from this program.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/firesafety

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 & Protection	39

Fire Safety 4-Water Extinguishing Systems **SAFEFT104**

Consider the design and application of automatic sprinkler systems including water applications, and fluid mechanics for hydraulic systems. Prerequisite: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12160	WE	Jan14	Apr8	6:00-9:00	13	Classroom (FF)	\$317.85



Fluid Power Certificate (847)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Benefit from practical 'hands-on' training in hydraulics/pneumatics, components/systems, troubleshooting methods and electronic/electrical control for fluid power. For individuals in fluid power related occupations who work with systems from a practical standpoint, but who have little or no formal training in fluid power.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fluidpower

Admission Requirements

- Basic knowledge of, or experience with, fluid power systems.

PROGRAM OF STUDIES		
<p>This Program of Studies has recently been revised. For students in progress under the old POS - credits will be honoured using the new POS. Please refer to the Fluid Power webpage for all equivalencies.</p>		
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. Use specific laboratory equipment to do hands on lab experiments with typical valving/accessories found in industry today. Prerequisite: STENMF201 Equivalent: STENMF101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11833	TU/WE	Jan6	Mar25	6:00-9:00	24	Classroom (SC)	\$534.70

Pneumatics 2

STENMF352

Deals with the design of pneumatic power and control systems including selection of components and application of pneumatic logic elements. Prerequisite: STENMF201. Equivalent: STENMF103.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11835	WE	Jan7	Apr8	6:00-9:00	14	Classroom (SC)	\$394.47

Fuel Certification Challenge Examinations

Challenge Examinations for all Gas and Oil Burner Technician Certifications may be written at the Technical Standards and Safety Authority (TSSA) 1-877-682-8772 www.tssa.org. After successful completion of the written challenge examination (minimum pass 75%), you must submit to a Practical Assessment. The Technical Standards and Safety Authority will conduct practical assessments at a location of their choice. Scheduling appointments and costs to be determined at the time of calling the TSSA.

Theoretical challenge examinations for the Oil or Gas Technician will interest those with Gas or Oil Burner Technician experience who are not certified in any category or have never possessed any Certificate of Qualification as a Gas or Oil Burner Technician. Reinstatement and higher category challenge examinations will have to be arranged and written at the TSSA.

If you wish to challenge the Gas or Oil Burner Technician II exam or the Gas and Oil Burner Technician I exam you must provide proof of the following to the TSSA: 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).

Questions?

Call: 905-575-2507 or 905-575-2522

Email: ceskills@mohawkcollege.ca or charles.honey@mohawkcollege.ca

Fuel Technician Certification

Gas Technician and Oil Burner Technician courses, designed to train participants for Ontario certification, are accredited by the Technical Standards and Safety Authority. Successful completion for certification requires at least 80% attendance and a minimum grade of 75% in both theory and practical for each course section.

All Fuel Certification courses/programs are endorsed and supported by Ontario Regulation 215. One must after completing an accredited program write an examination within one year of course/program completion. Failure to meet the requirements within one year of completion will necessitate retraining.

Rewrites and Re-examination

- Candidates will be permitted to attempt the theoretical and practical exams a maximum of three times. A candidate being unsuccessful in their third attempt must attend a full training program again. Not with standing, as per OREG 215, the candidate may apply to the TSSA, Director, Fuel Safety Division providing exceptional reasons for a fourth attempt. One is able to rewrite after thirty days of an unsuccessful attempt.
 - Mohawk College will advertise a rewrite schedule in its Continuing Education catalogue and website; www.mohawkcollege.ca/continuing-education
- 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 the Gas Technician 2, the student will be permitted to book for their 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.

For Fuel Technician information, access the TSSA link via www.mohawkcollege.ca/continuing-education/fueltechnician

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/fueltechnician

Testing information?

Call: 905-575-2522

Email: charles.honey@mohawkcollege.ca

Admission Requirements

- Applicants with Grade 12, especially Mathematics & English are best equipped to handle the curriculum.
- Experience working with gas and/or oil fueled equipment is a definite advantage.

OIL BURNER TECHNICIAN

You must successfully complete Modules 1 - 13 for certification as an Oil Burner Technician 3 (OBT-3). The OBT-3 is a prerequisite for OBT-2 courses. NOTE: The Oil Burner Technician 3 & 2 training is offered through dayschool training at this time.

GAS TECHNICIAN

You must successfully complete Modules 1 - 9 to earn a Gas Technician 3 (GT-3) Certificate. The GT-3 certificate is a prerequisite for GT-2 courses. You must successfully complete modules 10 - 24 to qualify as a certified Gas Technician 2 (GT-2). Each GT-2 part includes four 120- hour courses which must be taken. You must successfully complete Modules 26-31 to obtain the GT-1. (GT-2 is a prerequisite).

Payment for Gas Technician 3/2 Rewrite Exam will be required the first night.

Rewrites are scheduled for February 4, 2015 at 6:00 p.m.

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
11646	MO/WE	Jan26	Jun3	6:00-10:00	36	Classroom (SC)	\$996.46
11647	MO/WE	Jan26	Jun3	6:00-10:00	36	Classroom (SC)	\$996.46

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
11642	TU/TH	Jan6	Apr16	6:00-10:00	30	Classroom (SC)	\$846.70

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
11643	MO/WE	Jan5	Apr20	6:00-10:00	30	Classroom (SC)	\$846.70

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
11644	MO/WE	Jan5	Apr20	6:00-10:00	30	Classroom (SC)	\$846.70

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
11645	TU/TH	Jan6	Apr16	6:00-10:00	30	Classroom (SC)	\$846.70

Gas Technician 3 Review

GOPT10003

Benefit from this optional refresher. Intended to help Mohawk CE or Day students ONLY who have completed the mandatory training to write the TSSA exam. Will assist those who either missed the exam or had an unsuccessful attempt. Not intended for those wishing to Challenge the TSSA exam. Prerequisites: STENST211 & MOTPST208 or GOPTRE244. PLEASE NOTE: TESTING ON MARCH 4, 2015 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11649	WE	Feb4	Feb25	6:00-10:00	4	Classroom (SC)	\$97.80

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. PLEASE NOTE: TESTING ON FEBRUARY 4, 2015 AT 6:00 P.M.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11648	WE	Jan7	Jan28	6:00-10:00	4	Classroom (SC)	\$97.80

The purchase of books will be required; instructors will advise.



Geographic Information Systems Certificate (079)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 8 courses

GIS, a popular and affordable technology, provides the ability to automate map production and integrate earth imagery with other data to solve geographic problems. Develop or enhance your skills and knowledge in effective use and management of GIS. Designed for managers, technical professionals, and support staff responsible for managing and using GIS, Urban Planners, Civil and Transportation engineers and individuals in resources management and business.

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or patrick.worsell@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gis

PROGRAM OF STUDIES

Mandatory Courses:		Hours
INFOCVA03	Intro to Geographic Information Systems	42
INFOCVA36	GIS Software - ArcView	42
INFOCVA37	Remote Sensing	42
INFOCV630	GPS - Global Positioning Systems	42
INFOCVA08	Internet Mapping	42
INFOCVA14	Designing, Managing/Implementing a GIS	42
INFO10081	Access Core	36
INFO10177	Access Expert	36

Introduction To Geographic Information Systems INFOCVA03

Focus on GIS fundamental applications in business, government surveying and natural resources. Examine the collection, management, analysis, and presentation of spatial data, database system concepts, data modeling, and digital mapping.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11079		Jan13	Apr21			OntarioLearn	\$363.38

GIS Software - ArcView INFOCVA36

Learn to create and manipulate data in ArcView, geocode addresses, perform spatial analyses, and produce map outputs and charts. A fully functioning 180-day trial version of ArcView 10.x software on DVD is included with the book. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11237		Jan13	Apr21			OntarioLearn	\$363.38

Remote Sensing INFOCVA37

Explore fundamental principles and applications of remote sensing, the science which looks at the Earth from above. Remote sensing is used in planning, environmental science, real estate, and agriculture, and other areas. Software not included. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11430		Jan13	Apr21			OntarioLearn	\$363.38

GPS - Global Positioning Systems INFOCV630

Examine GPS applications, with emphasis on operating fundamentals, absolute and differential techniques, types of signals, considerations related to GPS data, satellite systems (GNSS) and future trends. GPS receiver NOT required. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11038		Jan13	Apr21			OntarioLearn	\$363.38

Internet Mapping INFOCVA08

Examine various types of Internet Mapping. Includes managing data for your Internet Map Project, Geographic Markup Language, Web Map Service Standards, Open-source and commercial solutions to serving geographical data and common tasks, and issues involved in creating maps. Prerequisite: INFOCVA03.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11298		Jan13	Apr21			OntarioLearn	\$363.38

Designing, Managing/Implementing A GIS INFOCVA14

Develop a foundation for designing and maintaining a geographic information system and become familiar with existing databases, standards, and industry practices for data management. Required software: MS Access. Mandatory prerequisites: INFOCVA03, INFO10081 and INFO10177.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11494		Jan13	Apr21			OntarioLearn	\$363.38

Access Core INFO10081

Learn to insert, delete and change data in a Microsoft Access 2013 database table. Discover ways to design, create and use forms, queries, and reports. Prerequisite: INFO10156.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11017		Jan19	Apr11			eLearn	\$266.04

Access Expert INFO10177

Manipulate data using advanced features and tools. Discover advanced form design, reports, charts, queries using multiple tables, calculated fields and SQL statements. Automate processes using macros and database management. Prerequisite: INFO10081.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11032		Jan19	Apr11			eLearn	\$266.04

Heating, Refrigeration and Air Conditioning Technician Certificate (855)**ONTARIO COLLEGE CERTIFICATE****Graduation Requirement: 7 courses**

Intended primarily for individuals employed in the H.R.A.C. industry, this program provides no practical, on-the-job experience.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5018

Email: ceskills@mohawkcollege.ca or peter.jarvie@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/hrac

Admission Requirements

- Grade 12 or equivalent (including Mathematics).
- Strong problem-solving skills.
- Good human relation skills.
- High mechanical aptitude.

PROGRAM OF STUDIES

Mandatory Courses:		Hours
BLDGBES03	Air Handling & Preventative Maintenance	45
ELECHV107	Electricity 1 - Residential	72
GOPTRE050	Gas Technician 2 - Part 1	120
ENVRRE904	CFC/HCFC/HFC Control	6
GOPTRE243	Oil Burner Technician 3	120
GOPTRE244	Gas Technician 3	144
HRAPRE905	Air-Conditioning for HRAC	60

Upon successful completion of a TSSA exam, Oil Burner Technician 3 and Gas Technician 3 Certificates will be issued by the Technical Standards and Safety Authority.

Air Handling & Preventive Maintenance BLDGBES03

Study air handling systems and fans, filters and ductwork, and design and implementation of related preventative maintenance programs.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12023	TU	Jan6	Mar31	6:00-9:30	13	Classroom (SC)	\$366.75

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
11642	TU/TH	Jan6	Apr16	6:00-10:00	30	Classroom (SC)	\$846.70

CFC/HCFC/HFC Control ENVRRE904

Examine environmentally correct equipment design, and handling procedures for CFC/HCFC/HFC refrigerants. Intended for those who wish to obtain an ODP Card or whose Card has expired. Course Manual provided. HST included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11965	SA	Jan24	Jan24	8:30-3:00	1	Classroom (SC)	\$214.86
11964	SA	Mar21	Mar21	8:30-3:00	1	Classroom (SC)	\$214.86

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
11646	MO/WE	Jan26	Jun3	6:00-10:00	36	Classroom (SC)	\$996.46
11647	MO/WE	Jan26	Jun3	6:00-10:00	36	Classroom (SC)	\$996.46

Home Inspection Certificate (171)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 10 courses

Learn to help homebuyers make informed decisions about their prospective new home. This program, approved by the Association of Home Inspectors, incorporates the Standards of Practice of ASHI/CAHPI (American Society of Home Inspectors/Canadian Association Home and Property Inspectors).

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca or shelley.kitchen@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/homeinspection

Admission Requirements

- A grade 12 diploma or equivalent, including senior level English.
- Experience in the construction industry is an asset.

PROGRAM OF STUDIES

Mandatory Courses:	Hours
BLDGHI001 Interior/Insulation Inspection	42
BLDGHI002 Exterior Inspection	42
HRAPHI003 Heating Inspection I	42
HRAPHI004 Heating Inspection II	42
HRAPHI005 Plumbing Inspection	42
HRAPHI006 Air Conditioning and Heat Pumps Inspection	42
ELECHI007 Electrical Inspection	42
BLDGHI008 Structural Inspection	42
BLDGHI009 Roofing Inspection	42
COMMHI010 Communication/Professional Practices	42

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAH) provided that a 70% average is maintained in each of the subjects being submitted to OAH for consideration. Students must still complete the Defect Recognition and Reporting Subject, which must be taken through the OAH directly, and the Ontario Building Code Subjects: Part Nine - Building Envelope; Part Nine - Health and Safety.

Please contact the OAH regarding Professional Liability (Errors and Omissions) Insurance at 416-256-0960 or 1-888-RHI-OAH or www.oahi.com

Textbook Information

Textbooks must be purchased directly from the publisher, Carson, Dunlop and Associates at 1-800-268-7070 ext. 251 at a cost of approximately \$200.00 per course in addition to the course fees.

Interior/Insulation Inspection BLDGHI001

Learn the fundamentals of inspecting thermal insulation, vapour retarders and ventilation systems. Focus on the inspection of walls, ceilings, floors, basements, doors, windows, and other residential fittings.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11393	Jan13	Apr21				OntarioLearn	\$385.38

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
11394	Jan13	Apr21				OntarioLearn	\$385.38

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
11395		Jan13	Apr21			OntarioLearn	\$385.38

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
11396		Jan13	Apr21			OntarioLearn	\$385.38

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
11397		Jan13	Apr21			OntarioLearn	\$385.38

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
11398		Jan13	Apr21			OntarioLearn	\$385.38

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
11399		Jan13	Apr21			OntarioLearn	\$385.38

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
11400		Jan13	Apr21			OntarioLearn	\$385.38

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
11401		Jan13	Apr21			OntarioLearn	\$385.38

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
11402		Jan13	Apr21			OntarioLearn	\$385.38



Human Machine Interfacing Certificate (182)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

Human-Machine Interfacing (HMI) is the essential component of any modern automation system. Develop the skills implement an effective HMI interface on an automation system. Work with a variety of HMI software packages such as Wonderware Intouch, Rockwell RSView and Trihedral Visual Tag System (VTS). Allen-Bradley PLCs will be utilized for all logic and field interfacing. Significant time will be spent on "hands-on" exercises.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/hmi

Admission Requirements

- For those who have completed at least the first course in the Programmable Logic Controller (PLC) certificate and want to move on to the simultaneous Science and Art of Human-Machine Interfacing.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
ASYS10004	HMI Programming 1	52
ASYS10005	HMI Programming 2	52
ASYS10006	HMI Programming 3	52
ASYSPLC11	PLC Programming 1	56

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
12648	TH	Jan15	Apr9	6:00-10:00	13	Classroom (FF)	\$415.26

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
12640	TU	Jan13	Apr7	6:00-10:00	13	Classroom (FF)	\$415.26



Industrial Drives Certificate (202)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Industrial drives are essential components in conveyor systems, fans, pumps, and manufacturing systems requiring precise control of motor speed and torque. These workhorses of manufacturing require unique skills to install, maintain, and troubleshoot.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialdrives

Currently Under Review.



Industrial Engineering Certificate (868)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

For individuals in first level Industrial Engineering positions. Conduct studies, draw plans of plant layout; quality control concepts, lean manufacturing concepts and participate in various manufacturing problem solving applications.

Questions?

Call: 905-575-2203

Email: ceskills@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industrialengineering

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 & Material Handling	56
MGMTIM153	Manufacturing Management	42

Work Measurement 1

IENGIM132

Learn about work study and factors affecting productivity with emphasis on stopwatch time study. Compare efficiency plans and apply techniques of line balancing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11813	TH	Jan15	Apr16	6:00-10:00	14	Classroom (FF)	\$442.98

Manufacturing Management

MGMTIM153

Analyze the organization of modern industry and relationships among different functions.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11812	WE	Jan14	Apr15	6:00-9:00	14	Classroom (FF)	\$342.30



Industrial Lubrication Certificate (064)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Enhance your knowledge of industrial lubrication practices in this program, offered in co-operation with the Hamilton section of the Society of Tribologists and Lubrication Engineers (STLE).

Applicants who complete the program should be prepared to write the STLE Lubrication Specialist Certification Examination.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or richard.schrama1@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/industriallubrication

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 & Handling	45
STENLUB05	Fluid Power Fundamentals	45
MATLLUB06	Lubrication T.A.P.	45
MECH10048	Power Transmission Components	56

Fluid Power Fundamentals

STENLUB05

Physical aspects and emphasis on requirements of fluid power systems and knowledge in hydraulics and pneumatics.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11834	MO	Jan5	Apr6	6:00-9:00	13	Classroom (SC)	\$366.75

**Instrumentation****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 3 courses

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/instrumentation

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

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. 72 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11495		Jan13	Apr21			OntarioLearn	\$554.03

Instrumentation 2 For Tradesmen

INSTRE155

Focus on On-Off and PID controls, digital electronic and pneumatic controllers and loops. Combustion pH and conductivity analysis and control, control valves, positioners, and calibrations. Prerequisite: INSTRE047 or equivalent.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11968	MO/WE	Jan12	Apr1	6:00-9:00	24	Classroom (FF)	\$547.18

**Machine Tool Operator Certificate (848)****MOHAWK COLLEGE CERTIFICATE**

Graduation Requirement: 4 courses

Enhance your knowledge of general machine shop practice and improve practical skills using specific, conventional machine tools. Machine Tool Operators may operate lathes, drilling machines, milling machines, grinders, or special purpose machines to machine a work piece on a production basis. Work tasks performed include lifting, positioning and securing work piece and work holding devices, interpreting mechanical drawings, inspecting work pieces to ensure conformance to specifications, and changing and sharpening worn or defective cutting tools.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or robert.clark17@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/machinetooloperator

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
11669	SA	Jan17	Mar28	8:00-12:00	10	Classroom (SC)	\$366.00

Machine Shop 2

MACHRE265

Focus on safety procedures, operational formulae, intermediate engine lathe operation, eccentric turning, internal and external thread cutting, basic drilling, milling and surface grinding operations. Prerequisite: MACHRE165. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11670	SA	Jan17	Mar28	8:00-12:00	10	Classroom (SC)	\$366.00

Machine Shop 3

MACHRE465

Study safety procedures, advanced turning operations, advanced milling applications and operational calculations. Prerequisite: MACHRE265. Material fee included.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11671	SA	Jan17	Mar28	8:00-12:00	10	Classroom (SC)	\$366.00

**Mechanical Design****ACKNOWLEDGEMENT OF COMPLETION**

Completion Requirement: 5 courses

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

PROGRAM OF STUDIES

Mandatory Courses:		Hours
CADMRE066	SolidWorks-Basic	45
CADM10041	SolidWorks Advanced	45
MECH10024	Co-ordinate Measuring Machines	30
MECHBDA55	Geometric Dimensioning & Tolerancing	36
CADM10050	3D Printing Additive Manufacturing	39

SolidWorks Advanced

CADM10041

Develop skills in using mechanical design automation software for advanced modeling, drawing and assemblies. Explore the full power of SolidWorks with a focus on Mold Design, Sheet Metal, Weldments, Animator and edrawings. Prerequisite: CADMRE066.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11824	WE	Jan14	Apr22	6:30-9:30	15	Classroom (FF)	\$366.75

3D Printing Additive Manufacturing CADM10050

Enhance your Solidworks-Basic knowledge and produce 3D parts in plastic! Theory and Practical. Fee covering materials is included in cost of course.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11821	MO	Jan12	Apr20	6:00-9:00	14	Classroom (FF)	\$392.30

Co-ordinate Measuring Machines MECH10024


Individuals will learn the fundamentals of the operation of a CMM (Co-ordinate Measuring Machine) to develop measuring routines for dimensional elements on a Mitutoyo CMM. This is an introductory hands-on course and includes an introduction to CMM programming.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11822	MO	Jan12	Mar23	6:00-9:00	10	Classroom (FF)	\$244.50

Geometric Dimensioning & Tolerancing MECHBDA55

Learn the language of symbols used on drawings to communicate design intent and geometry requirements for features on parts and assemblies. Learn how to communicate specific datums, to use round tolerance zones and the use of a Co-ordinate Measuring machine (CMM) to measure GD&T toleranced features. This course is based on ASME Y14.5M. Equivalent: MECH10045

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11823	WE	Jan14	Apr1	6:00-9:00	12	Classroom (FF)	\$293.40


Occupational Health and Safety Management Certificate (060)
MOHAWK COLLEGE CERTIFICATE**Graduation Requirement: 8 courses**

Under the Occupational Health and Safety Act, workplaces must prepare and review at least annually a written occupational health and safety policy and maintain a program to implement that policy. Benefit from guidelines and assistance in defining health and safety objectives and developing policies and procedures. For Supervisors, Safety Co-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.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/ohs

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Admission Requirements

- Knowledge of chemistry, physics and mathematics is an asset.

PROGRAM OF STUDIES

You may take these courses on an individual basis in any order.
Completing BOTH CHEM10005 and SAFE10070 is considered equivalent to ENVROH101.

Mandatory Courses:	Hours
ENVROH101 Occupational Hygiene-Intro	39
ENVROH105 Occupational Toxicology and Disease	36
ENVROH304 Ergonomics	36
LAWSOH301 Fnds Occup Hlth & Sfty Law	39
SAFE10072 Hazard Assessment & Control	39
SAFEFT100 Basic Prncpl Fire Safety	45
SAFEOH308 H&S Prog Dev&Coordination	45
SAFEOH309 Wrkplc Safety&Insur Act	36

Industrial Hygiene SAFE10078

Learn to anticipate, recognize, evaluate, and control chemical, physical and biological hazards arising in or from the workplace. WHMIS and other relevant legislation receive emphasis. Equivalent to: ENVROH101.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11304		Jan13	Apr21			OntarioLearn	\$407.55

Occupational Toxicology and Disease ENVROH105

Learn general toxicological principles and mechanisms of workplace exposure to hazardous chemicals.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11687	WE	Jan14	Apr1	7:00-10:00	12	Classroom (FF)	\$293.40

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 (GSC1PE053).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11196		Jan13	Apr21			OntarioLearn	\$296.70

Ergonomics ENVROH304

Learn to design jobs and workplaces to enhance job effectiveness and well-being.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11686	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40

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
11006		Jan13	Apr21			OntarioLearn	\$385.38

Fire Protection SAFE10071

Develop understanding of fire and life safety issues, with emphasis on fire chemistry and physics, building design, and applicable legislation. Equivalent to: SAFEFT100.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11418		Jan13	Apr21			OntarioLearn	\$426.27

Legislation for Health and Safety SAFE10077

Examine health and safety legislation, including statutes, regulations, codes, and standards, the obligations of employers and of employees; filing claims, entitlement decision making, benefits, appeals, and re-employment. Equivalent to: SAFEOH309.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11303		Jan13	Apr21			OntarioLearn	\$407.55

Programmable Logic Controllers Certificate (092)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 4 courses

For those in the manufacturing sector working with PLC systems. The PLC has evolved to be the central component in all automation systems. To remain competitive in world markets, manufacturers continue to deploy more automated equipment controlled by PLCs. The skills developed in the program will be needed to design, program and maintain PLC-based automation installations. Significant time will be spent on "hands-on" exercises via RSLogix 5000 platform.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or reno.dagostino@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/plc

Admission Requirements

- A basic understanding of computer programming, electrical circuitry, particularly control circuits is required.
- Applicants should have one of the following electrical/electronic programs: Apprenticeship Certificate, Journeyman Licence, Technical Diploma, Degree, or equivalent hands-on technical experience.

PROGRAM OF STUDIES

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
12640	TU	Jan13	Apr7	6:00-10:00	13	Classroom (FF)	\$415.26

PLC Programming 2

ASYSPLC12

Introduces the concepts of structured logic in a PLC system. Topics discussed include bottle logic, latch-unlatch, and sequential function charts. Participants will work on an Allen-Bradley 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: ASYSPLC11

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12646	MO	Jan12	Apr13	6:00-10:00	13	Classroom (FF)	\$415.26

PLC Programming 3

ASYSPLC13

Introduces Communications Logic instructions. Topics include Tag Databases, multiple programs. EtherNet, ControlNet, DeviceNet and Function Block Programming. Participants will work on an Allen-Bradley ControlLogix 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
12647	WE	Jan14	Apr8	6:00-10:00	13	Classroom (FF)	\$415.26

Quality Assurance - Level 1 Certificate (858)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

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

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or william.stewart6@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/qualityassurance

PROGRAM OF STUDIES

Courses can be taken in any order except MATHQC102 and MATHQC103 which must be taken in sequential order.

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
QUALQC105	Principles of Metrology	39
QUALQC106	Inspection & Testing	42

Quality Concepts, Techniques and Motivation

QUALQC101

Study principles, methods and relationships associated with quality systems and quality management in business, service industries and manufacturing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11780	TU	Jan13	Apr7	6:30-9:30	13	Classroom (FF)	\$317.85

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
11770	WE	Jan14	Apr1	6:30-10:00	12	Classroom (FF)	\$342.30

Residential Design & Construction Certificate (849)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 6 courses

Practical, detailed information on the design and construction of residential buildings. Focus on current building, framing, drafting, and energy efficient construction methods.

Questions?

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or john.lane3@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/residentialdesign

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
BLDGRE027	Construction Practice-Basic	39
BLDGRE028	Framing Techniques	36
BLDGRE030	Residential Drafting	36
BLDG10091	Residential Plumbing Basics	24
BLDG10092	Residential Electrical Basics	24
Options - Choose 1:		
BLDGRE032	Trim Finishing & Cabinetry	36
BLDGRE031	Energy Efficient Home Design	36

Residential Plumbing Basics BLDG10091

Learn installation of common plumbing systems, lines and fixtures. Study safety practices. Learn to interpret codes, regulations and legislation, select tools equipment and machinery appropriately for projects. Some practical work will be included. Please bring basic tools (pliers, utility knife & screwdrivers) to first class. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11794	WE	Jan14	Mar4	6:00-9:00	8	Classroom (SC)	\$195.60

Construction Practice-Basic BLDGRE027

Explore structural elements of residential buildings, with emphasis on codes, construction process, and structural systems in wood, concrete, and masonry. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11787	TH	Jan15	Apr9	6:30-9:30	13	Classroom (FF)	\$317.85

Framing Techniques BLDGRE028

Study framing systems used for residential construction, including foundations, floors, walls, roofs, window and door installation and stair framing. Participate in typical layout procedures. Safety footwear, CSA approved glasses are required. Offered in all terms.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11788	MO	Jan12	Apr6	6:30-9:30	12	Classroom (SC)	\$293.40

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
11783	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40

Welder Operator Certificate (860)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirement: 5 courses

Provides skill development for individuals currently employed in the welding field or for those interested in welding and mechanical occupations.

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5023

Email: ceskills@mohawkcollege.ca or james.carey2@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/welderoperator

Admission Requirements

- Average mechanical aptitude required.
- You will be assessed during the first course, Shielded Metal Arc Welding 1, to determine which level of the program is appropriate for you.
- Everyone must register in Shielded Metal Arc Welding 1.

PROGRAM OF STUDIES		
Mandatory Courses:		Hours
WELDRE234	Shielded Metal Arc Welding 1	78
WELDRE235	Shielded Metal Arc Welding 2	78
WELDRE236	Shielded Metal Arc Welding 3	78
WELDRE237	Gas Metal Arc Welding	78
TDRWRE154	Blueprint Reading Welding	39

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Shielded Metal Arc Welding 1 WELDRE234

Develop skills in welding in the flat and horizontal positions, safety, and Oxyfuel gas cutting. Material fee included. 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
11654	MO/WE	Jan12	Apr13	6:30-9:30	26	Classroom (SC)	\$662.62

Shielded Metal Arc Welding 2 WELDRE235

Focus on welding in the vertical position, identification of basic joint design, selection of electrodes, terminology and safety. Prerequisite: WELDRE234 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11655	MO/WE	Jan12	Apr13	6:30-9:30	26	Classroom (SC)	\$662.62

Shielded Metal Arc Welding 3 WELDRE236

Learn to weld in overhead positions, identify basic joint design, select electrodes, and work safely. Prerequisite: WELDRE235 or equivalent. Material fee included. Theory components are self-study but will be tested in class. Be prepared to complete several hours of homework each week.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11656	MO/WE	Jan12	Apr13	6:30-9:30	26	Classroom (SC)	\$662.62

Gas Metal Arc Welding WELDRE237

Weld basic joints in the flat and horizontal positions using the GMAW (MIG) spray and short circuit transfer modes as well as FCAW (Flux Cored Arc Welding) with a gas shielding in the flat, horizontal, and vertical positions. Introduction to the GTAW (TIG) process. Prerequisite: WELDRE236 or WELD10052 or equivalent. Material fee included. 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
11657	MO/WE	Jan12	Apr13	6:30-9:30	26	Classroom (SC)	\$662.62

OTHER COURSES

Automotive

Questions?

Call: 905-575-2507 or 905-575-2516

Email: ceskills@mohawkcollege.ca or angelo.cosco@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/automotive

Transmission and Driveline MOTP10083

Study the fundamentals of a variety of vehicle transmission systems, typical designs, and important components. Topics also include transmission control units, the product development process, manufacturing technology of vehicle transmissions and reliability and testing.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11678	TH	Jan15	Apr2	6:30-9:30	12	Classroom (FF)	\$293.40

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 discussed along with topics surrounding fuel, spark, compression, lubrication, storage and maintenance. Bring your own small engine and safety glasses to the first class.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11677	MO	Jan12	May4	6:30-9:30	16	Classroom (FF)	\$293.40

Boating**Electronic Navigation for Boaters****ELEC10133**

GPS technology provides additional safety and can help make navigating much easier on the water. You will learn about hand-held and built-in GPS and Chartplotter instruments and become familiar with the many features and capabilities of these devices. Also learn about electronic programs like Maptech, OZI, FUGAWI and Nobeltec. Required: Pleasure Craft Operator Card. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11617		Jan13	Apr21			OntarioLearn	\$296.70

Building and Construction Sciences**Questions?**

Call: 905-575-2203

Email: ceengly@mohawkcollege.ca or richard.borger@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/building

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Basic Construction Methods & Technology**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
11163		Jan13	Apr21			OntarioLearn	\$363.21

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: Estimating 1 (BLDGEA202). 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11122		Jan13	Apr21			OntarioLearn	\$363.21

Material Estimating and Methods**BLDG10085**

You will be guided through 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
11152		Jan13	Apr21			OntarioLearn	\$363.21

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
11510		Jan13	Apr21			OntarioLearn	\$363.21

Construction Job Site Management**BLDG10090**

You will develop skills toward 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
11509		Jan13	Apr21			OntarioLearn	\$363.21

Construction Contracts and Documents**BLDG10083**

Be introduced to 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
11162		Jan13	Apr21			OntarioLearn	\$311.48

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
11972	TU	Jan13	Apr14	6:00-10:00	14	Classroom (FF)	\$442.98

Surveying, An Introduction**SURV10001**

Learn basic surveying principles. Deals with theory, application and care of the level, chain and total station. Note: Requires a preceptor for equipment use and set-up (approx. 24 hours of lab work). Preceptors are typically from an engineering, surveying, or construction firm. Equivalent to: SURVEA141, SURV10000, SURVCN350. 64 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11056		Jan13	Apr21			OntarioLearn	\$526.11

Environmental Technology**ENVREA204**

Examine the planning, design, operation and maintenance of water supply systems, flood control works, water and wastewater treatment systems and solid waste management.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11956	WE	Jan7	Apr8	6:00-9:00	14	Classroom (FF)	\$342.30

Transportation Technology**TRANEA105**

Examine the essentials of transportation, and the role of the transportation network in rural and urban environments. Intended for those interested in Urban Planning, Civil Engineering, Architectural, and Transportation Engineering.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11975	TU	Jan13	Apr14	6:00-9:00	14	Classroom (FF)	\$342.30

Traffic Engineering 2**TRANR401**

Develop a working knowledge of traffic control signal operation and timing, and use timing software SYNCHRO, for signal analysis and timing plan design.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11973	TU	Jan13	Apr14	6:00-10:00	14	Classroom (FF)	\$442.98

Traffic Engineering 3**TRANR503**

Focus on capacity Analysis, evaluation, and design of free flow transportation facilities.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11974	TH	Jan8	Apr9	6:00-10:00	14	Classroom (FF)	\$442.98

Custom Street Rod Technologies

Do you have an old street rod sitting in your garage just waiting to be customized? Have you started a project but do not have the expertise to finish? Utilize Mohawk College automotive facilities. Take the opportunity to learn from experts in the field. Includes guest lectures from manufactures. Family members or friends are encouraged to bring in their projects and work in teams on your project.

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/streetrods

Students are required to supply their own parts or other materials. Students are encouraged to bring their own vehicles to work on. Space is limited so please call the instructor to discuss your individual project.

WATCH FOR COURSES NEXT TERM.

Statics MECHMC322
11685 TH Jan22 Apr23 6:00-10:00 14 Classroom (FF) \$442.98

Electrical

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca or daniel.wright@mohawkcollege.ca

Industrial Control 1

ELEC10117

Learn to identify and analyze rectifiers, phase controlled converters, and inverters, applied to the control of motors. Covers conventional motor controls including different types of relays & motor starters suitable for three phase squirrel cage induction motors (SCIM). Operating principles & characteristics of SCIM are reviewed. Power diodes, power transistors, & thyristors devices such as SCR's & TRIAC's are studied in detail. Prerequisite: ELEC10094.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11998	TU/TH	Jan13	Mar24	6:00-10:00	21	Classroom (SC)	\$622.06

Environmental

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Drinking Water Operator-In-Training Certification ENVR10044

Learn the basics as related to the operation of water treatment and distribution systems. Topics will include: 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
11055		Jan13	Apr21			OntarioLearn	\$501.15

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
11105		Jan13	Apr21			OntarioLearn	\$407.55

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
11967		Jan13	Apr21			OntarioLearn	\$407.55

Solar Photovoltaic Installation 100S ENRG10019

Update your skills for renewable energy projects. Content is aligned with established technical standards, and regulatory requirements. Available only to journeypersons, apprentices and C of O applicants in the following trades: Construction and Maintenance Electrician 309A; Domestic and Rural Electrician 309C; Powerline Technician 434A; Industrial Electrician 442A. Prerequisite: Senior High School Math and High School Physics. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11831		Jan13	Apr21			OntarioLearn	\$363.38

Sustainability

ENVR10042

Examine sustainability management from a business perspective. Topics include frameworks for corporate sustainability, life cycle costing, measuring social, environmental and economic impacts, implementing and reporting sustainability. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11115		Jan13	Apr21			OntarioLearn	\$363.38

Wastewater Operator-in-training Certification Preparation

ENVR10045

Learn the basics as related to the operation of wastewater collection and treatment systems. Topics: 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
11054		Jan13	Apr21			OntarioLearn	\$501.15

Geographic Information Systems

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/gis

Business Practice for GIS Professionals

BUSN10104

Enhance your GIS skills with practical insights into business issues including copyright, patent and source code rights, data sharing, liability, contracts and disclaimers. Examine proven project management techniques and evolving trends and business processes. 42 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11107		Jan13	Apr21			OntarioLearn	\$385.38

Manufacturing Processes

Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Metrology - Quality Assurance **NEW!**

QUAL10008

Examine the principles of dimensional metrology, applied precision measuring instruments relating to the geometric features, and complex measuring instruments. Focus on integration of measuring instruments within the manufacturing cell, and interface devices. Recommended: Grade 12 (General or Advanced) Math or equivalent. 39 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11985		Jan13	Apr21			OntarioLearn	\$363.21

Six Sigma Methods

MECH10047

Investigate an organized framework of statistical tools to improve service or product quality. Focus on charter documents, problem solving, implementation and control, and advanced techniques. Prerequisite: Introductory Statistics course or equivalent. 56 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11108		Jan13	Apr21			OntarioLearn	\$454.19

Occupational Health and Safety

Questions?

Call: 905-575-2507

Email: ceskills@mohawkcollege.ca

Online Learning Questions?

Call: 905-575-2703

Email: disted@mohawkcollege.ca

Aerial Work Platform and Working at Heights

SAFE10090

Obtain your Aerial Work Platform and Working at Heights Certification; required certification for any construction job site. Obtain generalized training on scissor lifts and boom lifts. Updated information on Ministry of Labour guidelines. Includes both classroom and hands on training. CSA approved safety boots, glasses & a hard hat will be required. A full body harness & long pants are also recommended. Visit www.mohawkcollege.ca/continuing-education/aerialwork for more details.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12056	MO/TU	Feb23	Feb24	8:30-4:30	2	Classroom (SC)	\$340.00

Management Labour Concerns in Occupational Health and Safety **NEW!**

MGMT10123

Focus on several functional characteristics within organizations that pose unique challenges for the practitioner attempting to effectively manage resources, both material and human. 30 hours

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12047		Jan13	Apr21			OntarioLearn	\$296.70

Pre-Apprenticeship Training Programs

Interested in securing an apprenticeship? Check out Mohawk College's Pre-Apprenticeship training programs. Specific trade program offerings are based on labour market demand and industry support.

In addition to Basic Level 1 in-school trades training, these full-time day programs include: pre-trades training, trade specific safety training and a mandatory work experience component.

Program offerings are funded by and subject to MTCU approval.

Questions?

Call: 905-575-2301

Email: debbie.dedaw@mohawkcollege.ca

Web: www.mohawkcollege.ca/preapp

Welding

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5023

Email: ceskills@mohawkcollege.ca or james.carey2@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/welding

You must supply Safety Glasses, Safety Boots and Welding Gloves.

Intermediate Welding

WELD10066

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11660	SA	Jan10	Apr18	8:00-12:00	14	Classroom (SC)	\$498.98

Advanced Welding

WELD10067

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.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11661	SA	Jan10	Apr18	8:00-12:00	14	Classroom (SC)	\$498.98

Welding Skills Refresher

WELD10068

Reassess safety practices. Practice lab time, review techniques and refresh skills. Stick welding to advanced pipe welding.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11662	SA	Mar14	Mar28	9:00-12:00	2	Classroom (SC)	\$187.19

Woodworking

Questions?

Call: 905-575-2507 or 905-575-1212 ext. 5027

Email: ceskills@mohawkcollege.ca or shari.martin@mohawkcollege.ca

Web: www.mohawkcollege.ca/continuing-education/woodworking

Some components of this program require approved safety glasses and protective footwear.

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 extra. Theory and practical tests included. Equivalent to: BLDG10022.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12035	TH	Jan15	Apr2	6:30-9:30	12	Classroom (SC)	\$293.40

Woodworking for Women

BLDG10022

Produce several small woodworking projects from solid lumber in order to develop basic machine competency skills on the radial arm saw, band saw, table saw, jointer, planer, drill press and hand router. Tools supplied. Materials extra. Theory and practical tests included. Equivalent: BLDGTZ070.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12042	MO	Jan12	Apr6	6:30-9:30	12	Classroom (SC)	\$293.40

Woodworking Level 2

BLDGTZ071

Further develop cabinet making skills by producing a fine hall or sofa table from solid lumber. Prerequisite: BLDGTZ070 or BLDG10022 completed within one year (project may or may not be completed within the 12 weeks).

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12037	TU	Jan13	Mar31	6:30-9:30	12	Classroom (SC)	\$293.40

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
12046	WE	Jan14	Apr1	6:30-9:30	12	Classroom (SC)	\$293.40

Hand Tool Techniques

BLDGTZ030

Practice various hand tool techniques with construction of a small piece of furniture. Hand cut joinery and drawer construction, hand planing, finishing, and repairs are covered. Tools supplied. Materials extra.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12048	MO	Mar9	Jun1	6:30-9:30	12	Classroom (SC)	\$293.40

How to Design & Build Your Own Kitchen Cabinets

BLDG10076

Enhance your design and cabinet building skills. Focus on kitchen floor plan layout and learn to build upper and lower cabinets in conventional and European design.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12050	TH	Jan15	Apr2	6:30-9:30	12	Classroom (SC)	\$293.40

Community Training

Our mandate is to deliver government and community funded initiatives in response to community workforce development and training needs. Take advantage of our programming mix that includes adult and youth academic preparation, employment and career services, and specialized skills training.

Questions?

Call: 905-575-2024 or toll free 1-866-891-2011

Email: muzeria.nuredini@mohawkcollege.ca

Web: www.mohawkcollege.ca/community-training



Academic Upgrading

Web: www.mohawkcollege.ca/au

Academic Preparation Programs

Take advantage of these free opportunities to upgrade your academic skills to realize your personal employment or educational goals. These programs are conveniently offered during the day and the evening.

The academic upgrading streams offer adult learners:

- A personal academic assessment
- An individualized "Learning Plan"
- Flexible start dates
- Free GED Preparation

Academic Upgrading

Achieve Grade 12 equivalency in Math and English for purposes of admission to College and Apprenticeship programs.

Skilled Trades

Benefit from targeted academic preparation for apprenticeship training.

Employment Literacy Workshops **NEW!**

Focus on academic preparation to improve employment opportunities, and foster independence. Develop basic computer and technology skills, employability and self-management skills.

Questions?

Call 905-575-2029,

Web: www.mohawkcollege.ca/au

Deaf Empowerment Program

Benefit from academic upgrading in math, reading, writing, basic computer and employability skills program taught in ASL by deaf instructors in a learner-centred environment. Upgrade your English and/or math skills to prepare for the GED and/or ACT. You may attend the day program, at the Fennell Campus. Offering continuous intake, this is a learning outcomes based literacy program. Ontario residents, eligible to work in Ontario, may attend this program at no cost.

Questions?

Voice: 905-575-2029 or toll free 1-866-891-2011

TTY: 905-575-2436

Email: dep@mohawkcollege.ca

These Employment Ontario programs are funded by the Ontario Government.

Community Employment Services

Visit the Community Welcome Centre, Room J137.

Community Employment Services provides FREE services for anyone in the community seeking employment and/or training.

Services provided:

- Individual job search assistance

- Creating an effective resume
- Improving interview techniques
- Upgrading and training opportunities

Locations:

Hamilton Mountain at Fennell Campus, Room J137

- Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Tuesdays 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek at 211 Centennial Pkwy., Unit 5

- Monday to Friday, 8:30 a.m. to 4:30 p.m.

Questions?

Call: 905-575-2177 or toll free 1-866-891-2011

Email: jobs@mohawkcollege.ca

This Employment Ontario program is funded in part by the Government of Canada.



Second Career

Second Career is an Ontario government program to help people who have been laid off. The program can help unemployed workers who commit to a long-term training plan make the transition to new careers in growing areas of the economy.

Locations:

Hamilton Mountain at Fennell Campus, Room J137

- Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Tuesdays 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek at 211 Centennial Pkwy., Unit 5

- Monday to Friday, 8:30 a.m. to 4:30 p.m.

Questions?

Call: 905-575-2177 or toll free 1-866-891-2011

Email: secondcareer@mohawkcollege.ca or jobs@mohawkcollege.ca

Summer Jobs Service (SJS)

SJS supports employment for students from April to August. It provides direct access to summer jobs for students aged 15-30, who are planning to return to school in the fall. Students can also participate in open workshops to gain knowledge and skills to find jobs. Participating employers receive a wage subsidy and access to students who are ready and willing to work in the summer.

Questions?

Call: 905-575-2368 or toll free 1-866-891-2011

Email: sjs@mohawkcollege.ca

Locations:

Hamilton Mountain at Fennell Campus, Room J137

- Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Tuesdays 8:30 a.m. to 7:00 p.m.

East Hamilton/Stoney Creek at 211 Centennial Pkwy., Unit 5

- Monday to Friday, 8:30 a.m. to 4:30 p.m.

This Employment Ontario program is funded by the Ontario Government.

English as a Second Language



English as a Second Language

Questions?

Call: 905-575-1212 ext. 3199

Email: melissa.droughan-rahimian@mohawkcollege.ca

LINC (Language Instruction for Newcomers to Canada)

- Free to eligible individuals.
- Prerequisite: Language assessment from LINC Assessment Centre/CLARS
- Levels 1 to 7 Full-time day classes - 9 a.m. to 2:30 p.m.
- Monday to Friday - New students start classes on Mondays.

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

- Photography (CLB 1 - 3)
- Videography (CLB 4 - 7)
- New students start classes on Mondays.

Part-Time LINC Discrete Skills Courses

- Listening (CLB 5) Monday and Wednesday 2:40 p.m. to 5:10 p.m. -8 weeks
- January 5 to February 25, 2015
- Writing (CLB 5) Tuesday and Thursday 2:30 p.m. to 5:00 p.m. -8 weeks
- January 6 to February 26, 2015

Enhanced Workplace Communications

- Free Part-time Classes
- Speaking (CLB 6/7) - Wednesday - 2:40 p.m. to 5:40 p.m. -10 weeks
- January 14 to March 25, 2015

ELT (CLB 7) Enhanced Language Training for Internationally Trained Individuals

- Free full-time classes
- Monday to Friday - 9:00 a.m. to 2:00 p.m.
- Workplace mentorships - 2 post-secondary credits
- January 5 to March 31, 2015

IELTS Preparation

Questions?

Call: 905-575-1212 ext. 3566

Email: ielts@mohawkcollege.ca

Preparing for Academic IELTS

COMM10293

Enhance your score in the IELTS exam! Review expectations for the test modules and learn about your language gaps in relation to the test expectations. Try sample questions from Listening, Speaking, Reading and Writing components of the test. Discover your current IELTS level and learn concrete strategies for at-home practice before registering for an exam.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
11904	TU/TH SA	Jan20	Feb14	6:00-8:00 9:00-1:00	12	Classroom (FF)	\$355.00
11905	TU/TH SA	Mar17	Apr15	6:00-8:00 9:00-1:00	12	Classroom (FF)	\$355.00

OSLT - Business (946)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian business workplaces (accounting/finance; sales/marketing and entrepreneurship). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

Email: patrice.palmer@mohawkcollege.ca

Call: 905-575-2289

Web: www.mohawkcollege.ca/oslt

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10251	Workplace Communication Skills for Business 1	30
COMM10252	Workplace Communication Skills for Business 2	40
COMM10253	Workplace Communication Skills for Business 3	40
COMM10254	Workplace Communication Skills for Business 4	40
COMM10255	Workplace Communication Skills for Business 5	30

OSLT - Health Sciences (944)

MOHAWK COLLEGE CERTIFICATE

Graduation Requirements: 5 courses

180 course hours in occupation specific language training that teaches participants how to effectively and clearly communicate in Canadian health care workplaces (Nursing, PSW, Medical Radiation Technology, Dental Hygiene). Open to Permanent Residents and Protected Persons with CLB 6 - 8. CLB assessment within the last 6 months is required.

Questions?

Email: patrice.palmer@mohawkcollege.ca

Call: 905-575-2289

Web: www.mohawkcollege.ca/oslt

PROGRAM OF STUDIES

Mandatory Courses:		Hours
COMM10235	Workplace Communication for Health Sciences 1	30
COMM10236	Workplace Communication for Health Sciences 2	40
COMM10237	Workplace Communication for Health Sciences 3	40
COMM10238	Workplace Communication for Health Sciences 4	40
COMM10239	Workplace Communication for Health Sciences 5	30

MCE Corporate Training & Partnerships

Mohawk College Enterprise (MCE) is a stand-alone, business to business corporation established by Mohawk College as the sole provider of corporate training and consulting services on behalf of Mohawk College. We provide customized corporate training in three areas: leadership, technology and health sciences.

- Our leadership portfolio offers a range of workshops and programs on topics such as customer service, problem solving, performance management, supervisory skills and more. We also provide strategic planning consulting.
- Our technology portfolio includes but is not limited to computer training, health and safety and backflow prevention.
- Our health sciences portfolio offers customized programming based on Mohawk College curriculum and expertise to health care organizations and professionals.

For more information on how MCE can provide our services please contact us today at 905-575-2534 or visit us at www.mcecor.com

Backflow Prevention/Cross Connection Control

Focus on backflow control, cross connection, hazards, maintenance and testing. Write the Ontario Water Works Association "Cross Connection Control Specialist" certification exam at the end of the course. Open to licensed plumbers, steam fitters or engineers or water distribution employees. 5 days, 40 hours. Recertification required after 5 years, 2 days, 16 hours.

Questions?

Call: 905-575-2534
Email: LMacDonald@mcecor.com
Web: www.mcecor.com

Future Ready Leadership Program for Emerging Leaders

For the first time ever, there are more people in the age group 55 - 64 preparing to leave the workforce than there are people getting ready to enter it.

In order to address the leadership gap, MCE has launched a nationally recognized award winning leadership program for aspiring leaders. This program held one day a month over 8 months, provides critical thinking skills and reinforces required behaviours that will prepare for and address organizational change. The program has been designed for all levels of management in all sectors and addresses; The Power of Teams, Embracing Diversity through Impact Communications, Leadership Dynamics, Leading Change, Facilitating Change, Managing Performance etc.

Questions?

Call: 905-575-2534
Email: info@mcecor.com
Web: www.mcecor.com

Future Ready Leadership Program - Level 2

A compilation of six new interactive, experiential training sessions that take our Future Ready Leadership Graduates to the next, higher level of learning. This level addresses: Critical Thinking and Problem Solving, Challenging Communications, An Introduction to Building an Effective Strategic Plan, Union Management Relations, Resolving Conflict, Project Management.

Gas Technician III & II / Oil Burner Technician III & II

Qualify for entry level employment with heating and cooling contractors, gas utilities, maintenance companies, manufacturers, etc. Meet Technical Standards and Safety Authority certification criteria.

Study properties of natural gas, propane and fuel oils, combustion, introductory electricity, and relevant legislation.

Questions?

Call: 905-575-2534
Email: LMacDonald@mcecor.com
Web: www.mcecor.com

Health

Programming is available for disciplines including Nursing, Medical Radiation Sciences, Diagnostic Cardiac Sonography, Cardiovascular Technology, Occupational Therapy, Physiotherapy, Pharmacy and more.

Questions?

Call: 905-577-5886
Email: eroediger@mcecor.com
www.mcecor.com

Manufacturing Leadership Certificate (MLCP)

Examine global competition, advanced technologies and economic challenges influencing the operation of Canadian business and industry. Develop multifaceted leadership skills with a high level of technical expertise, essential for supervisors and managers and those aspiring to these positions. Developed by an alliance of five Ontario colleges and Canadian Manufacturers and Exporters.

For on-site, customized course delivery or information on program completion:

Call: 905-575-2534
Web: www.manufacturingleadership.com

Welding

Acquire skills and knowledge to meet Canadian Welding Bureau (CWB) and TSSA standards. Work toward one CWB ticket or the full Welder Operator Certificate Program. Welding skills are assessed before a plan is developed outlining learning requirements.

Full-time Welder Operator Certificate Program: 24 weeks (Monday - Friday / 6 hours per day).

New Programs start continuously, contact us for further details.

Mohawk College provides CWB and TSSA testing on-site. Book tests for CWB and TSSA certification at any time or any position. Testing costs are in addition to tuition. Safety boots, safety glasses and school supplies required.

Customized Training Solutions are available with Daily/Weekly sessions to upgrade skills or practice for upcoming tests.

Questions?

Call: 905-575-1212 ext. 5046
Email: chris.melville@mohawkcollege.ca

Maintenance Management Professional (MMP) Certificate

Enhance your maintenance management skills and earn a professional MMP designation with this eight-module program from the Plant Engineering and Maintenance Association of Canada.

Questions?

Call: 905-575-2534
Email: LMacDonald@mcecor.com

PEMAC and CIM Members must contact us to register.

Management Skills & Techniques

MGMTMMP01

Focus on basic concepts and recent developments in cost effective maintenance and physical asset management. Fee includes text and materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12057	SA/SU	Jan10	Jan11	9:00-5:00	2	Classroom (FF)	\$499.00

Accounting And Finance

ACCTMMP04

Examine basic accounting and finance for the maintenance professional. Focus on accounting principles, cost accounting, budgeting, inventory management, forecasting, ROI, and cost benefit analysis. Fee includes text and materials.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12058	SA	Jan17	Feb7	9:00-5:00	4	Classroom (FF)	\$898.00

Capstone Course

MISCMP08

Working as a team, apply theory and practice from the other 7 MMP modules to an actual work project to improve current maintenance strategies, resolve a significant maintenance issue, or develop a new maintenance strategy.

CRN	DAY(S)	START	END	TIMES	SESS	DELIVERY	FEE
12059	WE	Feb11	Apr15	6:30-9:30	10	Classroom (FF)	\$898.00

Online Learning

ce.mohawkcollege.ca/online-learning

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

Online Learning

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, nor self-directed. There is a scheduled start and end date.

Computer Requirements

You will need regular access to a computer with an Internet connection and Web access for the duration of your course. A Macintosh or PC system with at least:

PC: Pentium III 600 MHz processor or faster, 256 MB RAM or greater (512 MB recommended), Windows XP/ Vista/Win7.

MAC: Intel x 86 based processor, 512 MB RAM or greater (1GB recommended), Mac OS-X 10.5 (Leopard) or 10.6 (Snow Leopard).

Textbooks

Textbooks are not included in course fees. Order texts online at mohawk.bookware3000.ca.

Exams

For exam information, visit ce.mohawkcollege.ca/exams. All work and scheduled exams must be completed by course end date. Questions: email deexams@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.

Questions?

Call: 905-575-2703
Email: disted@mohawkcollege.ca
Web: ce.mohawkcollege.ca/online

OntarioLearn

To see if online education fits your learning style, go to www.OntarioLearn.com and click on "Starting Out" to participate in a short quiz titled, "Is Online Learning right for you?"

Start Date/Registration Deadline

Most courses start on Tuesday, January 13, 2015. We must receive your registration no later than Tuesday, January 20, 2015. Monthly intakes are available for some courses.

How to Start Your Course

Instructions to "Start an OntarioLearn Course" are available at ce.mohawkcollege.ca/get-started. It is your responsibility to log in to your course(s) prior to the refund deadline.

In keeping with Mohawk College's GoGreen initiative, start up letters will no longer be mailed.

eLearn

Instructors are available by email for all courses.

Registration Deadline

You can register up to 6 calendar days after the official start date unless otherwise stated.

How to Start Your Course

You will receive your course start up letter by mail. It is your responsibility to login to your course(s) prior to the refund deadline.

Your Library!

Assignment Help

- Research assistance
- Program Subject Guides
- APA guide
- Books (print and ebooks)
- Online Journals and magazines
- Streaming videos (online)

Study Space

- Quiet study
- Silent study
- Bookable group space
- Computers, printing, copying and scanning

Tech Support - Library TECH BARS

Get help with:

- WiFi setup
- Email setup
- Microsoft Office Tips
- eLearn
- MOCOmotion
- Creative tools for assignments

24/7 Online Access

www.library.mohawkcollege.ca

Ask Us!

In Person: Drop by your campus library!

Call: 905-575-2077 (Fennell)
905-575-2504 (Stoney Creek)
905-540-4247 x26835 (IAHS)

Text Us: 280-277-0114

Chat Online

For locations, maps and hours, visit us at:

www.library.mohawkcollege.ca



Important Information

DELIVERY / CAMPUS

Campus Codes and Locations

Blended (XX)

Course includes online and classroom content. (XX) indicates the campus where the classroom component is held.

Visit: www.mohawkcollege.ca/blended

Classroom (FF)

Fennell Campus

135 Fennell Avenue West
Hamilton, ON L9C 1E9
905-575-1212

Classroom (IH)

Institute for Applied Health Sciences at McMaster

1400 Main Street West
Hamilton, ON L8S 1C7
905-540-4247

Classroom (OR)

Other Location

See course description for details.

Classroom (SC)

Stoney Creek Campus

481 Barton Street
Stoney Creek, ON L8E 2L7
905-575-1212 ext. 5000

Field Work

Course work done at placement location.

eLearn

Course is online through Mohawk College.

OntarioLearn

Course is online through www.OntarioLearn.com

Room Listings

Room numbers for courses at all campuses are available at ce.mohawkcollege.ca/room-listings after 3:00 pm on the first day of each term.

Classroom locations are also posted at the main campus entrances.

NOTE: Room numbers can change as late as 4:30 p.m. each day. Please check the schedule frequently.

Campus Closing (Emergency Situations)

Meet SAM: Your new BFF

Our Security Alert Messenger (SAM) is Mohawk's newest Emergency Notification Service for weather and security related alerts by email, social media and text messages. Students can subscribe to receive text alerts* right to their mobile device to stay safe in the event of an emergency. Read more at www.mohawkcollege.ca/sam

*Standard usage rates may apply for text

messages. Check with your service provider for details.

Parking Information & Transportation

Fennell and Stoney Creek

Continuing Education evening and weekend students at Fennell and Stoney Creek campuses will automatically receive a parking pass on their Acknowledgement of Registration. A transportation fee of 69 cents per student contact hour is included for courses offered at these locations.

NOTE: If you are taking a Continuing Education course during the day for which you paid transportation fees, please take your acknowledgement form to the Parking Office to exchange for a day pass. If the course you are taking has no transportation fees, you will be required to buy a parking pass.

For information, visit the Parking or Student Services office at your campus or The Square at Fennell Campus.

If you have purchased a full-time parking pass, you may return your evening pass to the Parking Office. Visit www.mohawkcollege.ca/parking and complete the CE Transportation Fee Credit Request form.

Institute for Applied Health Sciences at McMaster

McMaster University provides parking services for the Institute for Applied Health Sciences. McMaster University parking guidelines will apply.

Purchase permits at the E.T. Clarke Centre, Room 102, at McMaster. Payment options include cash, cheques, debit, MasterCard and Visa. Student ID card required. Parking for single evenings and/or weekends is \$6 payable upon exit at automated attendant.

Questions?

Call: 905-525-9140 ext. 24232

Accessible Parking

You must have a Mohawk College permit to park on College property. Individuals who require accessible parking and have a Ministry of Transportation Accessible Parking Permit may contact the Mohawk College Parking Office to purchase a Mohawk College Parking Permit. Those who do not have an MOT Permit must contact Accessible Learning Services at 905-575-2211 about their need for accessible parking.

Staff members who require accessible parking may contact the Parking Office and HR/Staff Services.

Public Transportation

The Hamilton Street Railway provides bus service to most Hamilton College locations.

Contact HSR at 905-527-4441 or hamilton.ca/hsr for details about routes, schedules, etc.

Communication from Mohawk

Mohawk's online portal MOCOmotion (moco.mohawkcollege.ca) and your @mohawkcollege.ca email address are the official avenues of communication used by Mohawk College.

Examples of information found in, or sent to these avenues are: your grades, income tax receipts, notices regarding College closures, etc. Please login to MOCOmotion on a regular basis to keep your account active. You will find your username and password on your Acknowledgement of Registration form.

FINANCIAL INFORMATION

Fees

Tuition, Academic Service, Student Activity, Student IT Enhancement, Capital Campaign, Transportation and Access Copyright fees:

Fees are calculated based on the number of hours per course.

- Tuition @ \$6.24
- Access Copyright @ \$0.02 (max 45 hours)
- Academic Service Fee @ \$0.60 (max 45 hours)
- Student Activity Fee @ \$0.48 (max 45 hours)
- Student IT Enhancement Fee @ \$0.07 (max 45 hours)
- Capital Campaign Fee @ \$0.05 (max 45 hours)
- Transportation Fee @ \$0.69 (max \$43.00) on courses offered at Fennell and Stoney Creek.

Financial Information

1. Course Fees do not include textbooks, and/or learning materials required by many courses. Some exceptions may apply. These are often available in the Campus stores.
2. Payment may be made by cash, certified cheque, money order, Visa, MasterCard, or debit.
3. HST is included where applicable. A full breakdown is available through your MOCOmotion student account.

International Students

All international students require approval from International Student Services (The Square, Room C102, Fennell Campus) before registering for Continuing Education courses. International Fees for CE courses will apply - \$910.00 per credit course. Some non-credit courses can be taken at a reduced rate. Read more at www.mohawkcollege.ca/international.

Replacement Certificate/Diploma Fee

A fee of \$30 applies for replacement of a College certificate or diploma. The request form is available on the Mohawk College website, or visit The Square at Fennell Campus to make your request and payment.

Senior Citizens

Senior Citizens, 65 years of age or older, may register for most Continuing Education funded credit courses for 50% of the seat fee, plus all other fees except the Academic Service Fee (ASF) and Student Activity Fee (SAF). Proof of age is required at registration.

Financial Assistance

Limited tuition assistance support is available for students who complete an online profile. For information on completing the profile, and details on awards available for Continuing Education students, visit www.mohawkcollege.ca/financial-assistance.

For more information, call 905-575-2133 or email financialassistance@mohawkcollege.ca.

You can also visit the Student Services office at your campus.

Tuition Reimbursement for Health Sciences Students

Medical Laboratory Technologists may be eligible for up to \$1500 in tuition reimbursement through the Allied Health Professional Development Fund. Visit ahpdf.ca for information.

RNs and RPNs may be eligible for up to \$1500 in tuition reimbursement through the Nursing Education Initiative Fund. Visit www.mao.ca or www.rpnao.org for information and application forms.

Income Tax Receipts

In March 2015, students registered in 2014 will be able to access their T2202A Tuition and Education Amounts Certificate via MOCOMotion. Choose the "My Student Account" tab, and scroll down to "My Account".

NOTE: Some courses may not qualify for a tuition or education tax deduction.

Student Activity, Miscellaneous and Book fees do not qualify as a tax deduction.

For assistance, drop in to the Student Services office at any campus, MCACES office or call 905-575-2000.

Refunds

To obtain a refund, you must withdraw by the day before your second scheduled class. For individualized learning courses (e.g. Math Learning Centre and Online Learning), you must withdraw within 6 days of the published start date of the course to receive a refund. If you want to withdraw from general interest seminars, travel/education, or courses with equipment rental, or the purchase of special materials, you must withdraw three days before the start of the course.

Refund Amounts

A \$20.00 administrative fee per course is withheld (except for courses cancelled by the College). If you withdraw by the day before the second scheduled class, whether or not you actually attended, all fees will be refunded minus the administration fee. No refund will be issued for withdrawals on the day of/after the second scheduled class, whether or not you actually attended.

Notes:

- If you have an outstanding balance with the College, all refunds will be applied to your balance.
- Allow a minimum of 4 weeks processing time for refunds.
- Refunds are issued by cheque and sent to the registered student. (Exception: tuition paid directly by employer or sponsoring agency to the College).
- The Standard Refund Policy may not apply to seminars, workshops, Corporate & Community Training, and Credit for Prior Learning courses. Please refer to individual sections in the catalogue for further details.

REGISTRATION INFORMATION

Acknowledgement Form and 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 out to the student by Canada Post. The acknowledgement form includes your user ID and password for MOCOMotion, the College's information portal. Your parking pass is also included, if eligible, for the Fennell and Stoney Creek campuses only. Carry your student card for security purposes and bring your acknowledgement form to class as proof of registration.

NOTE: Please ensure your address and phone information is correct in our registration system. This will ensure communication with you is available in the event of a course cancellation/reschedule, etc.

Admission Requirements

For credit courses leading to a college certificate or diploma, you require a secondary school diploma or equivalent, or you must be 19 years of age or older on the day the course starts. The college reserves the right to restrict enrollment for most general education and non-credit continuing education courses to those 19 years of age and over. International students, who are not permanent residents of Canada, require permission to register from Citizenship and Immigration Canada. Some programs have specific admission requirements which are listed in the program description.

Audit Students

Only under special circumstances can a credit course be audited. The audit application form must be approved by the appropriate Associate Dean before you register. You will not receive a grade/credit for an audited course; an AU designation is used on your transcript. Regular fees apply.

Course Cancellations

Mohawk College reserves the right to limit, cancel, adjust or relocate classes/courses without notice, if necessary. Note: Classes will be cancelled if they do not meet minimum enrollment levels before the start date. The College will try diligently to contact you in advance of a class cancellation. However, the College cannot assume responsibility for expenses incurred (babysitting, travel, etc.) if you arrive for a class which has been cancelled or rescheduled. A full refund will be issued for courses cancelled by the College.

Long weekends: Classes MIGHT NOT be scheduled on long weekends. Please check with your instructor.

Special Approval Courses (SA)

Registration for some courses is restricted to ensure all students meet admission and eligibility requirements. Unfortunately, registrations for these Special Approval courses cannot be placed online. Please refer to the inside of the back cover for information on other ways to register. A completed registration form will be required.

Transfers

You may transfer from one class/course to another before the third regularly scheduled session of the course from which you are transferring, provided that the registration cut-off date has not passed and space is available in the course into which you are transferring. Fees will be reassessed accordingly. You may transfer on the web at www.mohawkcollege.ca/continuing-education, by fax, or at any designated Student Services Office.

Waitlists

If a course is full, you may choose to enter your name on the course waitlist via the web, fax, mail or in person. You are not required to leave payment for a waitlist. If a spot becomes available, you will be contacted.

Withdrawals

If you withdraw from a course, you must officially notify the Student Services Office using the web, mail, fax, or in person at least 10 days before the end of the course to avoid academic penalty.

Informing the instructor only is not sufficient.

See the Refunds section for details regarding withdrawals.

ACADEMIC INFORMATION

Academic Appeal Form

You may obtain the Student Academic Appeal Form at the Student Services office at any campus. View the Academic Appeal Policy at www.studentpolicies.mohawkcollege.ca.

Academic Policies and Procedures

All registered students must comply with college policies and procedures related to academic honesty, appeals of final grades, and other college expectations and practices. View relevant policies at studentpolicies.mohawkcollege.ca.

Communicable Disease Screening

Immunization clearance is required for some Health Sciences programs with a clinical component. This can be completed by Wellness4U@mohawk or your family doctor.

The Communicable Disease Screening Protocol (CDSP)/immunization form must be filled out and approved by Wellness4U@mohawk to obtain clearance. A one-time processing fee of \$115 is required and can be completed in person at The Square, Fennell Campus. To inquire about faxing a credit card payment call Wellness4U@mohawk at 905-575-2084. You will be mailed a CE Acknowledgement receipt. Please attach your CE Acknowledgement receipt to the completed CDSP and fax to Wellness4U@mohawk Services at 905-575-2416

Fennell Campus

Room C109

Call: 905-575-2084

Email: wellness4u@mohawkcollege.ca

Credentials

Below are definitions for the credentials listed below each program title in this catalogue:

MOHAWK COLLEGE CERTIFICATE:

Credential approved by Mohawk College and awarded for programs with 180 - 300 equivalent instructional hours.

ONTARIO COLLEGE CERTIFICATE:

Credential approved by Ministry of Training, Colleges and Universities (MTCU) and awarded for programs with 600-700 equivalent instructional hours.

ONTARIO COLLEGE DIPLOMA:

Credential approved by MTCU and awarded for programs with 1200-1400 equivalent instructional hours.

ONTARIO COLLEGE ADVANCED DIPLOMA:

Credential approved by MTCU and awarded for programs with 1800-2100 equivalent instructional hours.

ONTARIO COLLEGE GRADUATE CERTIFICATE:

Credential approved by MTCU and awarded for programs with 600-700 equivalent instructional hours where a previous post-secondary credential is required for admission.

ACKNOWLEDGEMENT OF COMPLETION:

Credential awarded for predetermined and approved courses that represent a significant amount of work and that do not lead to a certificate.

Exemptions

Gain recognition for course work completed at Mohawk College, or another educational institution, that is equivalent to learning required in a specific Mohawk course. To apply for an exemption, login to MOCOmotion, choose the "My Student Account" tab, and click on "Apply for a Course Exemption". For assistance, contact The Square at 905-575-2000 or ask@mohawkcollege.ca.

General Education Band Selection Courses

More information about General Education is available in the Communications/Languages/ Preparatory Studies section of the catalogue. An "(E)" designation for courses in the catalogue and the index indicates the course can be used to fulfill General Education requirements.

Grades

Minimum passing grade of 50% applies to most graded courses offered at the College. A 60% weighted GPA is required for graduation.

Exceptions to promotion and grading may exist in some program areas to meet external accreditation requirements. Details about the grading system and exceptions can be found at mohawkcollege.ca. Click on Student Services - Academic Records and Registration - Grading and Evaluation System.

To access your grades and review your progress,

login to MOCOmotion, choose the "My Student Account" tab, and scroll down to "My Grades".

Graduation / Convocation

Applying to Graduate

When you become eligible for a diploma or certificate according to program regulations, and/or you expect to graduate in the Fall of any given year, you must notify your Continuing Education Associate Dean in writing. The deadline to apply to graduate is August 15th for the October Convocation.

"Request for Certificate" forms are to be completed by students graduating from a Continuing Education certificate program. Forms are available online at www.mohawkcollege.ca/convocationprep.

"Application to Graduate" forms are to be completed by students graduating from a post-secondary diploma or post-secondary certificate they have taken through Continuing Education. Forms are available online at www.mohawkcollege.ca/convocationprep.

Residency Requirements

To qualify for a Mohawk College certificate, diploma or applied degree, students using advanced standing, exemptions and/or credit for prior experiential learning must complete at least 25% of the program requirements at Mohawk College.

Course / Program Currency

To be eligible for graduation, students are expected to demonstrate mastery of current competencies as outlined in the Program of Studies applicable at the time of graduation. Mohawk College does not permit backdating of diplomas. In cases where study has been interrupted for one or more years, the College may require a student to repeat a subject area.

Prerequisites

It is your responsibility to ensure that you have met the prerequisites listed in each course description.

Prior Learning Assessment and Recognition (PLAR)

Earn course credits for college-level learning acquired outside the classroom. Have your life/work experience assessed relative to specific course outcomes. The academic area will determine the appropriate method for assessing your experience:

Challenge Exam: Demonstrate required knowledge or skills in proficiency exams evaluated by college assessors.

Portfolio: Use self-reflection to identify current skills and document key learning. Portfolios are evaluated by college assessors.

Questions?

Email: plar@mohawkcollege.ca

Web: www.mohawkcollege.ca/plar

Call: 905-575-2395

Repeating Failed Courses

A student who has failed a course may repeat it in a subsequent term, unless advised otherwise.

STUDENT SERVICES

Aboriginal Education & Student Services (AESS)

Aboriginal Education and Student Services Centre:
Fennell Campus, Room A114
Email: aess@mohawkcollege.ca

Aboriginal Student Success & Transition Advisor
Leah Hogan, 905-575-1212, ext. 3777

Aboriginal Student Counsellor
Room 102
905-575-1212, ext. 4625 or 905-575-2211

Accessible Learning Services

Our team is committed to providing friendly, accessible and confidential services to students with disabilities, and we work in partnership with both students and faculty. Pre-registration accommodation planning, educational planning and General Information and Registration Sessions are available for potential applicants to Mohawk. A full range of services is available for accepted applicant and CE students who have, or suspect they have, a disability.

Accommodation supports include:

- Transition support
- Disability advocacy
- Learning strategies
- Adaptive technology training
- Alternate format for course materia
- Testing accommodations!

Make an appointment with our team so we can provide accommodation planning in a timely manner.

Contact Information:

Fennell Campus
Room C102, 905-575-2211

Institute for Applied Health Sciences at McMaster
Room 133, 905-540-4247 ext. 26107

Stoney Creek
Room A118, 905-575-1212 ext. 5401

Email: accessiblelearningservices@mohawkcollege.ca

Books, Supplies, Clothing, Gifts

Mohawk College Campus Stores

Three locations:

Fennell Campus
135 Fennell Avenue West, Hamilton
905-575-2070

The Campus Store, Room C104
905-575-1212 ext. 3438

Buy the Book, Room C068
905-575-1212 ext. 3149

Stoney Creek Campus
481 Barton Street, Stoney Creek
905-575-2514

Visit mohawk.bookware3000.ca for hours of operation.

On-Line Ordering

Choose to either reserve your order for pick-up at Buy the Book or have your books delivered to your door for a nominal fee.

Payment methods

Cash, MasterCard, and Visa

Booklists

Posted in Buy the Book and online at mohawk.bookware3000.ca just before term start-up.

Textbook Returns / Refund Policy

Returned merchandise must be unopened and in resalable condition. Do not open, write in, or mark your textbook until you are certain about your courses. To process on-line returns please call store to make arrangements. Original sales receipts must be provided with all returned items.

Refund Period

Students have five weeks from first day of classes to return or exchange textbooks in original packaging and in new condition, with original receipt. Dates are posted each term. A 20% restocking charge may apply at the discretion of the store staff. If you are withdrawing from a course after the five week period, you must provide a copy of your withdrawal form. Books purchased after the five week period are final sale.

Custom Courseware

Courseware is non-returnable. Students in certain courses may have to purchase their own supplies. In most cases, these will be available for sale at the College. Please check with your instructor before purchasing supplies.

Books @ IAHS

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.

Where?

1200 Main Street West, Room 1G
Call: 905-525-9140 ext. 22288 or 1-800-238-1623
Fax: 905-525-8527
Web: www.bookstore.mcmaster.ca

Counselling Services

Mohawk's professional counsellors offer a broad range of support services to all CE students. Take advantage of free career and academic skills counselling. We offer workshops for your academic and personal success.

Services are available Monday to Friday, from 9:00 a.m. to 4:30 p.m. Please call for extended hours.

For additional information or to arrange an appointment:

Contact Information:
Fennell Campus
Room C102, 905-575-2211
Email: counselling@mohawkcollege.ca

Wellness4U@mohawk

Our diverse team provides all students with free wellness strategies, health care as well as awareness programs.

Contact Information:

Fennell Campus
Room C109, 905-575-2084
Email: wellness4u@mohawkcollege.ca

Dispute Resolution Services

The Manager of Student Rights and Responsibilities acts as the first point of contact for students and staff with issues under the Student Behaviour Policy, Human Rights Policy, Academic Appeals and Student Complaint Procedure. A full range of resolution services (consultation, facilitation, mediation, conciliation, conflict, coaching and debriefing) is available to assist with policy implementation or to address interpersonal and academic disputes or systemic issues.

Contact:

Diane Harrison, Manager,
Student Rights and Responsibilities
Call: 905-575-2318 or from Brantford call 519-759-7200 ext. 2318
Email: diane.harrison@mohawkcollege.ca

COLLEGE POLICIES

Privacy and Confidentiality

Mohawk College collects and retains personal information in compliance with the Freedom of Information and Protection of Privacy Act (RSO 1990). See the Privacy Statement at www.mohawkcollege.ca/legal

Release and Waiver

Students registered or participating in a Continuing Education course or program are bound by College regulations. Mohawk College accepts no responsibility for personal injury to a registrant/student (including death), losses or any expenses arising from instruction in a College course and specifically from participation in clinical, laboratory, field trips, industrial, athletic or social activities unless such injury results from College negligence. This also applies to accessibility registrants/students receiving voluntary assistance from College faculty, staff or another registrant/student.

Notice of Waiver:

Every effort is made to ensure the accuracy of catalogue information as of the date of publication. However, the College reserves the right to modify or cancel any program, course, program description, option, objective, fee, timetable, or campus location without notice or prejudice. We cannot assume responsibility for changes made after publication, in areas beyond our control. Not all courses are offered every term. Only courses offered this term are published in this catalogue.

Smoke Free Policy

Smoking on Mohawk College campuses is permitted only at approved outside locations identified with a "Designated Smoking Area" sign. Maps of the Designated Smoking Areas are posted at each campus for your reference. Fines may be issued to those who do not comply.

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COLLEG

School of Continuing Education Request for Acknowledgement of Completion

I have successfully completed all courses required to receive the Acknowledgement of Completion in the _____ Program

NAME: _____
(PLEASE PRINT YOUR NAME AS IT SHOULD APPEAR ON THE FORM)

ADDRESS: _____

CITY/TOWN: _____ POSTAL CODE: _____

TELEPHONE: (Home) _____ (Alternate) _____

EMAIL ADDRESS: _____

STUDENT NUMBER: _____

Please indicate how you would like to receive your Acknowledgement of Completion:

- Mail the Acknowledgement of Completion to the address above.
- I will pick up the Acknowledgement of Completion:
 - CE Business (Fennell Campus), M-Wing
 - CE Communication Arts (Fennell Campus), Room E112
 - CE Community Studies (Fennell Campus), Room A025A
 - CE Creative and Visual Arts / Preparatory Studies (Fennell Campus), Room J113
 - CE Engineering Technology (Fennell Campus), Room E112
 - CE Health (IAHS at McMaster), Room A185
 - Online Learning (Fennell Campus), Room J113
 - CE Skills (Stoney Creek Campus)

Instructions for completing this form:

- Wait for all your grades and/or exemptions to appear on your academic record.
- Complete this form and mail it to one of the following:
 - Continuing Education, Mohawk College, Fennell Campus, P.O. Box 2034, Hamilton, ON, L8N 3T2
 - PLEASE MAIL TO THE ATTENTION OF THE APPROPRIATE DEPARTMENT (SEE ABOVE)
 - Part-Time & Graduate Studies, Continuing Education, Room 185, IAHS, 1400 Main St. W. Hamilton, ON, L8S 1C7
 - FOR HEALTH (IAHS at MCMASTER ONLY)
- OR submit the form in person to one of the locations listed above.

PLEASE ALLOW 4-6 WEEKS TO RECEIVE YOUR ACKNOWLEDGEMENT

(Signature of Student)

(Date)

CONTINUING EDUCATION DEPARTMENT USE ONLY	
PROGRAM NAME:	
APPLICANT HAS COMPLETED REQUIREMENTS: YES NO	ASSOCIATE DEAN NAME:
DATE REQUIREMENTS COMPLETED:	ASSOCIATE DEAN SIGNATURE:
NAME OF STAFF MEMBER COMPLETING FORM:	DATE:



**School of Continuing Education
Request for Certificate**

COLLEGE

I have successfully completed all courses required to receive my Certificate in the _____ program

NAME: _____
(PLEASE PRINT YOUR FULL LEGAL NAME)

ADDRESS: _____

CITY/TOWN: _____ **POSTAL CODE:** _____

TELEPHONE: (Home) _____ (Alternate) _____

EMAIL ADDRESS: _____

STUDENT NUMBER: _____

YES – I plan to attend the Convocation Ceremony.

I understand that Mohawk College will be videotaping and simultaneously live streaming our convocation ceremonies on the web.
I agree that photographs taken during Convocation may be used in official College printed and electronic publications.

IMPORTANT NOTE FOR ATTENDEES: All e-mail correspondence regarding convocation will be sent to your Mohawk College e-mail account and the ticket order form can only be accessed through MOCOmotion. **Make sure you are able to log onto MOCOmotion and access your Mohawk College e-mail account.** If you need assistance contact the Help Desk at 905-575-2199 or e-mail helpdesk@mohawkcollege.ca.

NO – I do not plan to attend the Convocation Ceremony.

Please indicate how you would like to receive your certificate:

- Mail my certificate now.
- I will pick up my certificate in:
 - Room C102 – The Square, Student Services
 - Room F114 – C.E. Student Activities/MCACES Office
- Hold my certificate until my Convocation Ceremony (ceremony is held in October).

Submit form:

- by mail to Registration and Convocation, The Square - Student Services, Mohawk College, P.O. Box 2034, Hamilton ON L8N 3T2
- by fax to 905-575-2109
- in person to the Student Services office at any campus

The deadline to submit is August 15th for the October convocation.

(Signature of Student)

(Date)

TO BE COMPLETED BY REGISTRATION/CONVOCATION STAFF, ROOM C202	
PROGRAM NUMBER: _____	PROGRAM VERSION: _____
PROGRAM NAME: _____	
<input type="checkbox"/> Hold request until final grades for required course(s) are entered. <input type="checkbox"/> Student is not clear – status report has been sent to academic area	
Checklist - applicant has: <input type="checkbox"/> met all course requirements on the Program of Studies <input type="checkbox"/> achieved 60% or higher overall GPA <input type="checkbox"/> met the 25% residency requirement	Applicant is (check one): <input type="checkbox"/> CLEAR TO GRADUATE <input type="checkbox"/> CLEAR TO GRADUATE WITH HONOURS <small>Graduates who have achieved a WGPA of 85% with no failures in their program of studies.</small>
TERM: _____ TYPE OF CERTIFICATE: _____ DATE PRINTED ON CERTIFICATE: _____	
DATE PROCESSED: _____ PROCESSED BY: _____ NO OUTSTANDING HOLDS: <input type="checkbox"/>	
<input type="checkbox"/> Mailed <input type="checkbox"/> Held for Convocation Ready for pickup at: <input type="checkbox"/> Room C102 - The Square <input type="checkbox"/> Room F114 - MCACES	

Revised: October 2014



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: / / **Ontario Education Number (OEN):

(Eg. 01 / Jan / 1968) Day Month Year

Are you a Canadian Citizen, Aboriginal or Landed Immigrant? Yes No **Gender : Male Female 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.

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
					TOTAL FEE

Should requested CRN's be full, please add my name to the Wait List: Yes No

Are you working towards a Certificate or Diploma? Yes No

If yes, Program Name Program Number

Payment Information – Course fees must be paid in full at the time of registration

Cash Debit Visa Mastercard Certified Cheque* Money Order* Bank Draft* Sponsored (*Payable to Mohawk College)

Method of Payment: Visa Mastercard Cardholder name as appears on card:

Card Number: CVA Number: Expiry Date: /

Cardholder Signature Date

**NOTE: 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). | 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.

Student Services

Please keep this quick reference bookmark

Our Locations

Fennell Campus (FF)

The Square, 135 Fennell Ave. W., Hamilton
Call: 905-385-4295, Toll free: 1-888-385-4295
Monday to Thursday 8:30 a.m. to 6:00 p.m.
Friday 8:30 a.m. to 4:30 p.m.



Extended Business Hours

January 5 to January 23, 2015

Monday to Thursday 8:00 a.m. to 8:00 p.m.
Friday 8:00 a.m. to 5:00 p.m.

Stoney Creek Campus (SC)

Room A111, 481 Barton Street, Stoney Creek
Call: 905-575-1212 ext. 5000
Monday to Friday 8:45 a.m. to 4:30 p.m.

Extended Business Hours

January 5 to 16, 2015

Monday to Friday 8:00 a.m. to 4:30 p.m.

Institute for Applied Health Sciences at Mohawk McMaster (IH)

1400 Main Street W., Hamilton
Call: 905-540-4247 ext. 26352
Monday to Friday 8:30 a.m. to 4:30 p.m.

Quick & Helpful Links

Financial Assistance

Visit ce.mohawkcollege.ca/financial for information on Financial Assistance for CE Students.

Learn More About Online Learning

What is online learning? Is online learning for you?
Read more at ce.mohawkcollege.ca/online-learning

Room Listings

Accessible online after 3 p.m. on the day the course starts.
Locations are also posted at the main campus entrances.
Visit ce.mohawkcollege.ca/roomlistings

How to Register

ce.mohawkcollege.ca/register

Registration opens Tuesday, November 25th

4 Ways to Register

1. Online at ce.mohawkcollege.ca

Available to existing and new students – days, evenings and weekends.

NOTE: Online registration cannot be used for Special Approval (SA) courses. See page 135.

Payment Options



VISA OR MASTERCARD

2. Fax

Payment Options



VISA OR MASTERCARD

Fax the completed Registration Form to: 905-575-2348

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.

3. Mail

Payment Options



VISA, MASTERCARD, CERTIFIED CHEQUE, MONEY ORDER OR BANK DRAFT

Complete Registration Form and mail to:
Mohawk College
The Square, P.O. Box 2034
Hamilton, Ontario L8N 3T2

4. In Person

Payment Options



VISA, MASTERCARD, DEBIT, CERTIFIED CHEQUE, MONEY ORDER, BANK DRAFT OR CASH



How to read course details

Course Name →	Analytical Techniques 4 L and T	MLSCMLS14 (SA)	← Indicates Special Approval					
	Will review topics such as Bacterial Identification, Susceptibility Testing, and Nucleic Acid Testing in relation to Microbiology. One in class session Sat Feb 7. Remainder on eLearn.							
CRN Number →	15085	TU Jan6	Mar17	6:30-9:30	11	Blended (FF)	\$288.95	← Fee
		SA		10:30-1:30				
		↑ Start Date		↑ Sessions		↑ Campus		



Have a question?

Scan the QR code to view Mohawk's Continuing Education AskMohawk Instant Answer Service on your smart phone, or go to mohawk.intelliresponse.com/m/ce

1. Download a QR code reader Mobile App to your smartphone.
2. Launch the App and scan the code – you'll be taken right to the AskMohawk page.



Meet Yeme

Bridging for
Internationally
Educated Nurses
(BIEN) Graduate

In preparation for registration as an RN in Canada, Yeme was referred to Mohawk College's Bridging for Internationally Educated Nurses (BIEN) program by the College of Nurses of Ontario (CNO). Yeme chose Mohawk because it offered flexible classes, state-of-the-art labs, related nursing theory, and practical courses she wanted to study. The BIEN program prepared her for the successful completion of the CRM Exam and moving forward, as a Registered Nurse in the Canadian workplace.

Yeme was photographed by Linda, a Mohawk Continuing Education graduate and avid photographer.

Enrich your career with Graduate and Professional Studies

Whether you're looking to accelerate your career, explore a specialty in your field, or change your career path altogether, Mohawk is here to help you achieve your goals.

Graduate and Professional Studies are offered in the areas of Health, Technology, Business, Skilled Trades and Community Services.

Study towards the following credentials:

- Ontario College Diploma (OCD)
- Ontario College Graduate Certificate (OCGC)
- Ontario College Certificate (OCC)
- Mohawk College Certificate (MCC)

Questions?

Phone: 905-385-4295

Toll free: 1-888-385-4295

Email: cereg@mohawkcollege.ca

Web: ce.mohawkcollege.ca

Alternative formats available upon request

Visit mohawkcollege.ca/accessibility

 **MOHAWK**
ce.mohawkcollege.ca

Winter registration opens November 25th

Don't wait to register – courses can fill quickly. Browse online at ce.mohawkcollege.ca
You can register by web, fax, mail or in person. Refer to the inside back cover of this catalogue.